



TOWN OF BLACK DIAMOND POLICY

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

Policy Statement

Members of Council are entitled to benefits, monthly remuneration and Per Diem payments 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. All exemptions from CPP, income taxation and any other provincial or federal payroll deductions, shall be in accordance with applicable federal or provincial law. The Town of Black Diamond Finance Manager will adhere to the prescribed changes in the preparation of Council's pay.

3. Definitions (if applicable)

- 3.1. **Timesheet(s)** shall mean the *Council Monthly Timesheet*.
- 3.2. **Meeting(s)** shall mean:
 - 3.2.1. a Regular Council meeting, generally held three times monthly,



- 3.2.2. a Special Council meeting, even when held within the Municipal Boundaries of Black Diamond, called in accordance with the Municipal Government Act, or
- 3.2.3. a Committee meeting (to which the Council member is the appointed Council Representative or the Alternate attending in place of the appointed Council Representative).

3.3. **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.

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 successful implementation of this policy in the annual budget process.
- 4.1.3. Ensure this policy and its associated procedure conforms 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 and 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 implementation of this policy and approve procedures and any amendments thereto.
- 4.2.2. Ensure that a review of this policy and its associated procedure occurs annually at the Organizational Meeting of Council.

5. **Appendix** (Appendices are attached to the Procedure Document)

5.1. *Council Monthly Timesheet* is Appendix A of the associated Procedure.

6. **End of Policy**