

CORPORATION OF THE TOWNSHIP OF RUSSELL

BY-LAW # 2020-014

Being a by-law for paying in whole or in part expenses incurred by members of Council, and members of Committees, of the municipality and to establish a Pregnancy and/or Parental Leave Policy for Members of Council.

WHEREAS Section 283 of the *Municipal Act 2001*, S.O. 2001, c.25 and its amendments, provides that the Council may establish by by-law the remuneration and expenses for members of Council for attendance at meetings of Council or for attendance at Committee meetings of Council and that such remuneration and expenses may be determined in any manner that Council considers advisable; and

WHEREAS the Council of the Corporation of the Township of Russell recognizes that Council members, and committee members, in order to fulfill their responsibilities, will from time to time incur expenses for accommodations, meals, transportation and other services; and

WHEREAS section 283 of the *Municipal Act 2001*, S.O. 2001, c.25 and amendments thereto stipulates that council may provide by by-law for paying in whole or in part such expenses of Council members, and committee members of the municipality which are incurred as a result of their acting on behalf of their municipal responsibility either within or outside the municipality in their capacity as members of Council, and members of committees of the municipality; and

WHEREAS at its January 13th, 2020 Regular Council meeting, Council discussed potential revisions to the existing Council Members Remuneration and Expense By-law 2019-088 as amended;

RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF RUSSELL ENACTS AS FOLLOWS:

- 1) **Mayor's annual remuneration**
 - a. The Mayor's annual remuneration shall be \$52,020.00 as of the first pay period of 2020, paid every two weeks during his/her term of office.
 - b. The Mayor's annual remuneration shall be adjusted in accordance to any annual cost of living adjustment (C.O.L.A.) approved by Council to the employees of the Corporation.
 - c. For future years, refer to the budget adopted annually by Council.

2) Councillors' annual remuneration

- a. Councillors' annual remuneration shall be \$22,231.00 as of the first pay period of 2020, paid every two weeks during his/her term of office.
- b. Councillor's annual remuneration shall be adjusted in accordance to any annual cost of living adjustment (C.O.L.A.) approved by Council to the employees of the Corporation.
- c. For future years, refer to the budget adopted annually by Council.

3) Committee Meetings

Except for regular and special council meetings, each member of Council, in addition to their remuneration shall be paid an amount of \$106.00 per meeting for attending meetings of the following committees to which they have been officially appointed by Council:

- a. Township of Russell Public Library Board
- b. Planning Advisory Committee and Committee of Adjustment. If both meetings take place on the same day, then only one (1) honorarium per meeting shall be paid instead of two (2)
- c. Environmental Advisory Committee
- d. Parks, Recreation, Culture Advisory Committee
- e. Accessibility Advisory Committee
- f. Emergency Community Control Group
- g. Limoges Citizens Committee Liaison
- h. Marionville Citizens Committee Liaison
- i. Adhoc Committees established by Council from time to time
- j. Teen Advisory Committee
- k. Seniors Advisory Committee.

4) Attendance sheet

The Clerk or his/her designate shall submit to the Treasurer after each meeting, an attendance sheet confirming the presence of each member of Council.

5) Without penalty

Members of Council are allowed to miss three (3) Regular Council meetings without penalty.

6) Penalty

Should a member of Council miss more than three (3) Regular Council meetings in a calendar year without being authorized to do so by direction of Council then the following penalty shall apply:

- a. In the case of the Mayor, an amount of \$400.00 for each meeting missed per section 6) shall be withheld from his/her next bi-weekly remuneration.
- b. In the case of a Councillor, an amount of \$200.00 for each meeting missed per section 6) shall be withheld from his/her next bi-weekly remuneration.

In order for the absence to be authorized by Council, a member of Council must make a written request either at the previous regular council meeting or at the next regular meeting following his/her absence under "Other Business – Business Presented by Council Members". Council's authorization will be done by resolution and shall not be unreasonably withheld.

7) Additional meetings

Should there be more than twenty-seven (27) Council meetings in a calendar year, the following remunerations shall apply:

- a. In the case of the Mayor, an amount of \$400.00 for the 28th meeting and all subsequent meetings shall be paid.
- b. In the case of a Councillor, an amount of \$200.00 for the 28th meeting and all subsequent meetings shall be paid.

8) Pier diems

- a. Per diems and expenses may be claimed to attend conferences, educational sessions, speaking engagements, meetings or other functions.

- i. Out-of-town per diem full day rate - \$125.00 for Council members, and committee members while acting in their official capacity for the municipal corporation.
- ii. Out-of-town per diem rate, less than 4 hours (including travelling time) - \$62.50 for council members, and committee members while acting in their official capacity for the municipal corporation.

9) Group insurance plan

That members of Council have the opportunity to participate in the Township of Russell Group Insurance Plan, which includes the following benefits:

- a. Life Insurance
- b. Accidental Death Dismemberment
- c. Dependents' Life Insurance

- d. Health Care Benefits
- e. Dental Benefits.

Participation is voluntary and the Township shall pay one hundred (100) percent of the premium costs associated with providing benefits under the Group Insurance Plan. All participation in the benefit plan cease in the event that an elected official no longer holds public office as a direct representative on municipal council. Council members may continue their group benefits while on a leave of absence/sabbatical leave. If a Council member chooses to do so, he/she will be responsible for the full cost of the premium and will continue by pre-paying the benefits premiums. Eligibility for such benefits shall be determined solely by the insurance carrier in accordance with the terms and conditions of the Group Insurance Policy and the Township's only obligation is to pay their share of the premium as outlined above. The Township has no ability for the failure or refusal of the insurance carrier to honor an elected official's claim or to pay benefits. The Township reserves the right to amend any of its Benefit Plans at any time. Elected officials will be notified as any amendments are made. The Township may substitute another carrier at any time.

10) **Mileage**

The Township recognizes that elected officials will be required to use their personal vehicles for Township business. Members of Council will be reimbursed mileage expense at the rate of fifty-two cents (52¢) per km traveled on municipal business when traveling outside the municipality. If two or more persons travel in the same vehicle, only the person who owns the vehicle can be reimbursed. In addition, parking charges will be reimbursed upon submission of receipt.

11) **Third party liability insurance**

The Township's insurance does not cover elected officials' vehicles. It is the elected official's responsibility to provide and pay for their own insurance. Elected officials required to use their vehicles for Township business must arrange for \$1,000,000 in third party liability insurance. Where an elected official is required to use his/her vehicle for Township business and has his/her vehicle damaged while on official Township business, the elected official will be reimbursed for the cost of the insurance deductible, up to a maximum of \$500.00. To be reimbursed, the elected official must provide proof that the vehicle was damaged while being used for official Township business (e.g. police and insurance adjuster reports). The Township will not reimburse elected officials for the cost of insurance deductibles when the damage to their vehicles occurs on the elected official's own time.

12) **Transportation**

Transportation costs, including car rentals, rail, bus, taxi and airfares shall be reimbursed if substantiated by receipts and incurred directly for municipal business.

13) **Accommodation**

Reimbursement for hotels, motels and other lodgings will be limited to the basic government rate for single occupancy, standard room accommodation unless such accommodation is not available within reasonable distance of the business activity. Claimants are expected to request government rates.

14) **Reimbursement of Expenses**

- a. Each Council member's total reimbursement of any of the approved travel, office and/or discretionary expenses incurred over the calendar year is not to exceed the Council members approved maximum annual budget limit. If a member of Council expense claims reimbursement reaches his/her maximum budget allocation prior to December 31st, such member of Council will receive notice in writing from the Finance department that no further expense claims will be reimbursed until the new year's budget.
- b. Travel expenses are defined as: Convention/Conferences, Political functions (including banquet, golf tournaments, etc.) and all related expenses like mileage to such functions. The following are not eligible for reimbursement:
 - i. Entertainment expenses and transportation costs, which are non-related to municipal business;
 - ii. Reimbursement of any expenses related to accompanying travel companions and including childcare expenses;
- c. Office expenses are defined as stationary, year to year planners or any other item determined to be required for day to day office needs. Home office cost such as electricity, heating, water and sewer, taxes, rent, retrofit are not eligible expenses for reimbursement.
- d. Members of Council shall be provided for their term in office with an electronic device to receive and access paperless agenda packet prior to and during the Council meeting.
 - i. Members of Council are responsible for returning the electronic device in good working condition at the end of their term. Each member of Council is responsible for the cost of replacement or repair if the equipment is lost, stolen or damaged due to negligence.
 - ii. Any telecommunication expenses exceeding \$75 per month can be claimed and reimbursed.
- e. In the case, where an elected official does not complete their term of Council, and that a new Mayor or Councillor is elected or nominated prior to the general municipal elections, that newly elected official shall get a discretionary budget allocation prorated by the number of months or partial months of his/her term, up to the maximum annual budget approved.
- f. Members of Council will be able to use 20% of their annual discretionary budget towards the supporting of local events. This amount cannot be increased as a result of transfers from previous years unused discretionary budget.

If the item is for an in-kind request, the member will NOT be reimbursed directly. Their discretionary budget will be offset by the corresponding amount which will in turn be allocated to the correct revenue account.

If the request is for an item listed below, the member will NOT be reimbursed:

- i. Cash donations
- ii. The purchase of an item at an event (ie: Silent or live auction purchase)
- iii. An item/request that was previously declined by resolution of Council.

In a municipal regular election year or by-election for the position of the Mayor, no portion of the discretionary budget of a member may be used for the purposes set out in subsection (f) above as of:

- The Nomination period, in an election year being from May 1st up to the fourth Friday in July; and
- During an election year campaign up to and including Voting Day; and
- After Voting Day to December 31st of the regular election year if individual has filed their Nomination Paper and ending 45 days after Voting day in the case of a municipal by-election for the position of the Mayor.

15) **Meals**

Whenever meals are provided at no additional cost (including meals on planes and meals included in conference registration fees), the Member of Council or committee member shall not be entitled to any meal allowance for those particular meals. Meal allowances may only be claimed when meals were not provided and shall be compensated as follows:

- i) Breakfast - \$10.00
- ii) Lunch - \$20.00
- iii) Dinner - \$40.00
- iv) Out of pocket expenses - \$10.00 (for each full day absent from residence)
 - a. The municipality may compensate a Council member, and committee member, if a meal or incidental expense can be justified and is accompanied by a receipt.
 - b. Members of Council attending special events organized by local MP/MPP/UCPR/OTHERS are to be reimbursed their admission expenditures when required to attend. For certain events, the admission cost of the spouse may also be reimbursed if authorized by the Mayor.

16) **Expense account submission**

Expense accounts should be submitted to the Mayor and/or Treasurer on a monthly basis while convention/conference claims must be submitted to the Mayor and/or Treasurer within 30 days of the event. If not submitted within the time limit the matter could be submitted to Council.

17) **Claim authorization**

The above expenditures will be reimbursed to the claimant only after the claim is duly authorized by either the Mayor or his designate during his absence. If none of the above signatories authorizes the expenditures by providing their signature, then the expenditure will be referred to Council for approval.

18) **Council Pregnancy and/or Parental Leave Policy**

- a. Any member of Council may be eligible for such leaves as per the provisions set in the Council Pregnancy and/or Parental Leave Policy attached as Schedule "A" and forming part of this By-law.

19) **Amendment or repeal**

- a. The waiving of notice is prohibited and no amendment or repeal of this by-law or any part thereof shall be considered at any meeting of Council unless notice of the proposed amendment or repeal is given at a previous meeting of Council.

20) **Previous by-laws**

- a. That By-law # 2019-088, being a by-law for paying in whole or in part expenses incurred by members of Council and members of committees, of the municipality, and to establish a Pregnancy and/or Parental Leave Policy for Members of Council previously approved on June 4, 2019 as well as its amendment, By-law 2019-188, previously approved on December 16, 2019, be and the same are hereby repealed.

21) **Effective date**

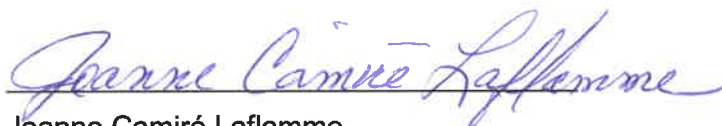
That this By-law shall come into force and take effect upon final reading thereof.

READ A FIRST TIME ON THE 3RD DAY OF FEBRUARY, 2020

READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS
2ND DAY OF MARCH, 2020.




Pierre Leroux
Mayor



Joanne Camiré Laflamme
Clerk

Schedule "A" to By-law 2020-014

 <p>Municipalité de RUSSELL Township</p>	<p>Title:</p> <p>Council Pregnancy and/or Parental Leave</p>
	<p>Department:</p> <p>Council</p>
<p>Effective date : June 4, 2019</p>	<p>By-Law no : 2019-088 2020-014</p>
<p>Prepared by:</p> <p>Debbie Guillemette HR Coordinator</p>	
<p>Approved by:</p> <p>Jean Leduc Chief Administrative Officer</p>	

<p>POLICY STATEMENT</p>
<p>The Corporation of the Township of Russell recognizes a Member of Council's right to take leave for the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with section 270 of the <i>Municipal Act, 2001</i>.</p>
<p>DEFINITION</p>
<p>Pregnancy and/or Parental Leave: an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the <i>Municipal Act, 2001</i>.</p>
<p>PURPOSE</p>
<p>The purpose of this policy is to provide guidance on how the Township of Russell addresses a Council Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative, in accordance with the <i>Municipal Act, 2001</i>.</p>
<p>APPLICATION</p>
<p>In accordance with section 270 of the <i>Municipal Act, 2001</i>, the Pregnancy and Parental Leaves for Members of Council applies to all Members of Council of the Township of Russell.</p>

PROCEDURE

The Township shall support a Member of Council's right to pregnancy and/or leave in keeping with the following:

- a) A Member of Council is elected to represent the interests of their constituents.
- b) A Member's pregnancy and/or parental leave does not require Council approval and the office cannot be declared vacant as a result of the pregnancy and/or parental leave.
- c) The Member is entitled to continue to receive communications from the Township such as Council packages, emails, email invitations as if the Member were not on leave, in accordance with the Member's wishes.
- d) A Member of Council on pregnancy and/or parental leave reserves the right to participate as a Member at any time during their leave.
- e) A Member of Council on pregnancy and/or parental leave shall continue to be paid and continue to have expenses paid in accordance to Council's remuneration and expenses By-law.

Where a Member of Council will be absent due to a pregnancy and/or parental leave, the Member shall provide a written notice to the Clerk outlining the expected duration of the leave including a potential start and return date.

A Member may not be able to submit the appropriate notice before the leave commences. Each Member shall nonetheless endeavour to provide the appropriate notice in advance of any leave or as soon as possible after the commencing the pregnancy and/or parental leave. The Clerk will provide the Mayor, the CAO and Human Resources a copy of any written notice.

The Mayor shall make temporary appointments to fill any vacancies of the Member to Committees, Local Boards or other meetings or activities of the Member.

At any point in time during the Member's pregnancy and/or parental leave, the Member can provide a written notice to the Clerk of their intent to lift any of the Council approved temporary appointments. The Member shall inform the Clerk, with proper notice, a minimum of 30 days notice if possible, on any changes regarding their return date.

LEGISLATIVE AUTHORITY

Section 270 of the *Municipal Act, 2001*, as revised by Bill 68, requires that the Township of Russell adopt and maintain a policy with respect to the pregnancy and parental leaves of Members of Council.