

PROVINCE OF QUEBEC
MUNICIPALITY OF SHAWVILLE
BY-LAW NUMBER 441-8
THE REMUNERATION OF ELECTED OFFICIALS
AND REIMBURSEMENT
OF EXPENSES IN THE MUNICIPALITY OF SHAWVILLE

WHEREAS the Council has previously adopted By-Law Number 441-7 to establish rates of remuneration for the Mayor and Councillors.

WHEREAS a notice of motion was given by Richard Armitage at the regular meeting held December 9th, 2025.

WHEREAS the Council wishes to align its remuneration policies with the provisions of By-Law Number 467 governing Municipal Committees and with the applicable provisions of the Municipal Officials Remuneration Act (Chapter T-11.001).

THEREFORE, the Council of the Municipality of Shawville enacts the following:

ARTICLE 1 – Inclusion of the Preamble

The preamble is an integral part of this regulation.

ARTICLE 2 – Repeal

This regulation repeals and replaces Regulation Number 441-7 and its amendments.

ARTICLE 3 – Base Remuneration

This regulation establishes an annual base remuneration for the mayor and for each municipal councillor, applicable for the 2026 fiscal year and subsequent fiscal years.

ARTICLE 4 – Determination of Remuneration

The annual base remuneration for the mayor is set at \$16,601.75, and for each councillor is set at \$5,836.19.

ARTICLE 5 - Acting Mayor Remuneration

If the mayor is absent or unable to perform their duties for a period of seven (7) consecutive days or more, the acting mayor shall receive a replacement allowance equal to 10% of the weekly base remuneration applicable to a councillor, for each full week of the mayor's absence or inability to serve.

The allowance is paid weekly until the mayor returns or until the end of the acting period.

ARTICLE 6 – Additional Remuneration

Additional remuneration is also granted to elected officials who sit on another body of the municipality, on a mandated organization of the municipality, This additional remuneration for a councillor is \$40.00 per month for each body or organization on which they sit. This additional remuneration for the mayor is \$100.00 per month.

The following are considered bodies or organizations as referred to in the first and second paragraphs of this article:

- Management
- Finance
- Environment, Public Works, and Infrastructure
- Civil Protection and Fire
- Library and Archives
- Planning Advisory
- Board of Directors for Senior Housing
- Any other body or organization not identified in the third paragraph of this article must be approved in accordance with section 82 of the *Municipal Code of Québec*, R.S.Q., c. C-27.1, and by a resolution of the municipal council for the elected official sitting on it to be eligible for additional remuneration.

ARTICLE 7 – Compensation in Exceptional Circumstances

Any member of the council may receive compensation for loss of income if all the following conditions are met:

- a) A state of emergency is declared in the Municipality under the Act respecting civil security to promote disaster resilience (R.S.Q., c. S-2.4) following an event that occurred within the Municipality's territory.
- b) The council member is requested by the municipal team to be present at the command center.
- c) The council member must be absent from work for a consecutive period of more than four (4) hours and suffer a loss of income during this period of absence.

If the council member meets the conditions set out in this section, he or she will receive, upon approval by the council, compensation equal to 1/12 of his or her basic remuneration. The board member must submit any supporting documentation (e.g., employer's certificate) satisfactory to the board attesting to the loss of income thus incurred. The payment of each compensation must be subject to a decision by the board.

ARTICLE 8 – Expense Allowance

In addition to all remuneration set out above, each elected official is entitled to an expense allowance equal to half the amount of their base and additional remuneration, up to the maximum allowed under section 19 of the *Act Respecting the Remuneration of Elected Municipal Officers*.

The amount set in the first paragraph is adjusted annually on January 1st according to the change in the average consumer price index for the previous year, based on the index established for all of Québec by Statistics Canada.

The amount is rounded down to the nearest dollar if it includes a fraction of less than \$0.50 and rounded up to the nearest dollar if the fraction is equal to or greater than \$0.50. The Minister of Municipal Affairs, Regions and Land Occupancy publish the result of this adjustment in the *Gazette officielle du Québec*.

The expense allowance is granted as compensation for expenses inherent to the position that are not reimbursed under Articles 9 to 11 of this regulation.

ARTICLE 9 - Expense Reimbursement

To undertake, in the course of their duties, an action that results in an expense on behalf of the municipality, any elected official must receive prior authorization through a council resolution to perform the action and spend an amount not exceeding the limit set by the council.

However, the mayor is not required to obtain such prior authorization when acting in the course of their duties. The same applies to a councillor designated by the mayor to replace them when the mayor is unable to represent the municipality. The reimbursement of such expenses is subject to Articles 10 and 11 of this regulation.

ARTICLE 10 – Expense Amount

A council member who, in the course of their duties, incurs an expense on behalf of the municipality may, upon presentation of a detailed statement supported by all relevant documentation, be reimbursed by the Municipality for the amount established in the fee schedule set under Article 11 of this regulation or, if no such schedule exists, for the actual amount of the expense.

ARTICLE 11 – Applicable Rate and Required Justification

11.1 Travelling Using Personal Vehicle

11.1.1 When an elected official uses their personal vehicle for authorized municipal travel, they shall be entitled to a reimbursement of \$0.60 per kilometre.

11.1.2 Travel claims must indicate the departure point, destination, purpose of the trip, and the total number of kilometres travelled. Claims must be submitted using the prescribed expense claim form.

11.1.3 Taxi will be reimbursed upon presentation of original receipts.

11.1.4 When two (2) or more elected officials or employees travel together to the same authorized event or destination, the individual providing the vehicle shall

receive a reimbursement of \$0.60 per kilometre.

11.156 No reimbursement shall be made for fines or penalties related to the Highway Safety Code.

11.2 Parking

11.2.1 Reasonable parking fees shall be reimbursed upon presentation of original receipts.

11.2.2 No reimbursement shall be made for fines or penalties related to parking violations or breaches of the Highway Safety Code.

11.3 Meals During Authorized Travel

11.3.1 The Municipality of Shawville shall reimburse meal expenses incurred during authorized travel, following maximums per individual meal:

- Breakfast: \$15
- Lunch: \$24
- Dinner: \$30

11.3.2 The total reimbursable amount for meals per day shall not exceed \$69.

11.3.3 Alcoholic beverages shall not be eligible for reimbursement.

11.4 Hotel Accommodations

11.4.1 Hotel accommodations must be pre-approved in advance by the Municipal Office. This approval shall include the name of the official, the purpose and location of the travel, and the number of nights required.

11.4.2 Reimbursement shall be made for standard accommodation expenses only and must be supported by original, itemized receipts.

11.4.3 Charges for luxury services, personal entertainment, minibar, or additional services not directly related to official business shall not be reimbursed.

ARTICLE 12 – Indexation of Remuneration

The remuneration (base and additional) established under this By-Law shall be indexed annually, effective January 1st of each year.

ARTICLE 13 – Coming into Force

This by-law shall come into force in accordance with the law.

THEREFORE: it is moved by Lisa Taylor and resolved that the council of the Municipality of Shawville approve By-Law Number 441-8. A By-Law Respecting Elected Officials and Reimbursement of Expenses in the Municipality of Shawville. at a regular meeting of Council held February 10th , 2026.

Mayor

Ass't Director General

CERTIFICATE OF PUBLICATION

I, the undersigned, residing at Bristol, Québec, do hereby certify under my oath of office, that I have published the public notice concerning By-Law No. 441-8 by posting one copy thereof, at the places designated by the Council between the hours of two and four o'clock in the afternoon, on the 11th day of February 2026.

In testimony whereof, I give this certificate of publication on this 11th day of February two thousand and twenty six.

Sandy Twolan
Ass't Director General