

**Township of South Stormont**  
ACTION REQUEST  
Chief Administrative Officer



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**To:** Council  
**From:** Debi LucasSwitzer, CAO  
**Date of Meeting:** March 23, 2022  
**Subject:** Amend Council Reimbursement Policy

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**Recommendation:**

That Policy #C-1-2015, Council Members Reimbursement be amended by:

1. increasing the Meeting Allowance from \$100 to \$125;
2. increasing the in-person Conference Allowance from \$1,400 to \$1,500; and
3. removing the provision of a cellular phone to the Mayor as this is provided for in the Township's Mobile Device Policy,

and further, that staff be instructed to undertake a fulsome review of Council Remuneration in 2023.

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**Executive Summary:**

Reimbursement cost for conferences have not increased since 2015. It is recommended that the expense amount for conferences increase to align with the increase for travel from \$1,400 to \$1,500 and further that the meeting allowance increase from \$100 to \$125 as there have no adjustment since the policy's implementation in 2015.

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**Background:**

In 2015, the Council Members Reimbursement Policy was created to provide clear and concise direction to staff regarding the processing of remuneration and reimbursement of expenses to members of council. In 2017, the policy was amended to clarify wording regarding meeting allowance.

Currently the Remuneration By-law establishes annual honorariums, and the Council Members Reimbursement Policy outlines eligibility for reimbursement for conferences, seminars/training and meeting allowances.

Reimbursement cost for conferences have not increased since its adoption in 2015. It is recommended that the expense amount for conferences increase from \$1,400 to \$1,500 to align with the increase for travel costs in the last several years which includes meals, accommodation and transportation. The following example provides reasonable costs related to attending a 3-day conference in Toronto:

Train (VIA Rail) Cornwall to Toronto	\$225
Accommodation for 3 nights (\$300/night)	\$900
Meals (\$100/day)	\$300
<b>Total</b>	<b>\$1,425</b>

Meetings eligible for allowance include special township meetings, COTW, committee appointment meetings, or other meeting(s) as designated by Council. Attendance is on behalf of the Township in an official capacity as a member of Council. Save and except mileage, no other additional expenses will be paid. Meeting allowances have not been increased since the policy's adoption in 2015 and the amount is not adjusted annually by the CPI for Ontario. It is therefore recommended that the meeting allowance increase from \$100 to \$125.

During the review, it was identified that Section 3.6 of the Policy should be removed, it states: *The township shall provide a company cellular phone for the Mayor. The use of township phones for long distance calls are restricted to township business.*

The Township's Mobile Device Policy which was approved in 2019 outlines the framework to provide the Mayor and members of Council with the mobile device technology. As such, section 3.6 of the Council Members Reimbursement Policy needs to be removed.

Staff recommends that a complete Council Renumeration review take place in 2023.

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**Alignment with Community Strategic Plan:**

Goal 1: Corporate Capacity

Objective 1.3: Human Resources

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**Options:**

1. That Council approve the increase for expenses for conferences and meeting allowance, effective April 1, 2022.
2. Other.

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**Financial Impact:**

This increase will not result in a significant financial impact.

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**Others Consulted:**

Director of Finance/Treasurer

*Prepared by:*

*Shelby Martel, HR Coordinator/Executive Assistant*