

	TOWNSHIP OF SOUTH STORMONT
	Title: Council Compensation and Expense Policy, Schedule "A" to By-law No. 2023-048
	Policy Category: Council Remuneration
	Effective Date: June 28, 2023
	Revision Date:

Policy Statement

The Council Compensation and Expense Policy establishes the guidelines for the compensation for and reimbursement of expenses incurred by members of Council while carrying out their respective roles and responsibilities.

Purpose

To provide direction and guidance in the reimbursement of expenses and provision of education, training, and conferences for members of Council.

Scope

This policy applies to all members of Council of the Township of South Stormont.

Guiding Principals and Objectives

1. Maintain Integrity of members of Council

- 1.1 The integrity of members of Council as a whole and the offices of the members must be protected; and
- 1.2 The interest of members of Council as a whole, takes precedence over the personal interest of individual members.

2. Maintain Accountability

- 2.1 Members of Council are the stewards of resources and are ultimately accountable to the public for the type and level of expense they incur;
- 2.2 Since members of Council use public funds when they perform their duties, the public expects public funds to be used solely for fulfilment of their duties;
- 2.3 Members of Council’s expense should be reasonable and reflect what the public expects of an elected official; and
- 2.4 Member of Council’s personal expense must be kept separate from expense related to Township business.

3. Maintain Transparency

- 3.1 The public has a right to know how public funds allocated to members of Council are spent.

Policy

4. Mileage

- 4.1 Mileage may be claimed for travel to and from conferences, training, or workshops in accordance with the policy.
- 4.2 Mileage may be claimed for travel related to municipal business, this may include Committees of Council, Township Events and Other Business, as otherwise directed by Council. This does not include travel to onsite meetings with South Stormont residents or businesses.
- 4.3 Members of Council are responsible for keeping track of their own mileage.
- 4.4 Mileage shall be calculated in accordance with Canada Revenue Agency rates.
- 4.5 No mileage shall be provided where the appointed member of Council received compensation from an external agency or organization.

5. Training, Seminars and Conferences

- 5.1 Members of Council shall be allocated a maximum of \$4,000 per year for eligible expenses related to attendance at a maximum of 2 conferences per year.

5.1.1 Eligible expenses include:

- Transportation, parking
- Accommodation
- Meal allowance

5.1.2 Ineligible expenses include:

- Personal entertainment or excursions
- Companions expense
- Alcohol

5.2 Transportation

The transportation allowance will be based on the most practical method of travel considering time and total cost.

5.3 Accommodation

Accommodation is based on the actual hotel rate charged for single/double room plus tax, as applicable, at the designated conference hotel or similar price hotel.

5.4 Meal Expense

Where the conference or seminar is more than one day in length, the Township will reimburse the cost of meals and related gratuities on a fixed amount basis, of \$175.00 per day. Meal allowance will be reimbursed provided the following conditions are met:

- Meals are not included in the cost of registration
- Meals are not provided by the hotel or mode of transportation
- Meals are not paid by another attendee

As reimbursement will be based on a fixed amount, receipts are not required for the purpose of meals pertaining to conferences and seminars. This is treated as a taxable benefit.

5.5 Per Diem

Members of Council are eligible to a Per Diem of \$175.00 per full day and \$100 per half day for attendance at training events, seminars and/or conferences to compensate for lost work time. This is treated as taxable income.

5.6 Cancellations

Where a member of Council is registered to attend a conference or convention, every reasonable effort shall be made by the registered participant to give appropriate notification of cancellation. Notification should be directed to Corporate Services. Some hotels affiliated with conferences have a non-refundable cancellation fee. This fee will be the responsibility of the applicable member of Council unless extenuating circumstances apply.

5.7 Registration

The cost of registration for Seminars and Conferences are covered by the Township.

Meeting Allowance

6.1 A Meeting Allowance of \$125 will apply to the following:

- Attendance at Special Meeting of Council, as defined in the Procedural By-law
- Attendance at Committee of the Whole Meetings, as defined in the Procedural By-law
- Attendance at Orientation Sessions as defined as education and training for the purpose of onboarding members
- Attendance at Public Meeting / Public Information Sessions, Open House Session as defined in the Procedural By-law, when such meetings are conducted as a separate meeting
- Attendance at meetings of Committee, local boards, or special Ad-Hoc Committees to which a member has been appointed by Council, unless specified otherwise. No per diem shall be provided where the appointed members received compensation from the external body.

6.2 A Meeting Allowance will not be applicable for the following:

- Attendance at Regular Meetings as defined in the Procedural By-law

7. Event Allowance

7.1 Event Allowance of \$75 for the Mayor or designate only, will apply to:

- Community Events
- Special Events

8. Health Care Spending

8.1 Members of Council are provided with a Health Care Spending Account in the amount of \$2,000 per year. The benefit can be used for themselves or a member of their family. This is treated as a taxable benefit.

8.1.1 Eligible expenses are as described in the Township's benefits package and may include:

- Drug (prescription)
- Dental
- Extended Health Services
- Vision

9. Insurance and Pension Plan

9.1 Within the Township's overall insurance coverage, members of Council are provided with:

- Accidental Death and Dismemberment Insurance
- Out of Province Medical Insurance
- Critical Illness Insurance

Full details are provided within the Township's annual insurance policy.

9.2 Members of Council are enrolled in the Ontario Municipal Employees Retirement Savings Plan if they are 70 years old or younger.

General

10. Specific Provisions

10.1 Reimbursement or payment by the Township for any expense will not be made if it is not specifically provided for in this policy.

10.2 The Township will not approve payment or reimbursement for any campaign or election related conference, training or workshop in an election year.

Procedure

11. Process

11.1 On a monthly basis, members of Council will submit all requests with supporting receipts, for reimbursement and compensation through the Township's Human Resource Information System, WebHR.

11.2 Requests will be reviewed by the Corporate Services department and forwarded to the Finance department for reimbursement and compensation.

Responsibilities

12. Accountability

- 12.1 The Finance department is responsible for maintaining and tracking Council expenses related to this policy.
- 12.2 Members of Council are responsible for submitting requests for reimbursement and compensation monthly.
- 12.3 Members of Council are responsible for exercising good judgement while incurring all expenses in accordance with this policy.
- 12.4 As required under the *Municipal Act, Section 284, (1)*, the Treasurer will submit an annual report to Council detailing the remuneration and expenses paid to each member of Council in respect of their services as a member of Council. This report is a public document and will be posted on the Township's website.

Definitions

Meetings

- Council meeting is defined as a regular or special meeting of Council where all members of Council are invited to attend.
- Committee of the Whole meeting where all members of Council are invited to attend.
- Public meeting hosted by the Township of South Stormont, not contained within the Regular Meeting, where all members of Council are invited to attend.
- Committee meeting is defined as a meeting where one or more members of Council are appointed to represent Council and as outlined in the By-law to Appoint members of Council to various Committees and/or Boards.

Events

- Community Events includes social and community events where the Mayor or designate, is invited (parades, bazaars, fall fairs, etc.).
- Special Events includes social and community events, open houses receptions, etc. where the Mayor or his designate is invited.

Other

- Other Business is defined as attendance by one or more members of Council to attend matters relating to municipal governance.

Per Diem

- Half day per diem is defined as a meeting or attendance for a half day (less than 4 hours)
- Full day per diem is defined as a meeting or attendance for a full day (greater than 4 hours)

Monitoring and Compliance

In the event of a conflict or difference, the applicable provincial legislation supersedes this Policy.

This Policy supersedes other Township or divisional policies, standards and guidelines that govern the monitoring of IT assets to the extent of any conflict, subject to the principle that specific provisions of the other policies, standards, and guidelines continue to apply despite a more general provision being set out in this Policy.

The Township reserves the right to amend this Policy at any time.

Authority and Related Policies

Legislated Requirements:	<i>Employment Standards Act, 2000</i> <i>Working for Workers Act, 2022, Bill 88</i>
Related Policies:	Acceptable uses of IT Resources Policy Mileage Policy Council Code of Conduct Policy

Contact

For more information on this policy, contact: Director of Corporate Services