

	POLICY MANUAL	Policy # C-1-2015
	Section: COUNCIL	
	Subject: COUNCIL MEMBERS REIMBURSEMENT	Date of Origin: January 1, 2015 Effective Date: June 14, 2017 April 1, 2021

Circumstances or unusual situations may warrant deviation from this Policy. If applicable, the Chief Administrative Officer (CAO) is expected to utilize experience and good judgment to substantiate any variances or deviation in a fair and equitable manner.

PURPOSE:

The purpose of this Policy is to provide the Corporation of the Township of South Stormont council and staff with clear and concise direction respecting the processing of remuneration and other expenses to the members of council.

RESPONSIBILITY:

It is the responsibility of all members of council to adhere to the provisions of this Policy for Council Members Reimbursement. Council members declare to truly, faithfully and impartially perform their municipal responsibilities and will therefore, use discretion in their request for reimbursement.

POLICY:

Payments of remuneration shall be paid bi-weekly in conjunction with corporate payroll; meetings and other applicable expenses may be paid bi-weekly however as a minimum, quarterly submissions for reimbursement is encouraged and is to be provided on the accounts form of the municipality.

Payments made as part of the annual remuneration, meeting allowance and other items are as follows:

1. Annual Remuneration

1.1 Annual remuneration is pursuant to the annual remuneration by-law, as amended. Council remuneration will be adjusted annually by the Consumer Price Index (CPI) for Ontario and will be effective on January 1st each year, based on the CPI as at December 31st of the previous year and as published by Statistics Canada.

2. Meeting Allowance

CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

Council Members Reimbursement Policy

Revised:
Res.
183/2017
June 14,
2017
XX/2022
March 23,
2022

2.1 The Mayor, Deputy Mayor and Councillors as elected members shall receive \$125.00 per meeting for each eligible meeting attended in excess of the regular monthly meeting(s) of Council. Eligible meetings 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.

2.2 No member of council shall be eligible for a meeting allowance and/or mileage for attendance at a board or committee meeting in the event that remuneration is paid to that member by the board or committee.

3. Other Reimbursement Items

Conferences

3.1 Pursuant to annual budget approvals, members of council are authorized to attend a maximum of two (2) conferences of their choice during each calendar year.

3.2 Members of council attending conferences with a duration of at least three (3) days, are entitled to the township payment of the registration fee plus \$1,500.00. No other expenses including meeting allowances will be paid.

Seminars / Training

3.3 Pursuant to annual budget approvals, members of council are authorized to attend seminars / training.

3.4 Members of council attending authorized seminars and/or training are entitled to the township payment of the registration fee and if applicable, accommodations as approved, plus \$150.00 for each full day of attendance at the seminar / training. In addition, a mileage rate will be reimbursed however members are encouraged to utilize the most economical mode of travel including carpooling. No other expenses will be paid.

Mileage Rate

3.5 The township shall provide a mileage rate payment to members of Council for the use of their own vehicle while performing township business. The mileage rate shall constitute total compensation for all personal vehicle costs incurred such as fuel, insurance, maintenance, etc.

The mileage reimbursement rate is pursuant to the approved United Counties of Stormont, Dundas and Glengarry's sliding scale per kilometer incorporating the gas price per litre as reported by the Ontario Ministry of Energy for regular unleaded gasoline in Ottawa.

Miscellaneous

3.6 The township shall provide all members of council with tablets for township business however, following the end of each 4-year term, the tablets will become each member's personal tablet. The particulars regarding tablet use will be provided through a separate policy.

3.7 Reimbursement forms are to be provided directly to the payroll department.

REFERENCES:

- Remuneration By-law
- Procedure By-law
- Annual Budget

CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

Council Members Reimbursement Policy

Drafted By: Betty de Haan	Last Revision Date: June 14, 2017	Approved Date: January 1, 2015	CAO's Signature:
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