



TOWN OF BLACK DIAMOND PROCEDURE

Procedure #: COUNCIL-013		<i>(formerly named 12-090-00)</i>
POLICY TITLE: Council Remuneration & Benefits		
Approval Date:	June 17, 2015	
Revision Date:	September 26, 2017	Effective Date: November 1, 2017
	<u>November 21, 2018</u>	
Department:	Council	

1. General Guidelines

- 1.1. It is the responsibility of the Council members to ensure that all Timesheets are submitted in a timely manner, in accordance with this policy and its procedure. Under extenuating circumstances, Timesheets submitted after deadlines have passed may be processed at the discretion of the CAO or the Finance Manager.
- 1.2. It is the responsibility of the approving members of Council to ensure that all submitted Timesheets are reviewed, any concerns addressed and the final approved forms submitted to the Finance Manager in accordance with this policy and its procedure.
- 1.3. All finalized Timesheets are posted to the Town’s website each month for public disclosure. The Timesheets will not be severed, unless in accordance with the Freedom of Information and Protection of Privacy Act.

2. Council Remuneration and Per Diems

- 2.1. Effective January 1, 2019, a monthly remuneration of \$1,300.00 shall be paid to the Mayor.
- 2.2. Effective January 1, 2019, a monthly remuneration of \$1,000.00 shall be paid to each Councillor and the Deputy Mayor.
- 2.3. Council monthly remuneration shall include preparation for and attendance at up to 3 Meetings of Council. When Council cancels regularly scheduled Meetings, Council’s monthly remuneration shall cover any 3 Regular or



Special Council Meetings, or any combination thereof, that may be held within any calendar month. Per Diems will be applicable for any Meetings over and above the standard 3 monthly Meetings.

- 2.4.** In addition to the monthly remuneration, and upon receipt of the completed and signed (or emailed) Timesheet, Per Diem amounts shall be paid to Council members for their attendance at any Meetings, workshops, conferences or training sessions on behalf of the Town of Black Diamond (excluding Meetings covered by Council's monthly remuneration, sporting events and/or social gatherings).
 - 2.4.1.** Emailed Timesheets must show an electronic signature in all appropriate locations on the form in order to be considered as submitted. For the purposes of this procedure, the Council member may type their name in the Signature area of the form, and the form is then deemed to be electronically signed.
 - 2.4.2.** Timesheets submitted by email for approval shall be emailed to the Mayor (or other approver) and cc'd to the CAO. The CAO will ensure that paper copies of the forms can be made available to an approver, or that the emails can be forwarded to a different approver if required.
- 2.5.** Effective January 1, 2019, Per Diems shall be paid at the following rates:
 - ♦ 1/3 of a day (up to two (2) hours)\$50.00
 - ♦ 1/2 of a day (up to four (4) hours).....\$100.00
 - ♦ Full day\$150.00
 - ♦ For days that include more than one (1) Meeting, workshop, conference or training session, attended on behalf of the Town of Black Diamond, as outlined above, any combination of the above Per Diems will be allowed, up to the maximum daily Per Diem of\$200.00.
- 2.6.** It is the responsibility of members of Council to ensure that they are using the correct and most up-to-date Timesheets to submit their monthly Meeting claims.
- 2.7.** All Councillors will submit their completed Timesheet to the Mayor for approval. In the absence of the Mayor, one of the Council members appointed as a bank signing authority will review and approve the submitted forms. One of the Council members appointed as a bank signing authority will approve the Mayor's Timesheet. No member of Council shall approve their own Timesheet.
 - 2.7.1.** Members of Council must submit their completed Timesheet, either directly to the member responsible for approving (via email), or by ensuring that their completed Timesheet is submitted to the Town Office and placed in the marked folder, no later than the 20th of each month.
 - 2.7.2.** The persons responsible for completing the approvals each month must review all Timesheets submitted, and turn in the approved forms to the Finance Manager no later than the 23rd of each month.
 - 2.7.3.** Timesheets are to be reviewed to ensure that Per Diems are only claimed as set out in this policy and procedure, and that the submitting



COUNCIL-013

Council Remuneration & Benefits Procedure

Council member is entitled to claim Per Diems for Meetings (by appointment to the committee or by other resolution of Council).

- 2.7.4.** The approving member of Council must sign, or electronically sign, the Timesheet prior to submitting the form to the Finance Manager. Any unsigned forms will not be deemed to be submitted and will not be processed for payment.
- 2.8.** Any Timesheets not received by the Finance Manager by the 23rd will be considered late, and will be carried forward to the next month's approval process. All payments will be withheld until that time.
 - 2.8.1.** In order to meet staffing needs or to address calendar concerns, the Finance Manager or the CAO may alter the submission dates in any given month, and will provide as much advance notification to Council as possible. All members of Council will then be required to adjust their submission dates and schedule their approval duties accordingly. Any late items will be held over as in any other month.
- 2.9.** Any Timesheets containing items that are questioned by the approving Council member, are to be reviewed with the Council member submitting the claim.
 - 2.9.1.** Any changes arising to the submission will be initialed by both the submitting Council member and the approver, or confirming emails forwarded to the Finance Manager, to indicate that both are agreeable to the change.
 - 2.9.2.** If the submitting Council member cannot be contacted to have the Timesheet reviewed prior to the 23rd of the month, the item(s) in question will be withheld from the Timesheet for that month. Both the submitting Council member and the Finance Manager will be made aware that there is an outstanding item that may be re-submitted, if approved upon review, on a later Timesheet.
 - 2.9.3.** If a Council member and the approver cannot reach agreement, then the submitting member of Council may request that an In Camera session be held at the next available regular Meeting of Council, and request that Council review the Timesheet submitted and decide the matter by resolution. Such decision is final and binding.
- 2.10.** The Finance Manager will review all submitted and approved Timesheets for required signatures, mathematical errors, or other similar errors not involving the approval of any Per Diem. Any errors encountered will be corrected if mathematical in nature, or discussed with the submitting Council member prior to the Council member's payroll being processed.
- 2.11.** Any Timesheets not submitted and approved on time in the month of December will not be eligible for payment, as the accounting year will close.

3. Council Benefit Package

- 3.1.** Council members are eligible for participation in the Council Benefit Plan as arranged for by the Town of Black Diamond.



- 3.2. All Council Benefit Plan matters, including costs, coverage, claims, terms, conditions and specific eligibility requirements shall at all times be subject to and governed by the terms and conditions of the plans and/or policies provided or underwritten by the respective carriers and may be subject to change without notice.
- 3.3. The Town of Black Diamond and the participating members of Council shall share the cost of the Council Benefit Plan premiums, with 50% to be paid by the Town and 50% by each participating Council member.
- 3.4. The Council members' portion shall be deducted from their monthly remuneration. In the event that any member of Council is unable to have the premium deducted from their monthly remuneration, the Town of Black Diamond shall invoice the Council member for this portion. If the invoice is not paid within 15 days of the date of the invoice, the premium will be cancelled.

4. End of Procedure

APPROVAL

Sharlene Brown, CAO

Date

REVIEW

Procedure reviewed, no changes required:

Sharlene Brown, CAO

Date

Sharlene Brown, CAO

Date

Sharlene Brown, CAO

Date

Sharlene Brown, CAO

Date