

POLICY	
Policy Number: CNCL2024-001	Date Approved: March 19, 2024
Department: Council	Date Reviewed: April 2, 2024
COUNCIL REMUNERATION	

1. Policy Statement

- 1.1 Section 283 of the *Municipal Act* provides for the authority for Council to set its remuneration, being compensation to be made for duties performed. The Town of Kirkland Lake’s goal is to provide fair and equitable compensation to members of Council as they carry out their responsibilities.
- 1.2 Members of Council shall receive compensation for their role as elected officials in five different ways, via remuneration, per diems and reimbursement of expenses, honorariums, benefits, and professional development.

2. Purpose

- 2.1 To establish guidelines for the provision of remuneration and compensation to elected officials.
- 2.2 Mayor and Council shall act as good stewards of tax paying dollars and conduct themselves in a manner that maximizes the benefit and value to Kirkland Lake, and its ratepayers while striving to minimize any financial burden.

3. Scope

- 3.1 The Council Remuneration Policy applies to all elected officials of The Corporation of the Town of Kirkland Lake.
- 3.2 The contents of this policy shall be considered when creating the Mayor and Councillors’ portion of the Town’s annual Operating Budget.

4. Legislative Authority

[Municipal Act](#), 2001, S.O. 2001, c.25

5. Definitions

- 5.1 **Attendance** means attendance in person or via virtual attendance (i.e. teleconference / electronic participation).
- 5.2 **Chief Administrative Officer** means the Chief Administrative Officer (CAO) of The Corporation of the Town of Kirkland Lake as appointed by resolution or by-law of Council.
- 5.3 **Council or Members of Council** means the duly elected members of Council of The Corporation of the Town of Kirkland Lake and the Chief Executive Officer or Mayor.
- 5.4 **Council Meeting Day** means every second Tuesday from 4:40 PM - 10:00 PM, unless otherwise called by the Mayor, scheduled, or resolved.
- 5.5 **Municipal Clerk** means the Clerk, an Officer appointed by by-law of Council for The Corporation of the Town of Kirkland Lake as identified in *Municipal Act*.
- 5.6 **Kirkland Lake** means The Corporation of the Town of Kirkland Lake, Kirkland Lake or, its shortform being "TKL", in the province of Ontario.
- 5.7 **Market Median** (50th Percentile) means the market median for the top attainable rate of remuneration where half of the municipalities will pay above Kirkland Lake and half will pay below.
- 5.8 **Official Capacity** means Council duties determined by Subsection 6.2.6 of this Policy.

6. Procedures

6.1 **Council Remuneration**

- 6.1.1 Council will receive remuneration in accordance with their elected seat, as per Schedule 'A' of this Policy, and for the following duties:
- a) Council activities within the jurisdiction of Kirkland Lake;
 - b) Attendance at Regular, Special, Emergency and Inaugural Meetings of Council;
 - c) Preparation for Council, Committee of the Whole, and Committees of Council meetings;
 - d) Attendance at budget sessions, planning sessions, strategic initiative sessions, council orientations, council education sessions, administrative meetings, and meetings with Kirkland Lake Administration;

6.1 Council Remuneration (continued)

6.1.1. (continued):

- e) CAO performance evaluation meetings;
- f) Meetings with Timiskaming District representatives and/or meetings at those municipalities' offices;
- g) Public consultation and/or meetings (community groups, "Town Halls", steering committee meetings, school boards, open houses, public forums);
- h) Dealing with, responding, and redirecting (where applicable) public concerns from individuals, citizens, clubs, organizations, and businesses, etc;
- i) Ceremonial duties, including attendance at ceremonies, grand openings, banquets, luncheons, parades, sport tournaments, open houses, new equipment arrival, ribbon cuttings, etc. within Kirkland Lake or at an event where council representation has been requested;
- j) Attendance or participation at Kirkland Lake social and corporate events (annual Employee Appreciation BBQ, Work Family Day Pizza Lunch, Recognition Awards and Christmas Party, sports tournaments, Social and/or Wellness Committee functions, potlucks, etc.); and
- k) Cheque and agreement signing.

6.1.2 Council remuneration will also be subject to an annual salary adjustment and serve as an annual "cost of living adjustment (COLA)" as per the percentage negotiated through the CUPE Local 26 Collective Agreement. The adjustments are payable by the second pay period in a calendar year, or, paid retroactively to January 1st, when applicable.

6.1.3 Mayor remuneration is higher to compensate for the additional responsibilities required as the Chief Executive Officer for the Town of Kirkland Lake, as established in the *Municipal Act*.

6.1.4 Acting Mayor appointments are shared equally amongst the Councillors. Remuneration is inclusive of compensation for any additional responsibilities of the Acting Mayor, from time to time.

6.1.5 Remuneration will not be withheld from a member who is absent from their duties unless so directed by resolution of Council.

6.1 Council Remuneration (continued)

- 6.1.6 Council remuneration will be subject to a review every five (5) years, or as so directed by resolution of Council.
- 6.1.7 External market surveys will be conducted by Administration in accordance with section 6.6 of this Policy. Market comparators may include:
- Town of Hearst
 - Town of Espanola
 - Town of Sioux Lookout
 - Town of Parry Sound
 - Town of Dryden
 - Town of Fort Frances
 - Town of St. Mary's
 - Town of Kapuskasing
 - City of Temiskaming Shores
 - City of Kenora
- 6.1.8 Upon completing a market comparison, Council remuneration may be adjusted to target the Market Median (50th Percentile) of comparator municipalities, but never revert to lesser than the currently established remuneration, unless so directed by resolution of Council.
- 6.1.9 Anything not specifically covered by a per diem or expense reimbursement shall be considered as being compensated for by remuneration and/or honorarium.

6.2 Per Diems and Reimbursement of Expenses (Claims)

- 6.2.6 When deciding if compensation for allowable per diems and expenses is warranted, members of Council must consider the following criteria. If a member of Council can answer yes to all of the following criteria, duties will be considered as Official Capacity, and an expense claim should be remitted and paid according to this Policy:
- a) The expense must have a direct benefit to Kirkland Lake; promote Kirkland Lake's interests; add value to the community; or advance the community's interests.
 - b) The expense must be a result of interaction with a registered third party. (i.e. not an individual, Council Member, Kirkland Lake employees, organization or affiliation.)
 - c) The expense must be defensible to the ratepayers of Kirkland Lake and to public scrutiny.

- d) The expense must be free of bias and conflict of interest.

6.2 Per Diems and Reimbursement of Expenses (continued)

6.2.6 (continued)

- e) The expense or per diem must be incurred in keeping with [CORP2022-007 Travel Expense Policy](#) and [CNCL2023-001 Council Conference Attendance Policy](#), (or policies that supersede these policies).
- f) Mileage calculated shall include travel time to and from the activity with the official starting point being from Town Hall, 3 Kirkland St. W., Kirkland Lake, ON.
- g) If an external board or committee pays per diems to a member, the member will not be permitted to make a claim through [CORP2022-007 Travel Expense Policy](#).

6.2.7 Neither per diems will be paid nor mileage be reimbursed for the following:

- a) for any of the events listed under section 6.1.1 a) through k) above; and/or
- b) attendance at an event that is not in the Official Capacity of the member; and/or
- c) attendance at a social event, including but not limited to ceremonial duties, within the jurisdiction of Kirkland Lake.
- d) a political event for which proceeds support a political party, constituency association, third party advertiser, or candidate in an election.

6.2.8 Per Diems shall not exceed those as established by [CORP2022-007 Travel Expense Policy](#), or a policy that supersedes this policy.

6.2.9 Reimbursements shall not exceed the annual budgeted funds, unless so directed by resolution of Council.

6.2.10 In the event that budgeted funds are forfeited by a member of Council, these funds may be transferred from one member of Council to another, in keeping with [CNCL2023-001 Council Conference Attendance Policy](#).

6.2.11 In the event that a requested registration, ticket or accommodation has been paid for, and is not utilized by the member of council who confirmed and/or requested to participate, that member shall reimburse the Town for all non-refundable expense(s).

6.2 Per Diems and Reimbursement of Expenses (continued)

- 6.2.12 The Town of Kirkland Lake will not pay for guest expenses associated with Council activities. This includes travel, separate accommodation, registration, meals, tickets to events and other similar expenses.
- 6.2.13 Members of Council are responsible to either pre-pay for guest expenses being coordinated by the Clerk's Office, or pay direct for guest expenses.
- 6.2.14 The Municipal Clerk shall be responsible for approving expense claims made by members of Council. In the case of the Municipal Clerk and/or the Deputy Clerk being absent, the Chief Administrative Officer may sign claims, as appropriate.
- 6.2.15 A claim that is not approved may be taken to the Treasurer to appeal the decision of the Municipal Clerk.
- 6.2.16 If a decision cannot be made by the Treasurer, the claim may be taken to the whole of Council to hear the appeal, and to make a decision by way of resolution by recorded vote.

6.3 Issuance of Electronic Devices (Corporate Mobile Telephone & iPads)

- 6.3.1 The Mayor is provided with a mobile telephone in order to carry out their duties. Administration will make provision in the municipal budget for the expense.
- 6.3.2 Members of Council will each receive one corporately-owned iPad and required software to use for the entirety of their Term of Office (4 years), following the Municipal Election, in order to conduct Council duties; Administration will make provision in the municipal budget for these expenses.
- 6.3.3 Administration will provide support for the electronic devices and software assigned to members of Council.
- 6.3.4 Members of Council must at the end of their Term (or upon resignation, removal or death) return all electronic devices and software to the Municipal Clerk.
- 6.3.5 A member of Council's use of their assigned electronic device shall be in accordance with the Town's *Standard Operating Procedure for Municipal iPad Use, Authorization and Monitoring* and the Municipal Device User Agreement signed by each member.

6.5 Benefits

6.5.1 The following benefits are offered to Members of Council:

- a) Group Life Insurance
- b) Extended Health Benefits

6.5.2 Group Life Insurance participation is a mandatory requirement by all members, and the premium shall be shared equally (50%) between Kirkland Lake and each member of Council.

6.5.3 Any member of Council electing to participate in the offering of Extended Health Benefits offered through Kirkland Lake, may do so independently from one another.

6.5.4 The premium payable shall be shared equally (50%) for those electing to received Extended Health Care Benefits.

6.5.5 Benefits shall be adjusted as per the negotiated Collective Agreement between the Twon and CUPE Local 26.

6.6 Professional Development

6.6.1 Mayor and Council will establish a professional development plan and budget each year during the annual budget process.

6.6.2 Budgetted funds for professional development activities will be divided equally between Councillors for their discretionary use. These funds may not be transferred from one Councillor to another unless written forfeiture and acceptance is received by the Municipal Clerk from the members involved.

6.6.3 Members of Council attending professional development activities are expected to report their findings for overall Council benefit as part of the "Reports From Council Members" section of the next regular scheduled Council Meeting.

6.7 Policy Review

6.7.1 A review of this Policy shall be conducted by Administration, every five (5) years, or, as so directed and resolved by Council.

7. Summary

The Council Remuneration Policy establishes the provisions and guidelines for the provision of Council compensation for their role as elected officials in five different ways, via remuneration, per diems and reimbursement of expenses, honorariums, benefits, and professional development. The amount spent is guided by the amount budgeted each year.

SCHEDULE A
COUNCIL REMUNERATION RATES

1.0 Remuneration Rate

1.1 The Council Remuneration Rate is established as follows:

Council Remuneration		
Payment Type	Mayor	Councillor
Bi-Weekly Pay:	\$1,441.55	\$521.40
Annual Salary:	\$37,480.30	\$13,556.40

1.2 The annual remuneration paid to Members of Council shall be paid in equal bi-weekly instalments by way of direct deposit through the Town's payroll system.

1.3 The remuneration for any member of Council may be reduced by the sum of \$50.00 for each meeting absence, if directed by resolution of Council.

2.0 Reimbursement for Missed Employment Due to Council Function

2.1 Council Members may be reimbursed at the value of a member's wages, as submitted, for up to six (6) days per annum if they are missing employment due to their attendance at a Council function.

2.1.1 A member of Council must obtain prior approval from Council by way of resolution to obtain such a reimbursement.

3.0 Annual Salary Adjustment (Cost of Living Adjustment – COLA)

3.1 Council Remuneration is subject to an annual reoccurring salary adjustment matching the percentage per year as identified in the CUPE Local 26 Collective Agreement, subject to Council approval.

3.1.1 In a bargaining year, Council will receive the same remuneration as the previous year until a new Collective Agreement is ratified between the Town of Kirkland Lake and CUPE Local 26.

3.2 All salary adjustments shall be made retroactive to January 1st in the calendar year, where applicable.

4.0 No Severance Payable

4.1 Council Members shall not be entitled to any form of severance pay upon ceasing to be a member of Council, and/or prior to the completion of their elected Term of Office.

SCHEDULE B

COMMITTEES OF COUNCIL AND LOCAL & REGIONAL BOARDS/COMMITTEES HONORARIUMS

1.0 Committees of Council Honorariums

1.1 There is no honorarium payable for any Council Representative appointed to any Committees established by the Council of The Corporation of the Town of Kirkland Lake. All positions are voluntary.

2.0 Regional and Local Boards and Committees

Regional & Local Boards and Committees				
Board/Committee	Council Representative Seats	Honorariums Y or N	Per Diems & Mileage Payable By	Annual # of Meetings Held
Kirkland Lake Public Library Board (KLPLB)	1	N	N	10
Kirkland Lake O.P.P. Detachment Police Services Board (KLDPSB)	2	Y	TBD	4-6
District of Timiskaming Social Services Administration Board (DTSSAB)	2	Y	Per Diem – N Mileage – DTSSAB	10
Timiskaming Health Unit Board of Health (THU)	2	Y	Per Diems – N Mileage – THU	9

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COMMITTEES OF COUNCIL AND LOCAL & REGIONAL BOARDS/COMMITTEES HONORARIUMS

Regional & Local Boards and Committees				
Board/Committee	Council Representative Seats	Honorariums Y or N	Per Diems & Mileage Payable By	Annual # of Meetings Held
Timiskaming Municipal Association (TMA)	2	N Annual Membership Fee payable by TKL	Per Diems – N Mileage – TKL	4 + AGM
Kirkland Lake District Chamber of Commerce Board of Directors (KLDCC)	Mayor	N	N/A	10 + AGM
Town of Kirkland Lake Solar Inc. Board of Directors (KLSBOD)	4	N	N/A	-
Temiskaming Provincial Offences Act Advisory Committee	2	N	N	1 AGM as per Intermunicipal Services Agreement