

**THE CORPORATION OF THE TOWNSHIP OF GILLIES
BY-LAW NO. 2010-675**

Being a by-law to establish remuneration for members of Council, local boards and committees, and to repeal By-law No. 591.

WHEREAS section 283 (1) of the *Municipal Act*, S.O. 2001, c. 25, provides that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board; and

WHEREAS section 283 (2) of the *Municipal Act*, 2001 provides that a municipality may pay only the expenses of its Council members if the expenses are of those persons in their capacity as members and if,

(a) the expenses are actually incurred; or

(b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council of the actual expenses that would be incurred; and

WHEREAS section 283 (5) provides that if a resolution of a municipality under subsection 255 (2) or (3) of the old Act is not revoked before January 1, 2003, the resolution shall be deemed to be a by-law of the municipality and one-third of the remuneration paid to the elected members of the council and its local boards is deemed as expenses incident to the discharge of their duties as members of the council or local board; and

WHEREAS section 283 (7) provides that on or after December 1, 2003, a council shall review a by-law under subsection (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.

NOW THEREFORE the Council for the Corporation of the Township of Gillies hereby enacts as follows:

1.0 Short Title

This By-law may be cited as the "Council Remuneration By-law".

2.0 Definitions

In this by-law,

2.1 "COMMITTEE" shall mean the following committees:

- i) Roads Advisory Committee;
- ii) Fire Protection Committee;
- iii) General Advisory Committee; and
- iv) any other Committee formed by by-law.

- 2.2 "DAY" shall be defined as 4 hours and greater.
- 2.3 "LOCAL BOARD" shall include the Lakehead Rural Planning Board, the Thunder Bay District Municipal League, the Thunder Bay Emergency Measures Organization, the Community Policing Advisory Committee and the Veterinary Committee, and any other local board which does not provide remuneration to its members.
- 2.4 "OUTSIDE MEETING" shall be any workshop, seminar, conference or meeting that a council member attends as a part of his or her municipal duties where the venue is located outside the physical boundaries of the Township of Gillies, including meetings of local boards, but does not include any regular, special or committee meetings regardless of the venue.
- 2.5 "REMUNERATION" shall mean any salary, indemnity, or allowance, one third of which shall be deemed to be for expenses incident to the discharge of duties as members of Council.
- 2.6 "SPECIAL CIRCUMSTANCE" shall mean any emergency, unusual or special situation, including but not limited to a State of Emergency or other extraordinary event.

3.0 Types of Council Remuneration

- 3.1 **Reeve** - That the annual remuneration of the Reeve shall be \$2,400.00 for carrying out his or her duties and responsibilities as Reeve, including attendance at all regular, special and committee meetings of Council, and any other special event or function.
- i) That a deduction of \$65 per meeting missed in excess of 4 meetings per calendar year shall be made from the Reeve's final quarterly annual remuneration payment.
- 3.2 **Councillor** - That the annual remuneration of each Councillor shall be \$2,100.00 per annum for carrying out his or her duties and responsibilities as Councillor, including attendance at all regular, special and committee meetings of Council.

- i) That a deduction of \$65 per meeting missed in excess of 4 meetings per calendar year shall be made from the Councillor's final quarterly annual remuneration payment.

3.3 **Outside Meetings** – That a member of council may claim a per diem to attend outside meetings at the rate of \$150.00 for a meeting of one day duration and \$75.00 for meetings in duration of less than one day, provided that,

- i) authorization for attendance was given via a council resolution or by-law; and
- ii) that the council member provides a summary of the content of the outside meeting either orally or written, presented at the next available council meeting after the member's attendance at the outside meeting.

3.4 **Special Circumstance Per Diem** - If a member of council partakes in or assists with a special circumstance then that councillor may claim the outside meeting per diem, provided that the council member's participation in the special circumstance is authorized by council resolution after the fact. A member of council's participation in a special circumstance may arise from either of the following:

- i) declaration of a State of Emergency; or
- ii) at the request of an employee;

4.0 **Remuneration for Non-Council Members**

4.1 **Committees** - That each non-council member of a Committee may receive a per diem of \$20.00 per meeting for attendance at all regular and special meetings of the Committee.

4.2 **Local Boards** - That each non-council representative appointed to a local board may receive a per diem of \$65.00 per meeting for attendance at all regular and special meetings of the local board.

5.0 **Basis for Entitlement to Claims for Remuneration**

5.1 **Council**

- i) Council member attendance to regular meetings, special meetings and committee meetings shall be taken from the minutes of said meetings.
- ii) That each council member shall, by the 3rd day of the month that follows the end of a quarterly reporting period (as specified in

section 6.1), file with the Treasurer, a claim form (attached as Schedule 'A') for outside meetings attended. The Treasurer shall confirm attendance at outside meetings from reports submitted, or from the minutes of oral reports given.

5.2 Non-Council Members

- i) Each non-council member on a local board or committee shall, by the 3rd day of the month that follows the end of a quarterly reporting period (as specified in section 6.1), file with the Treasurer, a claim form (attached as Schedule 'B') for meetings attended.
- ii) **Local Boards** - That non-council representatives on local boards shall on a quarterly basis provide a report to Council on the activity of the local board and the Treasurer shall confirm attendance with minutes from the local board.
- iii) **Committees** - That non-council representative attendance on committees shall be confirmed from the minutes of committee meetings.

6.0 Payment of Remuneration

6.1 That the remuneration provided for in this by-law shall be paid quarterly at the first council meeting in the months of April, July, October and December by the Treasurer from funds provided for in the Budget as passed each year, in accordance with the following reporting schedule:

Remuneration Reporting and Payment Periods		
Quarter	Period Covered	Month Payable
First Quarter	January to March	April
Second Quarter	April to June	July
Third Quarter	July to September	October
Fourth Quarter	October to December	December

6.2 In accordance with Section 283 (5) of the *Municipal Act*, one-third of the remuneration paid to council members shall be deemed to be for expenses incident to the discharge of duties as a member of Council.

7.0 Mileage

- i) That members of Council and non-council local board representatives, when required to use their personal vehicle for the necessary travelling to and from a venue for an outside meeting, shall receive the per kilometre rate as provided in the Annual Wage Package Agreement.

- ii) The representative for the Lakehead Rural Planning Board is exempt from this mileage provision.
- 8.0** That all by-laws or parts of by-laws conflicting with this by-law are hereby repealed.
- 9.0** If any section, subsection, sentence, clause, phrase or provision of this by-law is for any reason deemed to be invalid by a Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this by-law.
- 10.0** By-law Number 591 and all by-laws or parts of by-laws conflicting with this by-law are hereby repealed.
- 11.0** This By-law shall come into force and take effect as of December 1, 2010.

Hereby enacted and passed this 13th day of December 2010.

THE CORPORATION OF THE TOWNSHIP OF GILLIES

REEVE _____

CLERK _____

Schedule 'A' to By-law 2010-675

TOWNSHIP OF GILLIES COUNCIL MEMBER QUARTERLY REMUNERATION CLAIM FORM			
This form shall be filed with the Treasurer by the 3rd day of the month that follows the end of a quarterly reporting period.			
NAME _____			
Reporting Period: <input type="checkbox"/> Jan-March <input type="checkbox"/> April-June <input type="checkbox"/> July-Sept <input type="checkbox"/> Oct-Dec			
OUTSIDE MEETINGS (please list all outside meetings attended in the quarter year)			
Date of Meeting	Purpose of Meeting and Duration full day – 4 or more hours half day – less than 4 hours	Amount of Claim \$150 full day \$75 half day	Mileage (# of km to and from venue)
Example:			
March 5, 2011	TBDML Conference – full day	\$150	100 km
March 6, 2011	TBDML Conference – half day	\$75	100 km
TOTALS:		\$	\$
Signature _____			

For Administrative Use Only:

Regular, special and committee meetings missed in the quarter: _____

Annual Honourarium (quarter amount): \$ _____ (Acct# 01-10-5001)

Outside Meeting per Diem: \$ _____ (Acct# 01-10-5002)

Total amount of quarterly payment: \$ _____ (annual + outside = cheque amount)

Mileage: _____ x _____: \$ _____ (chq. amount) (Acct# 01-10-5003)

(number of km) (mileage rate)

Acct#	Amount	GST rebate 01-00-1302	PST rebate 01-00-1304	TOTALS (equals chq. amount)
01-10-5001				
01-10-5002				
01-10-5003				

