

BY-LAW NO. 261
A BY-LAW RELATING TO COUNCIL REMUNERATION

Be it enacted by the Council of the Town of Sackville under the authority vested in it under Section 49 of the *Local Governance Act*, R.S.N.B., 2017, c. 18, as follows:

DEFINITION

1. In this by-law

“per diem” means an amount of money paid to the Mayor and Council in addition to their salary while they are out of Town on Council related business.

REMUNERATION OF COUNCIL

- 2.1 The Mayor shall be paid an annual salary of \$9,589.84 (taxable portion) and an annual allowance of \$4,794.92 (non-taxable portion) for incidental expenses, for a total of \$14,384.76, to the discharge of the duties of the Mayor; the amount being payable in equal bi-weekly installments.
- 2.2 The Deputy Mayor shall be paid an annual salary of \$5,676.84 (taxable portion) and an annual allowance of \$2,838.42 (non-taxable portion) for incidental expenses, for a total of \$8,515.26, to the discharge of the duties of the Deputy Mayor; the amounts being payable in equal bi-weekly installments.
- 2.3 Each Councillor shall be paid an annual salary of \$5,037.24 (taxable portion) and an annual allowance of \$2,518.62 (non-taxable portion) for incidental expenses, for a total of \$7,555.86, to the discharge of the duties of a Councillor; the amounts being payable in equal bi-weekly installments.
- 2.4 On the first day of January, 2019 and on the first day of January in each and every year thereafter, the salaries and allowances set out in paragraphs 2.1 to 2.3 shall be adjusted by an amount equal to 90% of the average increase in the Consumer Price Index (CPI) for New Brunswick recorded for the immediately preceding calendar year not to exceed 3%.
- 2.5 Each Mayor, Deputy Mayor and Councillor shall be permitted to join the Town of Sackville’s Life, Health & Dental plan in accordance with our carriers rules and regulations. If a Member of Council so chooses not to become a member of the Town’s plan, they will be permitted to receive re-imbursement of premiums paid, by the member, to their private carrier (excluding deductibles paid for drugs, dental, etc.) up to a maximum annual cost of the Town’s Life, Health and Dental plan.

PER DIEM & EXPENSE REIMBURSEMENT

- 3.1 Members of Town Council will be paid a per diem rate of \$100.00 per day, while out of Town on Council related business.
- 3.2 In addition, per diems may be granted to a member of the Council who performs some function above and beyond the call of duty. Approval for this type of per diem must be made by resolution of Council.
- 3.3 The Mayor shall be responsible for the fair and equitable management of Councillor remuneration and allowances. The Deputy Mayor shall be responsible for the fair and equitable management of the Mayor remuneration and allowances.
- 3.4 Members of Council are eligible to claim for the cost of operating their personal vehicle if they are out of Town on Council business. This will be paid at the rate as per “Appendix 1”
- 3.5 The Council shall approve Travel Expense Rates as listed in “Appendix 1” for the Mayor and Council (i.e. travel, training, per diem, etc.) and the Appendix may be amended at any time by resolution of Council.
- 3.6 Council must approve in advance the Mayor and Council’s attendance at conferences, which must be done at a Regular Council meeting, and is subject to the availability of funds. The Mayor may approve attendance at other municipally related meetings from time to time.
- 3.7 For the purposes of this Bylaw, a conference is defined as a gathering that meets both of the following two criteria: a) it involves pre-registration, and; b) the total cost of attendance is at least \$500.00 per person, including registration, travel, accommodations, meals and per diem.
- 3.8 For purposes of Council accountability,
 - a) an Annual Expense Report (as per Appendix 2”) will be maintained on an ongoing basis and posted as a Public Report on the Town’s website.
 - b) an Attendance Report (as per Appendix 3”) will be maintained on an ongoing basis and posted as a Public Report on the Town’s website.

REPEAL PROVISIONS

4.1 By-Law No. 196, A By-Law Relating to Council Remuneration and all amendments thereto, are hereby repealed. Town of Sackville Policy No. 01/99, Councillors Per Diem, Mileage and Conference Attendance is hereby repealed.

This by-law comes into effect on the date of its enactment.

Read a first time this 12th day of February, 2018.

Read a second time this 12th day of March, 2018.

Read a third time and passed Council on this 12th day of March, 2018.

Mayor

Clerk

APPENDIX 1 - TRAVEL EXPENSE RATES

The following amounts are the expense rates for claiming expenses for the stated purpose, which may be amended at any time by resolution of Council;

Mileage	Province of New Brunswick Rate (*)
Breakfast	\$10.00
Lunch	\$15.00
Supper	\$25.00
Incidentals	\$11.00 when away from Town for more than four hours in the day.

*Note

1. Where meals are provided as part of the conference or meeting, individuals will be eligible to claim up to 50% of the allowance for that meal. (ie. Breakfast - \$10.00 – if meal provided, eligible to claim \$5.00)
2. The distance to be reimbursed for use of personal vehicles to travel to conferences or meetings shall be calculated and submitted as per Google Maps. In addition to the distance from Town Hall to the required location, individuals will be permitted to submit an additional claim for Local travel during this period of up to 5% of the total kilometers to / from Town Hall and the required location.

APPENDIX 2 - TOWN OF SACKVILLE – COUNCIL EXPENSE REPORT

As of _____
(Date)

NAME	SALARY	PER DIEM	MILEAGE	EXPENSES	TOTAL
				(Meals)	
Mayor Shawn Mesheau					
Deputy Mayor Andrew Black					
Councillors:					
Allison Butcher					
Sabine Dietz					
Matt Estabrooks					
Bill Evans					
Kenneth Hicks					
Bruce Phinney					
Mike Tower					

APPENDIX 3-TOWN OF SACKVILLE – COUNCIL MEETING ATTENDANCE

As of _____
(Date)

NAME	REGULAR COUNCIL	SPECIAL COUNCIL	LIAISON
Mayor			
Shawn Mesheau			
Deputy Mayor			
Andrew Black			
Councillors:			
Allison Butcher			
Sabine Dietz			
Matt Estabrooks			
Bill Evans			
Kenneth Hicks			
Bruce Phinney			
Mike Tower			