



Corporation of the Municipality of Temagami

Report No.
2018-007

File No.

Subject:	Statement Of Remuneration and Expenses Paid in 2017.
Agenda Date:	March 22, 2018
Attachments:	1. Attachment #1 - Treasurer's Statement of Remuneration and Expenses 2. Copies of authorizing By-laws and Resolutions

RECOMMENDATION

That Council consider the following resolution:

WHEREAS the Treasurer of the Municipality is required under Section 284 of the Municipal Act, 2001, as amended, to provide to Council by March 31st a statement of remuneration and expenses paid in the previous year to members of Council and others appointed by Council as detailed in the Act;

THEREFORE BE IT RESOLVED THAT: Council acknowledge receipt of Report 2018-007 and accept the statement of remuneration attached thereto.

BACKGROUND

The Municipal Act, 2001, as amended, states in section 284:

284. (1) *The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality 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. 2001, c. 25, s. 284 (1).

Mandatory item

(2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. 2001, c. 25, s. 284 (2).

Statement to be provided to municipality

(3) If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year. 2001, c. 25, s. 284 (3).

Public records

(4) Despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided under subsections (1) and (3) are public records. 2001, c. 25, s. 284 (4).

ANALYSIS

According to this requirement, Schedule A to this report has been prepared, which shows the names of all persons on Council and also those who were appointed by Council to sit on another body as specified in the legislation and the amounts of the honorariums paid for serving as well as the reimbursement of expenses incurred while serving.

The by-law which authorized the payment of honorariums to members of Council is 92-279, which was updated by resolutions 00-056, 14-155, 14-367, 14-438, 14-440, 14-441, 14-442 and 14-475 17-011, and the amount set is confirmed in the annual budget adopted by By-law 17-1339. The authorization for expenses is by By-law 14-1215 amended by 17-1370. The authorization for a \$500 amount for computers is resolution 17-709.

The amounts paid out in 2017 to those persons specified in the Act are set out in the attached table.

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget: Yes No N/A

This item is within the approved budgeted amount: Yes No N/A

Prepared By:

Elaine Gunnell
Municipal Clerk / Deputy Treasurer / Acting CAO

CORPORATION OF THE TOWNSHIP OF TEMAGAMI

BY-LAW NO. 92-279

BEING A BY-LAW TO ESTABLISH REMUNERATION FOR MEMBERS OF COUNCIL

WHEREAS Section 238 of the Municipal Act, R.S.O. 1980, c.302 provides that the Council of a municipality may pass by-laws for paying remuneration to members of Council:

NOW THEREFORE, the Council of the Corporation of the Township of Temagami enacts as follows:

1. The remuneration of the Reeve shall be \$10,000. per annum.
2. The remuneration of the other members of Council shall be \$7,884. per annum.
3. All other remuneration by-laws are hereby appealed.
4. This by-law shall come into force and take effect on the first (1st) day of January, 1992.

READ a first and second time this 13th day of February, 1992

READ a third time and finally passed this 13th day of February, 1992



REEVE



CLERK

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

NO.: 00-056

DATE: May 11, 2000

MOVED BY: W.K. Bill Kitts

SECONDED BY: Joan M. Broughton

BE IT RESOLVED THAT: the remuneration level of the Mayor for the Municipality of Temagami be set at \$14,000 effective January 1, 2000.

CARRIED ✓ AMENDED _____ DEFEATED _____ DEFERRED _____

Declaration of Conflict of Interest: WAYNE ADAIR (MAYOR)

MAYOR: W.A.

CAO: _____

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

NO.: 14-155

DATE: March 13, 2014

MOVED BY: [Signature]
SECONDED BY: [Signature]

WHEREAS the Performance Management Policy, adopted by By-law 13-1157, requires that Council make a decision annually on the Cost of Living Allowance (COLA) for municipal employees and, if one is given, to determine the COLA percentage increase for that year as outlined in the policy;

AND WHEREAS the Municipality pays honorariums to Members of Council, to volunteer firefighters, and to the crossing guard, for which cost of living adjustments have not historically been made;

AND WHEREAS Council deems it appropriate that honorariums should receive the same consideration with respect to cost of living adjustments as wages and salaries;

NOW THEREFORE BE IT RESOLVED THAT Council authorize and direct that municipal honorariums, as outlined above, be adjusted annually for COLA by the same percentage as determined for the wage and salary increases under the Performance Management Policy;

AND FURTHER THAT this adjustment commence with the 2014 budget.

CARRIED AMENDED DEFEATED DEFERRED

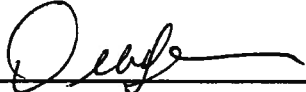
Declaration of Conflict of Interest:

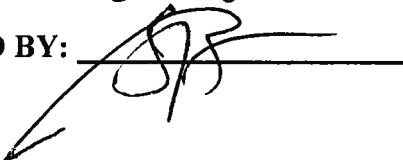
MAYOR: [Signature]

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

NO.: 14- 367

DATE: July 17, 2014

MOVED BY: 

SECONDED BY: 

WHEREAS in March of 2014 Council, recognizing that there has been no increase in the amount of Council honorariums for many years, authorized and directed that all municipal honorariums, including those for Council, should be adjusted annually for COLA by the same percentage as determined for the wage and salary increases under the Performance Management Policy;


AND WHEREAS Council honorarium reviews in past years have indicated that the historical amounts of honorariums should be increased, but Councils chose not to increase their own honorariums due to budget concerns;

AND WHEREAS Council deems it appropriate to review and update the base rate for Council honorariums to be effective in the NEXT term of Council to avoiding any conflict over setting their own honorariums;

NOW THEREFORE BE IT RESOLVED THAT Council direct that the General Government and Finance Advisory Committee, with assistance from the Municipality's auditors, compile historical data for Temagami as well as current honorarium information from comparable municipalities and report this to Council.

CARRIED _____ AMENDED DEFEATED _____ DEFERRED _____

Declaration of Conflict of Interest:

MAYOR: 

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

NO.: 14-438

DATE: September 18, 2014

MOVED BY: *[Signature]*

SECONDED BY: *[Signature]*

WHEREAS the Council of the Municipality of Temagami asked the General Government and Finance Advisory Committee in conjunction with our auditors to bring historic and comparative data about honorariums for Mayor and Council along with recommendations;

AND WHEREAS the honorariums for Councillors have not been updated since 1992 and for the Mayor since 2000;

AND WHEREAS Council required that this review take place prior to the Municipal Election, so that the remuneration is being set for the next Council, not the current Council;

NOW THEREFORE BE IT RESOLVED THAT Memo 2014-M-054 on behalf of the General Government and Finance Advisory Committee regarding recommendation for Council Honorariums review be received;

AND FURTHER THAT Council adopt the recommendation of KPMG of an 11% increase for Councillor honorariums, bringing it to \$8,868 per annum;

AND FURTHER THAT Council adopt the recommendation of KPMG for no increase in the base honorarium for the Mayor, but that in recognition for the additional meetings that the Mayor attends, that a per diem of \$1,000 per year be recommended payable quarterly, with a list of meetings attended to be provided to the Treasurer at the end of each calendar year for purposes of transparency and accountability.

AND FURTHER THAT a full review of council honorariums be done early in the final year of each Council term on an ongoing basis.

AND FURTHER THAT the travel expense policy by-law be amended to reflect the higher cost of gasoline in northern Ontario to be 2 cents above the current Revenue Canada automobile allowance rate for amounts over 5,000 km travelled.

CARRIED _____ AMENDED DEFEATED _____ DEFERRED _____
(split)

Declaration of Conflict of Interest:

MAYOR: *[Signature]*

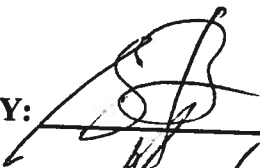
THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

NO.: 14-440

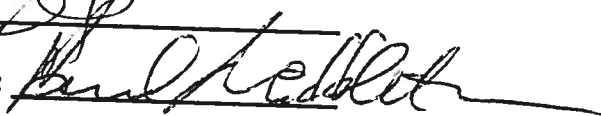
September 18, 14

DATE: April 3, 2014

MOVED BY:



SECONDED BY:



WHEREAS the Council of the Municipality of Temagami asked the General Government and Finance Advisory Committee in conjunction with our auditors to bring historic and comparative data about honorariums for Mayor and Council along with recommendations;
AND WHEREAS the honorariums for Councillors have not been updated since 1992 and for the Mayor since 2000;
AND WHEREAS Council required that this review take place prior to the Municipal Election, so that the remuneration is being set for the next Council, not the current Council;
NOW THEREFORE BE IT RESOLVED THAT Memo 2014-M-054 on behalf of the General Government and Finance Advisory Committee regarding recommendation for Council Honorariums review be received;
AND FURTHER THAT Council adopt the recommendation of KPMG of an 11% increase for Councillor honorariums, bringing it to \$8,868 per annum.

CARRIED AMENDED DEFEATED DEFERRED

Declaration of Conflict of Interest:

MAYOR:



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

NO.: 14-441

DATE: September 18,
April 3, 2014

MOVED BY:

John Kendall

SECONDED BY:

Anthony

BE IT RESOLVED THAT Council adopt the recommendation of KPMG for no increase in the base honorarium for the Mayor, but that in recognition for the additional meetings that the Mayor attends, that a per diem of \$1,000 per year be recommended payable quarterly, with a list meetings attended to be provided to the Treasurer at the end of each calendar year for purposes of transparency and accountability.

CARRIED AMENDED _____ DEFEATED _____ DEFERRED _____

Declaration of Conflict of Interest:

MAYOR:

L. Healey

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

NO.: 14-442

DATE: September 18
April 3, 2014

MOVED BY: [Signature]

SECONDED BY: [Signature]

BE IT RESOLVED
~~AND FURTHER~~ THAT a full review of council honorariums be done early in the final year of each Council term on an ongoing basis.

AND FURTHER THAT the travel expense policy by-law be amended to reflect the higher cost of gasoline in northern Ontario to be 2 cents above the current Revenue Canada automobile allowance rate for amounts over 5,000 km travelled.

CARRIED AMENDED DEFEATED DEFERRED

Declaration of Conflict of Interest:

MAYOR: [Signature]

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

NO.: 14-475

DATE: October 9, 2014

MOVED BY:

John P. [Signature]

SECONDED BY:

[Signature]

WHEREAS the Council of the Municipality of Temagami passed Resolution 14-441 to adopt the recommendation of KPMG for no increase in the base honorarium for the Mayor, but that in recognition for the additional meetings that the Mayor attends, that a per diem of \$1,000 per year be recommended payable quarterly, with a list meetings attended to be provided to the Treasurer at the end of each calendar year for purposes of transparency and accountability;

AND WHEREAS due to the fact that the original motion was split, the intent that the remuneration was being set for the next Council, not the current Council was not stated in Resolution 14-441;

NOW THEREFORE BE IT RESOLVED THAT Council hereby clarifies that the per diem authorized in Resolution 14-441 is to commence with the new term of Council, which takes office on December 1st 2014.

CARRIED AMENDED DEFEATED _____ DEFERRED _____

Declaration of Conflict of Interest:

MAYOR:


[Signature]

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

NO.: 17-011 _____

DATE: January 12, 2017

MOVED BY: 

SECONDED BY: 

WHEREAS the Performance Management Policy, adopted by By-law 13-1157, requires that Council make a decision annually on the Cost of Living Allowance (COLA) and if one is given, to determine the COLA percentage increase for that year as outlined in the policy;


AND WHEREAS Council passed Resolution 14-367 to direct that the same COLA percentage be applied to all municipal honorariums;

NOW THEREFORE BE IT RESOLVED THAT Council received Memo 2017-M-001 and the accompanying CPI figures prepared according to the policy;

AND FURTHER THAT Council authorize a COLA increase of 1.70% (one point seven per cent) for 2017, to be applied to all wages, salaries and honourariums as stated in the Performance Management Policy Bylaw 13-1157, as amended, and Resolution 14-367.

CARRIED ✓ AMENDED _____ DEFEATED _____ DEFERRED _____

Declaration of Conflict of Interest:

MAYOR: 

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 14-1215

Being a by-law to authorize the paying of expenses incurred by members of Council, local boards and other bodies, officers and employees of the corporation.

WHEREAS Section 283 of the *Municipal Act*, S.O. 2001, as amended, provides for the payment in whole or in part of the expenses of members of Council, local boards and other bodies, officers and employees of the corporation in their capacity as members, officers or employees that are actually incurred; or are in lieu of the expenses actually incurred, provided that they are a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred.

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. That the following policies on travel expenses shall apply to municipal staff, council members and members of local boards and other bodies as specified.

Mode of Transportation: This policy recognizes that the standard means of travel out of the Municipality to meetings, conferences, etc. will be by personal or municipally owned automobile. Other means of transportation including air, ship, railway, limousine, bus, or rented automobile may be dealt with on a case by case basis as the need arises and as authorized by the CAO or by resolution of Council.

Reimbursement for Use of Personal Automobile: Reimbursement for use of personal automobile shall be granted for business trips outside of normal travel to and from work. Whenever practical, travel shall be by the shortest route.

More Than One Person: Reimbursement for use of personal automobile shall be granted for only one vehicle if all persons travelling can reasonably be expected to travel together.

Kilometer Reimbursement: The number of kilometres to be reimbursed for the use of a personal vehicle shall be either:

- (a) The distance to the destination and return based on the exact odometer reading; or
- (b) The distance to the destination and return based on the standard mileage rate chart, attached hereto as Schedule "A" to this bylaw, if the person travelling does not submit an odometer reading.

Advance Authorization: Reimbursement for use of personal vehicle shall be authorized in advance by the department head, who shall be responsible for the accuracy and validity of the claim.

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 17-1370

Being a by-law to amend By-law 14-1215, a by-law to authorize the paying of expenses incurred by members of Council, local boards and other bodies, officers and employees of the corporation.

WHEREAS Section 283 of the *Municipal Act*, S.O. 2001, as amended, provides for the payment in whole or in part of the expenses of members of Council, local boards and other bodies, officers and employees of the corporation in their capacity as members, officers or employees that are actually incurred; or are in lieu of the expenses actually incurred, provided that they are a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred;

AND WHEREAS the Council of the Municipality of Temagami passed Resolution 17-525 (As Amended) on the 31st day of August, 2017 receive Memo 2017-M-085 and to change the reimbursement for travel to Planning Advisory Committee and Committee of Adjustment meetings;

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. That By-law 14-1215 is hereby amended by adding the wording below to paragraph three of section number 1 of following the words:

Reimbursement for Use of Personal Automobile: Reimbursement for use of personal automobile shall be granted for business trips outside of normal travel to and from work. Whenever practical, travel shall be by the shortest route.:

“Committee members travelling to Planning Advisory Committee and/or Committee of Adjustment meetings shall be paid up to a maximum of \$0 per trip when traveling from outside the municipal boundaries for meetings (i.e. no reimbursement). This policy shall supersede any references in the Committee of Adjustment By-law or the Terms of Reference of Standing Advisory Committees regarding travel to meetings held within the Municipality.”

2. That this bylaw shall come into force and take effect upon the final passing thereof.
3. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to this by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

TAKEN AS READ A FIRST time on this 28th day of September, 2017.

READ A SECOND time and third time and finally passed this 28th day of September, 2017.

Mayor

Clerk

Municipal Vehicle: Business travel outside of the Municipality may be by means of a municipally owned vehicle when this is practical taking into consideration the needs of the department and with the authorization of the department manager.

Kilometre Rate: The Kilometre rate for use of personal automobile shall be the rate that is published by the Canada Revenue Agency for automobile allowance rates over 5,000 kilometers plus two (2) cents per kilometre.

Meals: Meals will be reimbursed at the daily rate of \$15.00 breakfast, \$20.00 lunch, and \$40.00 supper. There will also be flexibility in this category, with receipts, should the CAO be of the opinion that it is a business expense that is justifiable. For planned travel, the daily rate allowance may be obtained as an advance; for other meals, employees are to pay for the meals and then submit the claim afterwards. Alcoholic beverages are not a reimbursable expense.

Accommodations: The per diem rate shall be the actual cost of the accommodation with a single room maximum, preferably at hotels offering government rates. Receipts must be submitted for accommodations, out of pocket expenses and necessary business expenses.

Parking and Taxis: Will be recognized as out-of-pocket expenses, particularly when travelling to Toronto. Moving violations shall be the responsibility of the person travelling. Parking infractions shall be reviewed on a case by case basis by the CAO.

Advances: For planned travel, advances may be obtained prior to travel for meals, mileage and accommodation. When an advance is received, the person travelling is still required to submit an expense report with the appropriate receipts and reconciliation upon their return.

2. That Bylaw No. 09-839 and amendments thereto are hereby repealed.
3. That this bylaw shall come into force and take effect upon the final passing thereof.
4. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to this by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

TAKEN AS READ A FIRST time on this 20th day of November, 2014.

READ A SECOND time and finally passed this 20th day of November, 2014.

READ A THIRD time and finally passed this 20th day of November, 2014.

Mayor

Clerk

Schedule A to Bylaw 14-1215

MILEAGE “RETURNS” FROM TEMAGAMI

Destination	kms
Lake Temagami Access Point	48
Barrie	688
Bracebridge	513
Brampton	885
Cobalt	94
Cochrane	551
Earlton	170
Elk Lake	243
Englehart	198
Haileybury	114
Hearst	977
Kapuskasing	787
Kirkland Lake	290
Latchford	67
London	1205
Marten River	79
Mattawa	322
New Liskeard	122
North Bay	196
Orillia	625
Ottawa	911
Sault Ste. Marie	936
Sturgeon Falls	192
Sudbury	367
Sudbury via North Bay	445
Tilden Lake	125
Timmins	527
Toronto	885
Verner	188
Washago	588
Waterloo	1025