



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: June 28, 2023
Subject: By-law No. 2023-048 Council Compensation and Expense Policy

Recommendation:

That By-law No. 2023-048, being a by-law to adopt a Council Compensation and Expense Policy, be read and passed in open Council, signed and sealed this 28th day of June, 2023.

Executive Summary:

Council adopted a Council Members Reimbursement Policy in 2015. The policy has been amended several times:

- 2017 to provide for meeting compensation
- 2020 to provide compensation for virtual conferences
- 2022 to increase the amount provided for conferences and meetings

In 2022, Council instructed staff to undertake a fulsome review of the policy and recommend options for consideration.

Background:

As instructed, staff have spent considerable time researching comparable rates, processes and legislated requirements.

The following key objectives have been followed while drafting the new policy:

- Integrity of members of Council
- Accountability and transparency
- Appropriate compensation
- Clear procedure to follow for submission and approval
- Efficiency

As a result of research undertaken, the following recommendations have been incorporated into the proposed policy:

- Applicable conference expenses are fully covered, with submission of receipts, to an upset limit of \$4,000 per year (2 conferences)
- Meal allowance for conferences and seminars (if not included in the registration) at \$175 per day (no receipts will be required, however, will be a taxable benefit)
- Per diem allowance for conference or seminar is set at \$175 for a full day and \$100 for a half day

- Meeting allowance is set at \$125 with the types of meetings listed in the policy
- Event allowance (if invited) for the Mayor, or his designate is set at \$75 per event
- Health spending allowance is set at \$2,000 per year with submitted receipts
- Mileage Clarification
- All submissions will be made through the Township's HR software, WebHR
- Council members will book their own hotels for conferences (with support of staff, if required)

During the April 14, 2023, Council meeting an invitation was extended to 2 members of Council meet with staff to consider options. Mayor McGillis and Councillor Woods agreed to assist and met with staff to review the proposed policy. Revisions were made as a result, and the most recent draft is presented for Council's consideration.

Alignment with Community Strategic Plan:

Goal 1: Corporate Capacity

Objective 1.3: Human Resources

Risk and Asset Management Considerations:

It is necessary to ensure a policy with clear transparent procedures are in place with approval measures adhered to. It is also necessary to ensure appropriate reimbursement and compensation is in place to attract and retain valuable and desired members of Council.

Options:

1. That Council adopt the Council Compensation and Expense Policy as presented.
2. That Council revise and adopt the Council Compensation and Expense Policy.
3. Other.

Financial Impact:

The increased cost to the municipality will be minimal and can be covered within the annual budget.

Others Consulted:

- SDG Municipalities
- Grey Highlands
- Town of Milton
- Township of Severn
- Township of North Huron
- Township of Springwater
- Township of West Lincoln
- Township of Southgate
- Township of Wellington North
- Township of Oro-Medonte