

MUNICIPALITY OF THE DISTRICT OF ARGYLE <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER _____
SECTION <b>PROCEDURE AND ORGANIZATION OF COUNCIL</b>	SUBJECT <b>REMUNERATION &amp; MEETING ATTENDANCE</b>

## 1. PURPOSE

- 1.1. To establish a procedure for calculating remuneration and benefit eligibility of the members of Council and address rules respecting meeting attendance.
- 1.2. To set rules and accountability respecting meeting attendance and its potential impact on remuneration.
- 1.3. To establish a base pay increase due to the elimination of the 1/3 non-taxable portion of Council stipends.

## 2. APPLICATION

- 2.1. This policy applies to the Warden, Deputy Warden and Councillors of the Municipality.
- 2.2. Legislative Authority is provided by section 17(4) and 23(1)(d)(v) of the Municipal Government Act.

## 3. REMUNERATION

- 3.1. Effective January 1, 2019, the Warden shall be paid \$35,300.00 per annum, paid bi-weekly. In addition, the Warden shall have an expense allowance as determined in the annual budget.
- 3.2. Effective January 1, 2019, the Deputy Warden shall be paid \$24,200.00 per annum, paid bi-weekly. In addition, the Deputy Warden shall have an expense allowance as determined in the annual budget.
- 3.3. Effective January 1, 2019, Councillors, excluding those appointed as Warden and Deputy Warden, shall be paid \$21,700.00 per annum, paid bi-weekly. In addition, Councillors shall have an expense allowance as determined in the annual budget.
- 3.4. Where a Councillor is nominated or appointed by Council to any board or commission or other position or is otherwise appointed as a representative of the Municipality, any remuneration from that position, excluding reimbursement of expenses from committees, to which the member is entitled, shall be paid to the Municipality.

## 4. REMUNERATION ADJUSTMENT

- 4.1. The salary of the Councillors shall be adjusted on April 1 annually by the Statistics Canada Consumer Price Index (All items) for the Province of Nova Scotia for the preceding calendar year.

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## 5. COUNCIL MEETING ATTENDANCE

- 5.1. Councillors shall normally attend all meetings of Council, Committees of Council and other committees which Council has appointed them as part of their annual remuneration.
- 5.2. As indicated in section 17(4) of the Municipal Government Act, Councillors may miss, without leave of the Council, up to three (3) consecutive meetings of the Council.
- 5.3. A councillor must receive a 72-hour notice of these meetings. If the notice period is not achieved, then the absence is not the responsibility of the councillor, and thus is not considered a missed meeting.
- 5.4. A councillor must officially ask the Warden, for a leave, and that request must state the reason for that leave. In the instance of a committee meeting, the Chair shall receive the request. It is preferable that the request be in writing.
- 5.5. A deduction of \$200 from the annual remuneration will be incurred for each missed **Regular Council or Committee of the Whole Council** meeting beyond five missed meetings, whether consecutive or not. Absence from consecutive meetings on a single day shall be deemed as one (1) absence.
- a) The absence will not qualify as a missed meeting if the absence is due to attendance at another Municipal commitment, bereavement, **sickness** or other qualified leave addressed in Municipal policy, or in accordance with Municipal Government Act, both as amended from time to time.
  - b) A missed meeting due to work commitments is considered a missed meeting in accordance with 5.5 and 5.6 below.
  - c) The calculation of missed meetings shall be measured from April 1 to March 31 of each year and reset to zero at April 1 of each year.
- 5.6. A deduction of \$100 from the annual remuneration will be incurred for each missed **committee** meeting beyond **four** missed meetings. Whether consecutive or not.
- a) The selection of committees for the purposes of this policy was influenced by the significance of the decisions made at the committee level, and its impact on the Municipality. Also, any minutes that get approved at the Council/Committee of the Whole meetings are committees as defined in the policy.
  - b) For the purposes of this policy, the following are considered **committee** meetings:
    - 5.6.b.1. Planning Advisory Committee
    - 5.6.b.2. Emergency Management Organization Committee, and EMO Advisory Committee
    - 5.6.b.3. Argyle Recreation Commission

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- 5.6.b.4. Yarmouth County Solid Waste Management Authority (Waste Park)
- 5.6.b.5. Western Region Solid Waste Resources Management Committee (Waste Check)
- 5.6.b.6. Yarmouth Area Industrial Commission
- 5.6.b.7. Yarmouth and Acadian Shores Tourism Association
- 5.6.b.8. Finance and Audit Committee

## 6. PENSION PLAN

- 6.1. All Council members may participate in the Pension Plan.
  - 6.2. Any Council member not wishing to participate in the Pension Plan shall sign a waiver form exempting that Council member from the Plan.
  - 6.3. The cost sharing of this plan shall be divided equally between the Municipality and the Council member. Maximum contribution by the Municipality shall be 6% of the Council member's gross salary.
7. The Council member's contribution shall be collected on a regular basis by way of payroll deductions.

## 8. MEDICAL, DENTAL AND DISABILITY

- 8.1. Medical, dental and disability coverage is not available to Council members.

Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members  
Of Intent to Consider [7 days minimum]:

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_

Warden

\_\_\_\_\_

Date

\_\_\_\_\_

Chief Administrative Officer

\_\_\_\_\_

Date