

POLICY TITLE		ADOPTED BY	POLICY NO.
<u>Council Remuneration, Code of Ethics, Recognition & Sympathy Policy</u>		RM Council Resolution No. 2018-03-07-020	100-07
		Amended: 2021-03-31-033 2022-04-13-030 2023-12-06-019 2024-07-10-015	
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE	
RM Council	Members of Council of the RM of Frenchman Butte No. 501	March 7, 2018	

1. PURPOSE

To establish appropriate guidelines and a consistent policy for elected members of the Council of the Rural Municipality of Frenchman Butte No. 501. To ensure elected officials are appropriately remunerated and reimbursed for expenses, recognized for their service to the RM and that they understand and adhere to the policy respecting sympathy, the acceptance of gifts and donations, as well as the code of ethics as provided for in Bylaw No. 2017-04 and the legal requirements of *The Municipalities Act* and any other applicable provincial legislation as amended from time to time.

2. DEFINITIONS

2.1 CAO – Chief Administrative Officer

2.2 Code of Ethics – means a set of rules and responsibilities establishing proper practices and acceptable social norms for individuals to adhere to while serving as members elected to the Council of the RM as set out in Bylaw No. 2017-04 and “Schedule A”.

2.3 Council - means the whole of Council comprised of all individuals elected to the Council of the RM of Frenchman Butte No. 501 including the Reeve.

2.4 Confidentiality – means the requirement of all members of Council to protect the privacy of any and all confidential information obtained as a member of Council in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act* and any bylaws or procedures as established by the RM. All Confidential information in the possession of the member of Council shall be returned to the municipal office to be filed securely and/or to ensure it is properly destroyed.

2.5 Immediate Family means:

- 2.5.1 Employee’s spouse, parent, grandparent, child, grandchild, brother or sister or spouse of the brother or sister; or
- 2.5.2 The employee’s spouse’s parent, grandparent, child, grandchild, brother or sister or spouse of the brother or sister; or
- 2.5.3 Spouse of a child; or

2.5.4 Stepfamily.

2.6 Remuneration – means the per diem compensation paid to members of Council for service to the Rural Municipality in their capacity as an elected official.

3. SCOPE

This policy applies to all members elected to the Council of the RM.

4. POLICY

4.1 TERMS & CONDITIONS

This policy establishes the level of remuneration, eligible expenses, benefits and recognition for eligible members of Council who are duly elected and while actively serving or who have actively served the RM. It also provides for an annual oath of ethics declaration and guidelines respecting the accepting and receiving of gifts or prizes and donations.

4.2 CODE OF ETHICS & RESPONSIBILITIES

Every member of Council, upon being elected to office for the RM, is responsible to understand, abide and sign “Form A, Oath or Affirmation - Member of Council” as prescribed in *The Municipalities Act*. Council is responsible for ensuring compliance by each member of Council to this policy and the Code of Ethics Bylaw and efficiently and effectively dealing with any contraventions in a timely manner.

The CAO is responsible for the day to day administration of the policy and shall bring forward any recommended changes to Council for consideration and to ensure the policy is compliant with the legislation, meets best practices and the needs of the RM.

4.3 COUNCIL REMUNERATION AND REIMBURSEMENT

(Note: the following per diem rates were established in 2014 by resolution 2014-01-31-017)

Per Diem

Hourly Rate while on Municipal business: \$ 37.50/hour

Committee & Council Meetings/Conventions: \$150.00/half day (less than 4 hours)
\$ 300.00/day (more than 4 hours)

Council members have the discretion to charge per hour and/or not charge for their attendance at Committee Meetings.

No remuneration will be paid to attend neighboring Municipalities ratepayers' meetings.

Indemnity

Council members shall receive a monthly indemnity of \$60.00 per month to cover incidental expenses.

Clothing Allowance

Council members shall receive a one-time payment of \$250.00 per term to cover the cost of safety clothing.

Meals

Reimbursement to a maximum of \$75.00 per day without the requirement to submit receipts while attending conventions or training unless meals were provided.

Breakfast reimbursement is \$20.00

Lunch reimbursement is \$25.00

Dinner reimbursement is \$30.00

The R.M. will be responsible for meal expenses for invited guests of Council.

Lunch shall be provided for during regular and special day long Council meetings.

Purchases of alcohol shall not be an eligible expense under this policy and will not be reimbursed by the RM.

Accommodations

Accommodations for hotels shall be paid directly by the RM or reimbursed based on actual rates and receipts are required to be remitted to the CAO. Should a member of Council elect to stay at private accommodations they shall be eligible to claim **\$50.00 per night**.

Travel

Members of Council required to use their personal vehicles for approved RM business shall be reimbursed at a rate of **.70 cents per kilometer**. This rate shall be reviewed annually.

4.4 ADJUSTMENTS TO REMUNERATION AND REIMBURSEMENT RATES

The CAO shall conduct a review of the rates of remuneration and expenses paid to other comparable RM Council's every three (3) years or as otherwise requested by resolution of Council.

The results will be reviewed and the Council remuneration rates may be adjusted (increased or decreased) from time to time by resolution of Council subsequent to public notice being provided in accordance with the legislative requirements.

In conducting a review for determining if an increase is to be applied to the rates of remuneration and reimbursement for Council, Council shall consider the following factors:

- ✓ rates of remuneration set for comparable municipalities,
- ✓ prior year's consumer price index for Saskatchewan,
- ✓ the RM's ability to pay

If Council determines an increase is warranted based on the review, the CAO will prepare the necessary public notice in accordance with *The Municipalities Act* and subsequent to meeting the public notice requirements of the legislation Council may pass a resolution to amend this policy and adjust the remuneration rates accordingly.

4.5 COMPARABLE MUNICIPALITIES

The comparable municipalities shall, as much as possible, comprise of municipalities that are similar to the RM of Frenchman Butte taking into consideration such factors as: total assessment, assessment distribution, population, municipal services, size, local/regional labour market, economic environment, industry type, etc., and any other conditions or factors that Council deems suitable.

4.6 BENEFITS

Eligible members of Council may receive benefits subject to the underwriters' bylaw of plans. Members of Council will receive information regarding benefits from the Administration and can go on-line to the SARM web site at: www.sarm.ca.

Every eligible member of Council may be enrolled in the following benefit plans administered by SARM and the applicable premium will be paid as follows:

<u>Benefit</u>	<u>Who Pays</u>	<u>Percentage Paid</u>
Elected and Appointed Officials Group Coverage in the amount of \$50,000 which includes Short-Term Disability Benefit & Death Benefit	Municipality	100%
Elected and Appointed Officials Individual Coverage	Council Member	100%
Extended Health and Dental Benefits	Council Member	100%
Canada Pension Plan – Member Share	Council Member	100%
Canada Pension Plan – Municipal Share	Municipality	100%

4.7 RECOGNITION/RETIREMENT/RESIGNATION

Upon being elected to office, new members of Council shall be presented with a RM of Frenchman Butte logoed jacket at a council meeting as soon as possible after the election.

Upon the completion of at least one full term on RM Council the former member of Council will be recognized for their contributions at the next annual ratepayers meeting and presented with a suitably engraved gift valued at approximately \$250.00 (picture/plaque, statue, clock, knife, etc.) at that time by the Reeve or designate.

4.8 SYMPATHY GESTURES

In cases of bereavement, a member of Council shall notify the CAO or the CAO on their own accord shall send the following items as a gesture of sympathy and notify Council accordingly:

Flowers: Present & Former Council Members & their immediate family members.

(Note: the cost of flowers not to exceed \$70.00.)

4.9 RECEIVING OR ACCEPTING OF GIFTS/PRIZES OR DONATIONS

Members of Council may not accept any money, gifts or benefits or other things of value from any contractor, business, supplier, person/ratepayer, or entity with which the RM does business with or provides services to, or with whom the RM seeks to do business or provide services to.

This also extends to prohibit kickbacks or any form of illegal or improper payment of any kind and Council Members shall not accept free or concessionary use of property or the payment of travel, living or entertainment expenses to or for themselves or a member of their family or friends.

If a gift is received which cannot be personal accepted, it is to be turned in to the CAO who will send a friendly letter of explanation that RM policy does not permit such acceptance unless Council authorizes that the gift be used as a fundraising /donation/promotional item in the RM.

****Exceptions:** Members of Council are allowed to participate in and personally accept any prize or gift obtained by chance events or random draws.

Members of Council may accept invitations and attend hospitality events during the SARM convention.

4.10 COMPLIANCE

Council is responsible for ensuring compliance by each member of Council to this policy. Council is also responsible for the review of this policy and to determine the appropriate action/consequence that to be imposed should a member of Council contravene this policy on a case by case basis.

5.0 RESPONSIBILITY/INTERPRETATION/REPEALING:

All Appendices attached to this policy may be amended from time to time based on operational need.

This policy shall be administered by the CAO; however, this policy cannot be amended without Council review and approval and if required the amendment of Bylaw No. 2017-04

This policy repeals and rescinds all previous policies, practices and resolutions that have been passed by the Council of the Rural Municipality of Frenchman Butte No. 501 with respect to the application of any and all parts of this policy and the terms and conditions contained herein.

This policy shall come into force and take effect on March 7, 2018 and shall continue in full force and effect until repealed or amended by subsequent resolution of Council.