

**THE CORPORATION OF THE TOWNSHIP OF
TARBUTT & TARBUTT ADDITIONAL**

POLICY MANUAL

POLICY TITLE: Human Resources

SUBJECT: Council Honorarium/Meetings

Effective Date: Enacted by: By-Law 33-2011

December 14, 2011

PURPOSE:

To establish a policy with regard to the paying of Honorariums to members of Council with respect to voluntary, involuntary or short term absences from Council duties.

DEFINITIONS:

'meeting' shall mean a regular scheduled meeting of Council

'voluntary absence' shall mean an absence from a Council meeting (s) duties where the member of Council elects to be absent by choice (Example ... family functions, travel, vacation, recreation, hunting etc.)

'involuntary absence' shall mean an absence from a Council meeting (s) that is beyond the control of the member of Council (Example ... medical reasons, family emergency, accident or injury, short term medicaletc.)

'short term medical' shall mean an absence from a Council meeting (s) that is necessary for the purpose of receiving or recovering from a medical condition that prohibits the member's attendance at Council

'vacancy' as defined in the Municipal Act S.O. 2001, c.25, Sec 259, (1.c) *'is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.'*

POLICY:

1. Honorariums will be paid monthly and at the end of each month.

2. A member of Council that is involuntarily or voluntarily absent for one month will receive 100% of their monthly honorarium.
3. A member of Council that voluntarily seeks to be absent for more than one month shall forfeit their monthly honorariums thereafter.
4. A member of Council that voluntarily seeks to be absent for more than two successive months shall request a resolution of support from Council to authorize their absence and to protect their seat on council as per the Municipal Act.
5. A member of Council that is required to be on short term leave due to a treatable medical condition that does not exceed two successive months shall receive 100% of their monthly Honorarium.
6. A member of Council that is required to be on short term leave due to a treatable medical condition that does exceed two successive months shall request a resolution of support from council as per the Municipal Act to avoid having their seat declared vacant and shall forfeit their monthly honorarium for the third successive month and any following.
7. In the event a member of Council is required to assume the responsibilities of the Mayor for a full month or more, the Acting Head of Council shall be paid the Mayor's rate of Honorarium. Honorarium to be pro rated for portions of a successive month.

Approved by resolution # 199-2011 this 14th day of December, 2011
