

Council Remuneration and Reimbursement Regulations, 2018

Pursuant to authority conferred by Section 18 of *The City of Corner Brook Act*, Chapter C-15, RSN 1990, the Council of the City of Corner Brook, in a session convened on the 19th day of November 2018, hereby passes and enacts the following Council Remuneration and Reimbursement Regulations:

Regulations

1. These regulations may be cited as the City of Corner Brook Council Remuneration and Reimbursement Regulations 2018.
2. Interpretation: In these regulations, unless the context otherwise requires:
 - a. "Act" means The City of Corner Brook Act;
 - b. "City Clerk" means a City Clerk appointed as such pursuant to the provisions of the Act;
 - c. "Council" means a City Council pursuant to the provisions of the Act;
 - d. "Leave of Absence" means a period of time during which a Councillor is not involved with the activities of Council with the approval of Council and without remuneration for the period of the approved leave of absence;
 - e. "Councillor" includes the Mayor, Deputy Mayor and Councillors.
3. Council may, by two-thirds vote of the Councillors as determined in accordance with Section 18 of the Act, pay an annual remuneration to the Mayor, Deputy Mayor and Councillors, and shall fix the amount to be paid to each of them. The amount of annual remuneration to the Mayor, Deputy Mayor and Councillors shall be listed in Appendix A of this Regulation.
4. The annual remuneration referred to in section 3 shall not be adjusted without an amendment to these regulations and an amendment to Appendix A.
5. The annual remuneration package will include:
 - a. group life insurance coverage in the amount of \$30,000;
 - b. accidental death and dismemberment benefits and enrollment;
 - c. if desired by a Councillor, participation in the City of Corner Brook health and dental insurance program.All premiums for the coverage included in this section shall be 100% paid by the City of Corner Brook, provided the Councillor meets the terms and conditions of the program.
6. Remuneration paid pursuant to Section 3 shall be:
 - a. Paid on the last Thursday of each month by direct deposit to an account at a chartered bank as designated by each Councillor;
 - b. Identified on a statement of earnings and deductions to be made available to each Councillor each month.
7. In the event of a leave of absence being approved for a Councillor by Council, the Councillor will be entitled to a pro-rated share of remuneration for the month or part month work prior to the leave of absence being approved.

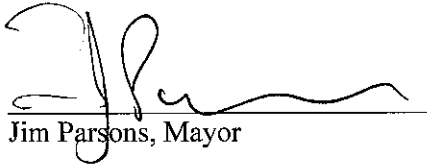
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8. Notwithstanding section 7, upon the resignation of a Councillor, the departure from the Office Councillor during the general election process, or the election of a Councillor during a by- election or general election, a Councillor will be entitled to a pro- rated share of remuneration for the applicable month.
9. A Councillor assuming the Office of Mayor or Deputy Mayor due to the resignation of the incumbent, will be entitled to a pro-rated share of remuneration at the Mayor/Deputy Mayor rate as applicable from the date of assuming the office.
10. Subject to Section 11, the Council shall reimburse a Councillor in accordance with these regulations for expenses incurred in the conduct of municipal business authorized by the Council.
11. Notwithstanding Section 11 the expenses for which a Councillor may be reimbursed shall be as follows:
 - a. for accommodation, the actual cost as verified by receipt, or for private accommodations at a rate to be fixed by Council in the *Travel Expenses – Accommodations Policy*;
 - b. for transportation
 - i. in the case of the use of a personal vehicle, at a rate per kilometer as approved by Council in the *Travel Expenses – Automobile Usage Policy*;
 - ii. or a fixed car allowance of \$200 per month for the Mayor for use of his/her personal vehicle in carrying out the duties of the office of Mayor;
 - iii. in the case of the use of other transportation, costs as verified by receipt;
 - c. for per diem including meals, at a rate to be fixed by Council in the *Travel Claim – Council Policy*;
 - d. other expenses as provided in the *Travel Claim – Miscellaneous Policy*.
 - e. loss of substantiated income or vacation leave for a normal work day when they are required to take time from their jobs for City business obligations or responsibilities. Claims must be based on the following criteria:
 - i. the City business obligation and responsibility must be prior approved by Council;
 - ii. travel must be funded from the Council budget allocation;
 - iii. a maximum of \$250 per diem will be reimbursed to the employer or Councillor;
 - iv. the maximum number of days that may be claimed and reimbursed in a calendar year is five (5) days. The five (5) days will be prorated for any Councillor joining Council during a calendar year.
12. A Councillor may be reimbursed for the expenses referred to in Section 11 by submitting to the City Clerk or his/her designate a claim in such form as the Council may authorize.
13. A claim submitted pursuant to section 12 shall be certified by the City Manager or his/her designate and shall be paid by Council cheque or direct deposit as determined by the City.
14. A summary of Council travel expense by Councillor will be provided to Council semi-annually and reported on at a public meeting.

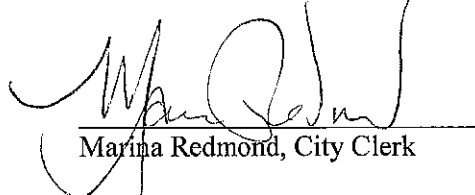
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15. In the third year of each Council's term, Council shall conduct a comparative benchmarking exercise to review the current Council remuneration with other municipalities in the Province and those of similar size and circumstances. The benchmarking review shall be conducted by an external and independent third party. Any recommendation for a change in the Council remuneration from such review shall be implemented not prior to the first month of office for the next elected Council.
16. All previously adopted regulations pertaining to Councillors' remuneration and reimbursement are hereby repealed.
17. These regulations were adopted by resolution at a meeting of Council held on the 19th day of November, 2018 and will come into effect on the 1st day of January 2019.

IN WITNESS WHEREOF, this Regulation is sealed with the Common Seal of the Corner Brook City Council and subscribed by and on behalf of Council by Jim Parsons, Mayor, and Marina Redmond, City Clerk, at the City of Corner Brook, this **22th** day of **November, 2018**.



Jim Parsons, Mayor



Marina Redmond, City Clerk

November 19, 2018
Date

November 19, 2018
Date

1st reading: 05 November 2018

2nd reading: 19 November 2018

Approved by Council: 19 November 2018

Published in Western Star: 24 November 2018

Letter sent to: Minister, Dept. of Municipal Affairs and Environment: November 22, 2018

Appendix "A"
Schedule of Remuneration

	<u>2019</u>
Mayor	\$39,300
Deputy Mayor	\$27,120
Councillor	\$25,380