

**CORPORATION OF THE COUNTY OF PERTH**

**BY-LAW NUMBER 3551-2016**

**A By-Law of the Municipal Corporation of the County of Perth Establishing Remuneration for Council in Their Capacity as Members of Perth County Council and to Repeal By-law 3501-2016**

**WHEREAS** Section 283 of the *Municipal Act, 2001*, S.O. 2001 c.25, as amended provides for the passing of by-laws for the paying of remuneration and expenses to members of Council;

**AND WHEREAS** it is expedient to establish criteria for remuneration eligibility that applies to duties and responsibilities of Council,

**THEREFORE, THE COUNCIL OF THE CORPORATION OF THE COUNTY OF PERTH HEREBY ENACTS AS FOLLOWS:**

- 1. The following honorarium shall be paid to the members of Perth County Council as follows:
  - a) The Warden’s Honorarium for the responsibilities of Head of Perth County Council, for attendance at the meetings noted in Chart A and for attendance at all social and public functions:  
**2016 \$ 24,945.55**
  - b) The Council Member Honorarium for their responsibilities as Perth County Councillors and for attendance at the meetings noted in Chart A;  
**2016 \$ 11,433.38**

**Chart A**

Regular Council Meetings	Council – Inaugural Meeting
Council - Budget Meetings	Council – Warden’s Election, if on a separate date from regular Council meeting

- 2. Where a member is appointed to, and attends, a Council approved event, Special or Emergency Council Meeting, Committee or Board Meeting, a per diem may be claimed. The Per Diem Rates shall be (the length of the meeting shall be from the call to order to adjournment):

**2016 Full Day Per Diem Rate \$ 165.85 (when meeting is over four hours)**  
**2016 Half Date Per Diem Rate \$ 109.56 (when meeting is under four hours)**

- 3. A member’s honorarium shall be automatically reduced by the Full Day or Half Day Per Diem Rate after a member has missed three (3) Council or Committee **meeting days** (during the calendar year) for which the Honorarium covers (Chart A above). After three **meetings days** have been missed, special leave requests must be approved by Council. The request for special leave must be made by the member of Council.

A **meeting day** is a day in which one or more meeting covered by the Honorarium (Chart A) is held.

A member’s Honorarium shall not be reduced by the Full Day or Half Day Rate if he/she attends at least one of the meetings scheduled on a **meeting day**.

- 4. The Warden attends numerous functions throughout the Term. Where the Warden is unable to attend or considers it appropriate to be represented by another member he/she, may request that another member of Council represent them. The member’s Per Diem Rate, mileage and expense reimbursement will apply.
- 5. The Warden’s spouse/companion will be reimbursed for any transportation and registration costs when accompanying the Warden to conventions or municipal functions. Where a spouse/companion accompanies a Council member, their expenses are not reimbursed.

6. Each member of County Council will be reimbursed the mileage rate established by County policy when using their personal vehicle to attend council sessions, duly appointed committee or board meetings or any other pre-approved County business such as professional development workshops, seminars, conferences, or any event as allowed under section 7, or representing the Warden at public events.
7. Reimbursement will be provided to members of Council, to a maximum amount of \$4,000 per year, for attendance at professional development events, seminars and conferences, or any event which the members of Council believe furthers their understanding of the issues in the various facets of their role. Reimbursement be provided to the Warden to a maximum amount of \$6,000. In the event a Councillor or the Warden exceeds the maximum amount, then that member will be personally responsible for reimbursing the County for the over expenditure. The maximum amount will include transportation, meals, registration and Full Day or Half Day Per Diem Rate (as applicable).
8. Reimbursement will only be provided for actual expenses incurred and receipts must be submitted with expense claims. Expense claims must be completed and signed by the Councillor. Eligible expenses include registration fees, meals, accommodation, mileage, parking and transportation including economy air fare and all ground transportation. In determining the method of travel, consideration will be given to the cost to the municipality and time lost. The Full Day or Half Day Per Diem Rate will be paid for travel to and from professional development events when travel occurs the day prior and the day after the event.
  - a. Expense forms will be reviewed by the Clerk and approved by the Warden in accordance with this by-law.
9. A meal reimbursement of up to \$20 for breakfast, up to \$20 for lunch, and up to \$30 for dinner, applies only in those situations where the registration package does not include pre-paid meals (continental breakfasts at conferences or training sessions do not apply as pre-paid meals).
10. Attendance at out of Province events must be approved by Council prior to registration.
11. All honorariums and per diems shall be inflation-indexed annually as set by Council resolution..
12. By-law 3501-2016 is hereby repealed.
13. This By-law comes into force upon final passing thereof on September 1, 2016.

**Read a first and second time this 1st day of September, 2016.**

**Read a third time and finally passed this 1st day of September, 2016.**

**Original signed by  
Meredith Schneider, Warden**

**Original signed by  
Jillene Bellchamber-Glazier, Clerk**