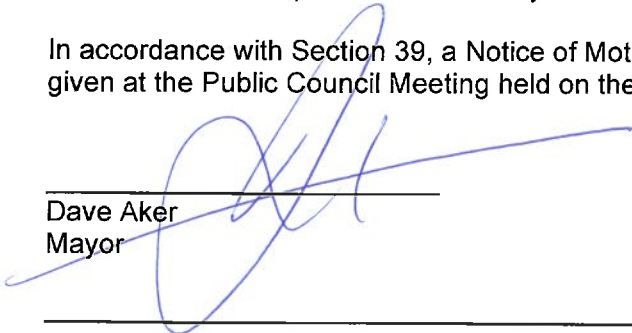


City of Mount Pearl

Council Remuneration and Reimbursement Regulations

Pursuant to the authority conferred by The City of Mount Pearl Act, RSNL 1990 Chapter C-16, Section 18, the following Regulations have been made by the City Council of the City of Mount Pearl and were adopted on the 13<sup>th</sup> day of December, 2022.

In accordance with Section 39, a Notice of Motion to adopt amendments to the Regulations was given at the Public Council Meeting held on the 29<sup>th</sup> day of November, 2022.



\_\_\_\_\_  
Dave Aker  
Mayor



\_\_\_\_\_  
Dana Spurrell  
Chief Administrative Officer

1. Title

These Regulations may be cited as the City of Mount Pearl Council Remuneration and Reimbursement Regulations.

2. Interpretations

In these Regulations, unless the context otherwise requires:

- 2.1 "Act" means The City of Mount Pearl Act;
- 2.2 "Council" means a City Council pursuant to the provisions of the Act;
- 2.3 "Fixed Revenue" means revenue raised from municipal taxes, grants-in-lieu and other assured revenues, other than water and sewerage subsidies paid by the Province to a Council;
- 2.4 "Leave of Absence" means a period during which a Councillor is not involved with the activities of Council with the approval of Council and without remuneration for the period of the approved leave of absence, and includes Maternity and Parental Leave;
- 2.5 "Councillor" includes the Mayor and Deputy Mayor;
- 2.6 "Public Council meetings" means those meetings scheduled annually by resolution of Council and includes any that may be held on a substitute date;
- 2.7 "Committee of the Whole meetings" means those meetings scheduled annually by resolution of Council and includes any that may be held on a substitute date;
- 2.8 "Maternity and Parental Leave" means a Leave of Absence automatically approved by Council upon notice from the requesting Councillor which can begin

following 6 months of pregnancy (where the Councillor is the pregnant individual) or at the birth or adoption of a child(ren)

- a) to a maximum of 61 weeks total, inclusive of the permitted, less than 3-month, absence allowed for under the City of Mount Pearl Act;
  - b) where such notice is given as soon as possible prior to the commencement of the leave and, outside of an emergency, no less than two (2) weeks prior to the commencement of the leave; and
  - c) where such notice is accompanied by a certificate from a medical practitioner or nurse practitioner stating the estimated birth date.
3. Council may, by two-thirds vote of the Councillors, as determined in accordance with Section 17 of the Act, pay an annual remuneration to the Mayor, Deputy Mayor and Councillors, and shall fix the amount to be paid to each of them.
  4. Notwithstanding Section 3, the total remuneration payable shall not exceed 2% of the fixed revenue as contained in the approved budget for the fiscal year in which the remuneration is applicable.
  5. Notwithstanding Section 3, remuneration shall be paid quarterly by direct deposit. A record of remuneration paid shall be maintained by the Payroll Administrator and a copy of such record shall be provided to the Mayor, Deputy Mayor and Councillor as required for income tax purposes.
  6. Notwithstanding Section 5:
    - 6.1 No Councillor shall be entitled to be paid remuneration in any one quarter if he/she attends less than half of the regularly scheduled meetings held during that quarter unless he/she has been granted a leave of absence with pay by Council.
    - 6.2 In the event of a leave of absence being approved for a Councillor by Council, a Councillor will be entitled to a pro-rata share of remuneration for the applicable quarter provided he/she attends more than half the regularly scheduled meetings during the quarter, excluding the leave of absence period.
    - 6.3 A Councillor will be entitled to a pro-rata share of remuneration for the applicable quarter under the following circumstances:
      - a) upon resignation
      - b) if a Councillor decides not to run in the general election
      - c) the election of a Councillor during a by-election or general election

This provision will apply, provided the Councillor attends more than half the regularly scheduled meetings during that quarter. Under no circumstances will total payments of remuneration to Council exceed the approved annual remuneration.
    - 6.4 A Councillor assuming the Office of Mayor or Deputy Mayor due to the resignation of the incumbent will be entitled to remuneration at the Mayor / Deputy Mayor rate as applicable for the full quarter, if he/she attends more than half the regularly scheduled meetings during that quarter.

- 6.5 Regularly scheduled meetings referred to in subsections (1) to (4) shall be those meetings scheduled annually by resolution of Council in accordance with Section 31.2 of the Act and those meetings held on a substitute date.
7. The Council may, by a majority vote, reimburse a Councillor in accordance with these Regulations for personal expenses incurred in the conduct of municipal business previously authorized by the Council.
8. Notwithstanding Section 7, the personal expenses for which a Councillor may be reimbursed shall be as follows:
  - 8.1 for accommodation, the actual cost as verified by receipt or where no receipt is provided to a maximum amount to be fixed by the Council in the Professional Development and Training Policy.
  - 8.2 for transportation -
    - (i) in the case of the use of a personal vehicle, at a rate per kilometre to be fixed by Council in the Professional Development and Training Policy; and
    - (ii) in the case of the use of other transportation, costs as verified by receipt.
  - 8.3 for per diem including meals, at a rate to be fixed by Council in the Professional Development and Training Policy.
  - 8.4 for loss of income, the actual loss of substantiated income when approved by Council, up to a maximum amount to be fixed by Council in the Professional Development and Training Policy.
  - 8.5 A Councillor may be reimbursed for the expenses by submitting to the Director of Corporate Services or his/her designate a claim in such form as the Council may present.
  - 8.6 A claim submitted pursuant to subsection (8.5) shall be verified by the Director of Corporate Services or his/her designate and shall be paid by cheque or direct deposit.
  - 8.7 Claims shall be submitted no later than 30 days after the expenses are incurred.
9. These Regulations come into effect on the 16<sup>th</sup> day of December, 2022.
10. Notice of these Regulations was published in The Pearl newspaper on the 16<sup>th</sup> day of December, 2022 and in the Newfoundland and Labrador Gazette on the 16<sup>th</sup> day of December, 2022.
11. A copy of these Regulations was sent to the Minister of Municipal and Provincial Affairs on the 14<sup>th</sup> day of December, 2022.
12. All previous Council Remuneration and Reimbursement Regulations and amendments are hereby repealed.