

FINANCIAL

Chapter 493 REMUNERATION - EXPENSES

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**Article 1
INTERPRETATION**

493.1.1 Council - defined
"Council" means the Council of the municipality.

493.1.2 Council Committee - defined
"Council Committee" means any standing or special committee, or subcommittee thereof, established by Council regardless of the names by which it is identified or the fact that persons other than Council members may be included in its membership.

493.1.3 Ex-officio member - defined
"ex-officio member" means and includes a member of a local board or other body:

- (a) who, by statute, is entitled to be a member of that board or body by virtue of his or her office as Head of Council or as a specified class of Council member; or
- (b) who serves as a member of that board or body pursuant to his or her appointment pursuant to the *Municipal Act, 2001, S.O., 2001, c.25*.

493.1.4 Local board - defined
"local board" means a local board as defined in the *Municipal Act, 2001, S.O., 2001, c.25*.

493.1.5 Municipality - defined
"municipality" means The Corporation of the City of Orillia.

493.1.6 Other body - defined

“other body” means any body other than a local board, or the Council of a municipality or a Council Committee.

Article 2 REMUNERATION

493.2.1 Council - determined - Schedule ‘A’

Council members shall receive remuneration as determined according to the provisions of Schedule ‘A’ for their services as Council members of the municipality.

493.2.2 Persons - appointed - Schedule ‘B’

Persons, other than members of Council, appointed by Council as members of a local board or other body shall receive remuneration as determined according to the provisions of Schedule ‘B’ for their services as members of such board or body.

493.2.3 Ad Hoc Citizens Compensation Review Committee - Schedule ‘F’

Council may determine from time to time, by resolution, to review Council compensation in the third year of a four-year term. This review shall be conducted by an Ad Hoc Citizens Compensation Review Committee and shall be conducted in accordance with the Terms of Reference set out in Schedule ‘F’.

493.2.4 Local board - appointed member

The salary and allowances paid by a local board of the municipality to a member of the board who has been appointed to such membership by a person or a body other than the Council shall be paid the same remuneration as members appointed by Council.

493.2.5 Local board of municipality - defined

For the purpose of Section 493.2.4, “local board of the municipality” means a local board that has no members appointed by a municipality other than those members appointed by the Council.

Article 3 EXPENSES

493.3.1 Payment - by Treasurer - Schedule ‘C’

The Treasurer shall, in accordance with the provisions of Schedule ‘C’, make payments to:

- (a) a Council member or a municipal employee;
- (b) a person appointed by the Council as a member of a local board or a member of any other body; or
- (c) an ex-officio member of a local board, other than a public utility commission, or an ex-officio member of any other body;

in respect of expenses incurred by such person that come within the appropriate description of expenses in Schedule ‘C’.

493.3.2 Municipal employee - defined

For the purpose of Section 493.3.1 and Schedule ‘C’ “municipal employee” means an officer, servant or other employee of the municipality, but does not include:

- (a) any person who is a “Council member” or who received remuneration from the municipality solely as a result of being a member of a “local board” or “other body”;

- (b) a volunteer firefighter paid an honorarium, allowance or salary for such services either by the municipality or pursuant to a fire protection agreement, provided such firefighter is not the Fire Chief;
- (c) the municipal auditor; or
- (d) any person or firm engaged by retainer or under contract for the purpose of providing advice or services in respect of legal, planning, engineering or like matters.

493.3.3 Corporate credit card - issue

In addition to the provisions of this Chapter, the Treasurer may issue a corporate expense credit card in the name of the municipality to any such person with a credit limit, both approved by Council, for the purpose of charging expenses incurred by such person that come within the appropriate description of expenses in Schedule 'C'.

493.3.4 Credit cardholder - acknowledgment - Schedule 'E'

Prior to issuing any such credit card, the Treasurer will obtain an acknowledgment from the proposed cardholder in the form of Schedule 'E'.

493.3.5 Local board of municipality - Schedule 'C'

The expenses paid by a local board of the municipality to members of the board who have been appointed as members by a person or body other than the Council shall be in accordance with the provisions of Schedule 'C'.

493.3.6 Local board of municipality - defined

For the purpose of Section 493.3.5 "local board of the municipality" means a local board that has no members appointed by a municipality other than those members appointed by Council.

Article 4 ADMINISTRATION

493.4.1 Expenses - claimed twice - prohibited

Despite any other provision of this Chapter, where a person is entitled to receive remuneration or expenses under this Chapter from the municipality in respect of his or her membership on an "other body" in respect of a certain period or certain items of expenditure and, where he or she has received or is entitled to receive remuneration or expenses from that "other body" in respect of the same period or for the same items of expenditure, the person shall deduct the remuneration and expenses he or she has received from the "other body" or is entitled to receive from the remuneration and expenses that but for this Section would be payable to that person under this Chapter in respect of his or her membership on the board for that period and those items and the amounts remaining, if any, shall be the amounts to which that person is entitled under this Chapter as remuneration or expenses for that period and those items.

493.4.2 Paid monthly - from funds provided by Council

The remuneration provided for in Schedule 'A' shall be paid by the Treasurer of the municipality from the funds provided by Council and the Treasurer shall pay the remuneration in monthly installments on or about the 15th day of each month, which remuneration shall be in respect of the services rendered for the current month.

493.4.3 Documentation - required - payment withheld

Despite Section 493.4.2, where a person who is a member of Council or has been appointed by the Council as a member of a local board or other body or an ex-officio member of a local board or other body, fails to submit any information or documentation required to be submitted in support of a claim for remuneration or expenses, the Treasurer may pay such portion of the regular monthly installment as

may be authorized without supporting documentation and the remainder shall be paid forthwith after such necessary documentation is submitted.

493.4.4 Statement - itemized - by Treasurer - annually

The Treasurer shall in each year on or before March 31 provide to Council an itemized statement on remuneration and expenses paid in the previous year to:

- (a) each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council;
- (b) each member of Council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

493.4.5 Statement - approved by Council - subject to audit

The form of the statement mentioned in Section 493.4.4 shall be approved by the Council and the statement may be subject to audit.

493.4.6 Statement - form - Schedule 'D' - information

The statement submitted under Sections 493.4.4 and 493.4.5 shall be in the form set out in Schedule 'D', but the Treasurer may include in the statement any additional information that he or she or the Council sees fit.

**Article 5
REPEAL - ENACTMENT**

493.5.1 By-law - previous

By-law 1983-12 is hereby repealed effective November 30, 1985.

493.5.2 Effective date

This Chapter shall come into force and take effect on December 1, 1985.

Adopting By-law: By-law 1985-131, 17 December 1985.

By-law Amendments: By-law 1986-55, 26 May 1986; By-law 1987-84, 22 June 1987; By-law 1988-64, 11 April 1988; By-law 1988-119, 25 July 1988; By-law 1989-107, 24 July 1989; By-law 1992-135, 14 December 1992; By-law 1993-14, 1 February 1993; By-law 1994-52, 21 February 1994; By-law 1994-102, 13 June 1994; By-law 1994-132, 22 August 1994; By-law 1995-95, 29 May 1995; By-law 1997-13, 17 February 1997; By-law 1997-44, 5 May 1997; By-law 1998-33, 9 March 1998; By-law 1999-8, 11 January 1999; By-law 1999-47, 22 March 1999; By-law 1999-144, 25 October 1999; By-law 2002-123, 23 September 2002; By-law 2002-157, 2 December 2002; By-law 2003-55, 28 April 2003; By-law 2003-114, 11 August 2003; By-law 2003-141, 27 October 2003; By-law 2005-7, 17 January 2005; By-law 2005-56, 4 April 2005; By-law 2005-170, 28 November 2005; By-law 2006-164, 2 October 2006; By-law 2007-51, 2 April 2007; By-law 2007-156, 22 October 2007; By-law 2007-177, 26 November 2007; By-law 2008-109, 30 June 2008; By-law 2008-198, 1 December 2008; By-law 2010-150, 27 September 2010; By-law 2011-136, 28 November 2011; By-law 2012-132, 1 October 2012; By-law 2014-71, 24 July 2014; By-law 2018-108, 13 December 2018; By-law 2019-27, 4 March 2019.

Schedule `A' - Remuneration - Members of Council

1. Commencing January 1, 2012 the Mayor's annual remuneration will be \$59,797.00. This base amount will be increased by \$5,492.00 in 2013, 2014 and 2015.
2. Commencing January 1, 2012, the Councillors' annual remuneration will be \$27,195.25. This base amount will be increased by \$2,792.25 in 2013, 2014 and 2015.
3. That notwithstanding Sections 1 and 2, commencing December 1st, 2002, the annual remuneration of members of Council be increased annually by a percentage equivalent to the prevailing wage/salary increase received by City employees during that year up to a maximum percentage increase equivalent to the year over year Ontario Consumer Price Index change from October of the previous year to October of the current year.
4. All annual remuneration paid pursuant to Sections 1 to 3 inclusive, of this Schedule shall, where applicable, be pro-rated to the nearest half month.
5. There shall be no per diems paid by the municipality to the Mayor or Councillors for attendance at any meetings, conferences or seminars.
6. **Repealed: By-law 1999-144, 25 October 1999**
7. **Repealed: By-law 1999-144, 25 October 1999**
8. If any Council member, including the Mayor, receives any remuneration for attendance at meetings resulting from the member's appointment by City Council to an outside agency, or resulting from the member's appointment by that outside agency to another position, such amounts shall be reported to the Treasurer and handed over to the municipality.

Schedule `B' - Remuneration - Appointees

1. (a) Subject to clauses (b), (c), (d), and (e) of this Section, remuneration in the amount of \$300 per annum shall be paid to persons other than members of Council, appointed to the following local boards or other bodies:
 - i. Accessibility Advisory Committee;
 - ii. Active Transportation Committee;
 - iii. Commemorative Awards Committee;
 - iv. Compliance Audit Committee;
 - v. Economic Development Committee;
 - vi. Environmental Advisory Committee;
 - vii. Farmers' Market Management Committee;
 - viii. Municipal Heritage Committee;
 - ix. Orillia Public Library Board;
 - x. Recreation Advisory Committee;
 - xi. Orillia Youth Opportunities Committee;
 - xii. Transit Advisory Committee;
 - xiii. Waste Management Advisory Committee;
 - xiv. Town and Gown Committee.
 - (b) For any such appointee who attends less than 75% of all regular and special meetings of a local board or other body, the remuneration shall be reduced to \$150.
 - (c) For any such appointee who attends less than 50% of all regular and special meetings of a local board or other body, the remuneration shall be reduced to \$0.
 - (d) Any such appointee who attends less than 50% of all regular and special meetings of a local board or other body without the written permission of Council shall be deemed to have resigned, notwithstanding that his or her term may not have expired.
 - (e) In addition to the remuneration to be paid, pursuant to clause (a) of this Section the member, excluding a member of Council, who is appointed Chair of a local board or other body named in clause (a) of this Section, shall be paid an additional \$300 per annum and such additional remuneration shall be reduced, based on attendance at meetings, utilizing the same formula as set out in clauses (b) and (c) of this Section.
 - (f) The members of any of the local boards or other bodies as set out in clause (a) of this Section who are members of or who have been nominated by the Council of another municipality to represent that municipality on the local board or other body shall not be entitled to receive any remuneration.
 - (g) Any appointees who are nominated by external organizations or who must be a member of the particular external organization in order to qualify for appointment shall not be eligible to receive remuneration.
2. Remuneration to be paid pursuant to Section 1 of this Schedule shall be paid on or about the 15th of December in each year, subject to the Treasurer receiving a report from the secretary of the local board detailing the attendance of each appointee.
 3. The annual remuneration paid pursuant to Section 1 of this Schedule shall, where applicable, be pro-rated to the nearest half month.
 4. Appointees to the Committee of Adjustment, the Property Standards Committee and the Licensing Appeal Tribunal shall be paid the following remunerations:

- (a) Committee of Adjustment:
 - i) for each application

| | |
|--------|-------|
| Chair | \$ 20 |
| member | \$ 15 |

Note: For each minor variance application affecting the same property, as an application for severance, heard at the same hearing only one application fee shall apply.

- (b) Property Standards Committee:
 - i) for each court up to 1/2 day

| | |
|--------|-------|
| Chair | \$ 75 |
| member | \$ 50 |
 - ii) for each court over 1/2 day for each day

| | |
|--------|-------|
| Chair | \$150 |
| member | \$100 |

- (c) Licensing Appeal Tribunal:
 - i) for each hearing up to 1/2 day

| | |
|--------|-------|
| Chair | \$ 75 |
| member | \$ 50 |
 - ii) for each hearing over 1/2 day for each day

| | |
|--------|-------|
| Chair | \$150 |
| member | \$100 |

5. (a) Appointees to the City of Orillia Police Services Board, other than the Mayor or other members of Council, shall be paid the following remuneration, effective January 1, 1994.

- i)

| | |
|--------|---------|
| Chair | \$1,500 |
| member | \$1,000 |

- (b) Remuneration shall be paid to each member on or about the 15th of each month.
- (c) Members are required to advise the executive secretary of the board if circumstances will prevent attendance at meetings of the board and provide information as to when attendance will resume.
- (d) In the event that more than three regular meetings are missed without approval of the board, payment of remuneration will be suspended until such time as the member provides the Chair of the board with a reasonable explanation for his or her absence and regular attendance is assured.
- (e) The executive secretary of the board will provide the Treasurer with a monthly list detailing the attendance at meetings of the board.

Schedule 'C' - Expense policy**EXPENSE POLICY FOR MEMBERS OF COUNCIL****Mileage Rate**

All members of Council using their personal vehicles for City business shall be paid at the rate of \$0.53 per kilometre effective January 1, 2019.

Luncheons

- (a) The City will be responsible for Council or committee luncheon meetings when such meetings are called by Council or the committee concerned.
- (b) Council members shall have the discretion to invite visitors for lunch and dinner in connection with City business and such expenses shall be borne by the City.

Conferences, Conventions and Seminars

- (a) Attendance at conferences, conventions or seminars by members of Council shall be pre-authorized by Council.
- (b) Mileage shall be paid in accordance with the mileage policy in this Schedule.
- (c) Members of Council shall be allowed to claim all reasonable out-of-pocket expenses with receipts including the following:
 - i) hotel/motel accommodation - actual cost;
 - ii) parking - actual cost;
 - iii) registration - actual cost;
 - iv) meals and entertainment - actual cost.

Advances

When a member of Council is authorized to attend a conference or convention, the Treasurer shall have the authority to make advances to meet estimated expenses.

Expense Statement

Statements for expenses shall be submitted to the Treasurer in a form recommended by the Treasurer and approved by Council.

Local boards and other bodies

The expense policies in this Schedule shall be the expense policies for all members appointed to local boards and other bodies.

EXPENSE POLICY FOR MEMBERS OF CITY STAFF**Mileage Rate**

All members of City staff using their personal vehicles for City business shall be paid at the rate of \$0.53 per kilometre effective January 1, 2019. When personal vehicles are used for inspection purposes a premium of \$0.10 per kilometre shall be paid.

Luncheons

Senior staff shall have the discretion to invite visitors for lunch or dinner in connection with City business and such expenses shall be borne by the City.

Conferences, Conventions and Seminars

- (a) Attendance at conferences, conventions and seminars by members of staff shall be as approved by the appropriate department head and within the budget approved by Council for the department for this purpose.
- (b) Mileage shall be paid in accordance with the mileage policy in this Schedule.
- (c) Members of staff shall be allowed all reasonable out-of-pocket expenses, including the following:
 - i) hotel/motel accommodation - actual cost;
 - ii) parking - actual cost;
 - iii) registration - actual cost;
 - iv) meals and entertainment - actual cost.

Training Courses

- (a) Attendance at training schools by members of staff shall be as approved by the appropriate department head and within the budget approved by Council for the department for this purpose.
- (b) Mileage (one round trip) shall be paid in accordance with the mileage policy in this Schedule.
- (c) Staff members shall be allowed all reasonable out-of-pocket expenses, including the following:
 - i) hotel accommodation - actual cost (location to be approved by department head);
 - ii) parking - actual cost;
 - iii) course registration or tuition - actual cost;
 - iv) meals - actual cost.

Advances

When a member of staff is authorized to attend a conference, convention or seminar, the Treasurer shall have the authority to make advances to meet estimated expenses.

Expense Statements

Statements for expenses shall be submitted to the Treasurer in a form recommended by the Treasurer and approved by Council.

Local boards and other bodies

The expense policies in this Schedule, applicable to members of City staff, shall be the expense policies for all employees of local boards and other bodies.

Schedule 'D' - Statement of the Treasurer

Remuneration and expenses paid to members of Council, local boards and other bodies

REMUNERATION

| Name | Total |
|-------------------------------|-------|
| Members of Council | |
| Council appointees | |
| Other than Council appointees | |

EXPENSES

| Name | Total |
|-------------------------------|-------|
| Members of Council | |
| Council appointees | |
| Other than Council appointees | |

Schedule 'E' - Acknowledgment

I hereby acknowledge that I have received a corporate expense credit card in the name of The Corporation of the City of Orillia for the purpose only of charging expenses incurred by me that come within the appropriate description of expenses in Schedule 'C' to By-law 1985-131 (Chapter 493, City of Orillia Municipal Code).

I am familiar with the expenses permitted by the said Schedule 'C' and agree to reimburse The Corporation of the City of Orillia for any expenses which I have charged that are not subsequently approved by the Treasurer or by Council.

Dated at Orillia, Ontario, this _____ day of _____, 20____

**Schedule 'F' - Ad Hoc Citizens Compensation Review Committee -
Terms of Reference**

Council, may, from time to time, by resolution, appoint an Ad Hoc Citizens Compensation Review Committee to review Council compensation issues in the third year of a four-year term.

1. PURPOSE

1.1 The purpose of the Ad Hoc Citizens Compensation Review Committee (the Committee) is to conduct an independent and arms length review of the matters listed below and to make appropriate recommendations to Council:

- a) salary;
- b) benefits;
- c) other compensation related matters referred to the Committee by Council.

1.2 In developing its recommendations, the Committee shall have regard to:

- a) the compensation required to attract a diverse and representative pool of candidates for public office;
- b) the responsibilities, time commitments and accountability associated with the office of Mayor and Councillor;
- c) the compensation provided to equivalent positions in comparator municipalities;
- d) the input from members of the public.

2. COMPOSITION

2.1 The Committee shall consist of five members of the public who are eligible electors of the City of Orillia, to be selected through an advertising process.

2.2 The Committee shall appoint a chairperson from among its members.

2.3. The members of the Committee are appointed until such time as the Committee has fulfilled its mandate or has been terminated by Council.

2.4 No member of the Council shall be a member of the Committee or attempt to influence its recommendations. Nothing in this section shall prevent the Committee from consulting with current members of Council or the Mayor.

3. MEETINGS

3.1 The time and schedule of Committee meetings shall be determined by the chairperson, in consultation with the members.

3.2 A quorum of the Committee shall consist of a majority of its members.

3.3 Committee meetings shall follow the rules of procedure outlined in Chapter 105 of the City of Orillia Municipal Code - Local Board Procedure.

3.4. All meetings shall be open to the public unless authorized to be closed pursuant to the closed meeting provisions set out in Chapter 105 of the City of Orillia Municipal Code - Local Board Procedure.

3.5 All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its members present.

4. REMUNERATION OF COMMITTEE MEMBERS

- 4.1 The members of the Committee, including the chair, shall serve in a volunteer capacity only, with no remuneration.

5. COMMITTEE REPORT

- 5.1 The Committee shall submit a written report to Council, confirming its recommendations with respect to the items listed in section 1 of these Terms of Reference, within four months of its first meeting.
- 5.2 The Committee's report shall be a public document and will contain reasons and justification for all recommendations. All background material relied upon or considered in the formulation of recommendations shall be cited in the report and made available to Council and interested members of the public unless prohibited under the terms of the *Municipal Freedom of Information and Protection of Privacy Act*.
- 5.3. Council shall receive the Committee's report and make the final determination to accept, reject or modify the recommendations contained in the report.

6. ADMINISTRATION

- 6.1 The City Clerk's Department will provide administrative services and support to the Committee.

7. TERMINATION

- 7.1 The Council Remuneration Review Committee shall terminate upon receipt of the Committee's final report by City Council or any earlier or later date as determined by a resolution of Council.