

**Town of Kipling  
Policy Manual**



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**POLICY TITLE**

**Council Remuneration Policy**

**POLICY NUMBER:**

**GG-16**

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**DATE APPROVED: December 10, 2018**

**REVISED:**

**DEPARTMENT: Council**

**RESOLUTION #: GG-16**

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**Policy:**

Members of Council will be provided with a fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their duties.

**Purpose:**

This policy is intended to clarify the remuneration available to a member of Council as well as determine which expenses will be assumed by the Town when carrying out their official duties.

**Definitions**

Base Annual Salary – is an all-inclusive amount provided to members of Council for their time and service for performance of their duties as elected officials. The Mayors base annual allows for public appearances when requested unless he/she is required to take an entire day off then per diem rates would be applicable.

Regular Meetings – Regular monthly meetings as set by Council at the first meeting after an election.

Special Meetings – As per Section 123(1) of *The Municipalities Act, 2005*, a special meeting is one called by the Mayor or by the majority of Council.

Committee/Board Meetings - Meetings where the Council member has been appointed to the Committee or Board by a resolution of Council.

Per Diem – Compensation intended to reimburse Council for their time at a workshop, meeting where they represent the municipality.

Public Appointments – Public Appointments of residents to committees and boards as made by Council annually.

**Costs Eligible for Reimbursement:**

1. All costs for business meetings, conference, training and the like; related travel and meal expenses shall be summarized on expense forms with receipts attached and the reason for the re-imburement. Expense forms will be submitted to the CAO or Mayor's file in the Town Office for review and approval of payment.
2. In accordance with *The Municipalities Act, 2005* the remuneration and expenses paid by the Municipality to each member of Council shall be reported annually.
3. If a member of Council leaves office prior to the end of their term, the base annual salary shall be pro-rated for every full month of service.
4. Attendance of a regular or special meeting of Council via teleconference or electronic means.

**Costs Not Eligible for Reimbursement:**

1. Expenses incurred for attendance at events that is not in an official capacity.
2. Expenses incurred at social events including alcohol, donations or purchases.
3. Meal allowances or receipted meals will not be reimbursed when breakfast, lunch or dinner is provided at a conference, workshop or meeting without Council approval.

**Review**

This policy will be reviewed at the end of each term of office of each Council.

**Exceptions**

Exceptions to this policy may be made by a majority vote of council.

## Schedule A

### Council Remuneration Schedule *(updated February, 2014)*

Mayor - Base Annual Salary	\$2,400	
Councillor – Base Annual Salary	\$1,200	
Committee Meetings	\$ 50.00	(includes public board appts)
Regular/Special Meetings	\$100.00	
Per Diem – Full Day (more than 4 hours)	\$125.00	
Half Day (4 hours and less)	\$ 75.00	
Public Meeting Appointees	\$ 50.00	
Per Diem – Full Day (more than 4 hours)	\$125.00	
Half Day (4 hours and less)	\$ 75.00	
Town Mileage Rate:	.45/km	

#### Meals

Breakfast	\$12.00
Lunch	\$15.00
Supper	\$25.00

#### *Suggested Mileages (Roundtrip)*

<i>Regina:</i>	<i>304 km</i>
<i>Saskatoon</i>	<i>864 km</i>
<i>Weyburn</i>	<i>330 km</i>
<i>Yorkton</i>	<i>344 km</i>