

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	AM - 1.2.1
Section <b>Council and Committees</b>	Subject <b>Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy</b>

**1. APPLICATION**

This policy applies to members of Municipal Council.

**2. AUTHORITY**

Sections 23 and 24, *Municipal Government Act*, as amended  
Subsection 81(3), *Income Tax Act (Canada)*, as amended

**3. REMUNERATION OF MEMBERS OF COUNCIL**

3.1 Each Councillor shall be paid \$15,156.32 per annum.

3.2 In addition to the payment as a Councillor:

- the Warden shall be paid a further \$15,156.32 per annum; and
- the Deputy Warden shall be paid a further \$4,547.02 per annum.

**4. ALLOWANCES FOR ELECTED OFFICIALS (TAX FREE, MAXIMUM ONE-THIRD)**

4.1 Each Councillor shall receive an amount as an allowance for expenses incidental to the discharge of the person's duties as an elected officer of \$7,578.16.

4.2 In addition to the allowance as a Councillor:

- the Warden shall receive a further \$7,578.16 per annum as an allowance for expenses incidental to the discharge of duties as the person elected to the office of Warden; and
- the Deputy Warden shall receive a further \$2,274.10 per annum as an allowance for expenses incidental to the discharge of duties as the person elected to the office of Deputy Warden.

**5. DEDUCTION FOR ABSENCES FROM MEETINGS**

Members of Council shall normally attend all meetings of Council, Committee of the Whole and all advisory boards and committees to which Council has appointed them. Unless Municipal Council specifically determines by resolution to excuse the absence of a councillor, a deduction of \$50.00 from remuneration and a deduction of \$25.00 from the elected officials' allowance shall be made for each absence, subject to the following:

- three absences from meetings of Council, Committee of the Whole, or an advisory board or committee during any year (November to October) shall not be penalized;
- absences from meetings of Council, Committee of the Whole, or an advisory board or committee for which 5 business days' notice of the meeting or a change in the meeting date has not been provided shall not be penalized.
- absence from consecutive meetings on a single day shall be deemed one absence;
- failure to attend because of alternative formal business on behalf of Council shall not be deemed to be an absence; and
- attendance shall be at their respective discretion where the Warden and Deputy Warden are ex-officio members.

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**6. KILOMETRIC ALLOWANCE FOR MEETING ATTENDANCE**

Members of Council shall be reimbursed for travel expenses incurred in order to attend Council and Committee meetings or meetings of any organization to which they have been appointed by council. Reimbursement shall be at the rates contained in *AM-1.8.1 Travel and Expenses Policy*. The rate per kilometre shall be for actual distance travelled once each day to go to, and return from, every daily session of a meeting of the council or of a committee.

**7. MEDICAL / DENTAL BENEFITS**

Participation in the group medical / dental plan shall be optional for all councillors.

**8. ANNUAL INCREASE**

Unless Municipal Council specifically determines otherwise by resolution, all council remuneration shall be adjusted for one year equivalent to 1.7 % commencing in 2015-16.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i> .....	<b>May 18, 2016</b>
<i>Council Approval</i> .....	<b>June 21, 2016</b>
<u>Carolyn Young</u>	<u>June 21, 2016</u>
Municipal Clerk	Date
At <u>Annapolis Royal</u> Nova Scotia	

**Amendments:**

Enacted April 20, 1999

- 2002/09/17 Elected officials’ remuneration and allowances increased (5% of 1999 base), effective April 1, 2002.
- 2003/10/21 Elected officials’ remuneration and allowances increased (5% of 1999 base), effective April 1, 2003.
- 2003/10/21 Annual honoraria set for citizen members of Bridgetown Water Supply Area Advisory Committee.
- 2004/12/21 Annual honoraria set for citizen members of Lake Cady Water Supply Area Advisory Committee.
- 2006/07/18 Removed annual honoraria for Chair of the Board of Directors of the Annapolis Co. Municipal Housing Corp. and added bullet in Section 5 “*absences from meetings of Council, Committee of the Whole, or a Committee of Council for which 5 business days notice of the meeting or a change in the meeting date has not been provided shall not be penalized*”.
- 2008/11/18 Elected officials’ remuneration and allowances increased effective April 1, 2009.
- 2008/12/16 Revisions to Sections 7.3 and 7.4 to reflect: the inclusion of the Lawrencetown Water Supply Area Advisory Committee and removing honorariums limitations during an interim or general review.
- 2010/08/17 Revision to delete Subsection 7.8 which reads “*The annual honorarium for the Chair of each of the Executive, Finance, Priorities & Planning, and Heritage Advisory Committees shall be \$600*”
- 2010/09/21 Deleted references to Employment Equity & Environmental Advisory Committees
- 2010/12/21 Policy Renamed as “*AM-1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy*” and all references to remuneration for committees / citizen members transferred to new policies
- 2012/05/15 Elected officials’ remuneration and allowances increased by 10% effective retroactive to April 1, 2012.
- 2013/02/19 In Section 5, changed the first bullet to reflect that absences would be tracked from November to October rather than in accordance with the fiscal year; inserted the new remuneration / allowance rates to commence April 1, 2013; and deleted the following from Section 6:  
*Notwithstanding, to be eligible to receive reimbursement for travel expenses each councillor is required to be in attendance when the meeting is called to order and until the normal or stated adjournment time unless excused by municipal council.* Also, approved an increase of 2% for remuneration and allowances for councillors commencing April 1, 2013.

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2013/04/16 In Section 6 removed the words “*and subject to the conditions*”; removed the sentence “*Kilometric charges shall be for the actual distance traveled once each day to go to, and return from, the location of each meeting or all meetings at the same location on the same day*”; and added the sentence “*The rate per kilometre shall be for actual distance travelled once each day to go to, and return from, every daily session of a meeting of the council or of a committee.*”

2013/11/19 Added Section 8 formalizing optional medical / dental benefits for councillors.

2014/05/20 Elected officials’ remuneration and allowances increased by 5% effective retroactive to April 1, 2014.

2015/04/21 **DELETED:**

**~~ANNUAL INCREASE CALCULATION FOR BUDGET~~**

~~All council remuneration shall be adjusted annually in accordance with the Nova Scotia Consumer Price Index of the previous fiscal year (average all items) for approval as part of the annual operating budget.~~

**REPLACED WITH:**

**ANNUAL INCREASE**

Unless Municipal Council specifically determines otherwise by resolution, all council remuneration shall be adjusted for one year equivalent to 1.7 % commencing in 2015-16.

2016/04/19 Elected officials’ remuneration and allowances increased by 10%

2016/06/21 In Section 5, added in the second sentence “*Unless Municipal Council specifically determines by resolution to excuse the absence of a councillor*”.