



<b>Policy Title</b>	Councillor Honorarium, Benefits, and Expense Policy
<b>Authority</b>	Council
<b>Approved (Dates/Motion #)</b>	November 8, 2021 (TOB261/21), Revised November 14, 2022 (TOB212/22)
<b>Policy Number</b>	P-TOB11/001-21
<b>Review</b>	To be reviewed annually at the Organizational meeting
<b>Reviewed by/date</b>	Council on October 10, 2023

## Policy Statement

The Town provides its elected officials with an honorarium to compensate the members' time and involvement in municipal leadership while demonstrating sound financial stewardship.

The Town shall provide guidelines to reimburse elected officials fees and expenses incurred in the performance of duties carried out on behalf of the Town and within approved annual budget.

## Definitions

**Chief Administrative Officer (CAO)** – means the administrative head of the municipality.

**Conference** – means a conference of function related to the governance of the Town.

**Council** – means the elected body of the Town.

**Education** – means elected official related education and training session.

**Elected Official** – means an elected representative of the Town tasked with local governance in Bassano.

**Expenses** – means expenses incurred as a result of carrying out the functions of local governance in Bassano within the approved annual budget.

**Honorarium** – means an amount paid to the elected official for carrying out duties of local governance for the Town.

**Town** – means the incorporated municipality of Bassano.

**Mayor** – means the Chief Elected Official of the Town appointed annually at the organization meeting by the elected officials.

**Meeting** – means a council meeting, sub-committee meeting, board meeting, commission meeting, corporation meeting, function, or conference established by a motion of council that authorizes an elected official's attendance within the approved annual budget.

## Responsibility

It is the responsibility of the Council and the CAO to ensure this policy is implemented.

## Process

1. An elected official of the Town is entitled to receive an honorarium for participating in a meeting, education, or a conference within the approved annual budget.
2. An honorarium may not be claimed by an elected official if the elected official is receiving reimbursement from an external agency or authority.
3. The honorarium payable to an elected official is:
  - 3.1 0-4 hours, a half day honorarium of \$125
  - 3.2 Over 4 hours, a full day honorarium of \$250
  - 3.3 Travel shall be compensated at the Canada Revenue Agency rate and includes getting to and from the location.
  - 3.4 \$100 per month to assist with expenses related to the use of personal phones, internet, or other un-billed consumables.
4. The honorarium payable to the Mayor is:
  - 4.1 0-4 hours, a half day honorarium of \$175
  - 4.2 Over 4 hours, a full day honorarium of \$300
  - 4.3 Travel shall be compensated at the Canada Revenue Agency rate and includes getting to and from the location.
  - 4.4 \$100 per month to assist with expenses related to the use of personal phones, internet, or other un-billed consumables.
5. The following expenses will be reimbursed upon receipt when travelling to fulfill governance obligations on behalf of the Town within the approved annual budget.
  - 5.1 Accommodation expense.
  - 5.2 Meal expenses with gratuity up to 10 percent excluding alcoholic beverages.
  - 5.3 Use of private vehicle, mileage will be paid in accordance with the Canada Revenue Agency rates. Car pooling is encouraged.
  - 5.4 Parking or park passes, c-train or bus fair, taxi, Uber, or other transport service.
6. It is the responsibility of the elected official to track all expenses and submit electronic expense forms quarterly to Town administration.
  - 6.1 Town administration will send an email request a minimum of seven (7) days in advance of preparing quarterly payroll.
  - 6.2 Upon receipt of elected official honorarium and expense claims, Town administration shall compile the expense reports to be reviewed by the CAO to ensure expense claims align with meeting appointments and the annual budget.

- 6.3 Town administration will send an electronic copy of the elected official expense claim forms to the Council for review. If an elected official chooses to dispute a claim, they must notify the CAO in writing. The CAO will include the dispute on the next council agenda for discussion. If it is determined that the dispute is validated, the amount paid will be deducted off the next quarterly remuneration payable.
7. The following benefits are provided to the elected officials through the Town's insurance:
- 7.1 Accidental Death & Dismemberment – up to \$50,000
  - 7.2 Accident Reimbursement Benefit – up to \$15,000
  - 7.3 Accidental Dental Expense Benefit – up to \$5,000
  - 7.4 Weekly Accident Indemnity – up to \$200
8. The following policies are hereby rescinded:
- 8.1 Policy TOB-201 Councillor Honorarium, Benefits and Expense
  - 8.2 Policy TOB-206 Councillor Compensation Review Committee

END OF POLICY