



TOWN OF BLACK DIAMOND POLICY

POLICY #: COUNCIL-013	<i>(formerly named 12-090)</i>
TITLE: Council Remuneration & Benefits	
Approval Date: June 15, 2015	Resolution #: 2015-257
Revisions:	
Approval Date: September 26, 2017	Resolution #: 2017-425
November 21, 2018	2018-489
June 17, 2020	2020-255
Department: Council	

Policy Statement:

Members of Council are entitled to Remuneration and Benefits based on attendance at meetings, functions, training, etc.

1. Reason for Policy

- 1.1. To provide for the Remuneration and Per Diem payments to members of Council, made on a monthly basis, and to allow Council members to choose to participate in a Council benefit package.

2. Related Information

- 2.1. Appendix A - Monthly Honorarium and Per Diem Schedule
- 2.2. Appendix B - Eligibility Chart
- 2.3. Appendix C - Timesheet
- 2.4. All exemptions from CPP, income taxation and any other provincial or federal payroll deductions shall be in accordance with applicable federal or provincial law.

3. Definitions

- 3.1. “*Benefits*” means a benefit plan which provides payment for, but is not limited to, health, dental, and life insurance-related issues.



- 3.2. “*Chief Administrative Officer (CAO)*” means the person appointed to the position by the Council of the Town of Black Diamond to carry out the power, duties and functions of the CAO. It may also mean a person appointed to this position on an interim basis, or a person to whom the CAO has delegated their authorities to, in accordance with the Town of Black Diamond Chief Administrative Officer Bylaw.
- 3.3. “*Honorarium*” means a set monthly amount paid to Council members as compensation for their roles as Elected Officials.
- 3.4. “*Organizational Meeting*” shall mean the annual meeting of Council held in accordance with the *Municipal Government Act* section 192.
- 3.5. “*Per Diem(s)*” shall mean the amount paid per day, or per portion of a day, to members of Council to attend meetings, travel, attend workshops, conferences, etc., but excluding any sporting events and/or social gatherings.
- 3.6. “*Regular Council Meeting*” means a meeting of Council that has been regularly scheduled to be held on specified dates, times and places, in accordance with the *Municipal Government Act* section 193.
- 3.7. “*Remuneration*” means salaries, indemnities, honorariums, per diems and allowances paid to a Councillor.
- 3.8. “*Special Council Meeting*” means a meeting of Council called and held in accordance with the *Municipal Government Act* section 194.
- 3.9. “*Timesheet(s)*” shall mean the *Council Monthly Timesheet*.
- 3.10. “*Town*” means the municipal corporation of the Town of Black Diamond.
- 3.11. “*Town Council (Council)*” means the duly elected Council for the Town of Black Diamond.

4. Responsibilities

4.1. Town Council is to:

- 4.1.1. Approve, by resolution, this Policy and any amendments.
- 4.1.2. Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.
- 4.1.3. Ensure all Policies conform to the overall mission, goals and values as set out in the Town’s Strategic Plan.
- 4.1.4. Follow all procedures relating to the completion of submission of any/all Forms, as provided for in this Policy and its associated Procedures, including any Appendices.

4.2. Chief Administrative Officer (CAO) is to:

- 4.2.1. Ensure that this Policy and Procedure is reviewed annually at the Organizational Meeting of Council.
- 4.2.2. Ensure implementation of this Policy and approve Procedures and any amendments thereto.



4.3. Managers are to:

- 4.3.1.** Understand and adhere to this Policy and Procedure.
- 4.3.2.** Ensure the implementation of this Policy and Procedure within their departments.
- 4.3.3.** Make recommendations to the CAO for necessary Policy or Procedure amendments.

5. End of Policy