



Council Compensation and Travel Policy

Policy Manual Section: Governance - General

Policy Number: G-GEN-004

Authority: 113/17, 07/19, 110/19

Date Approved: March 28, 2017

Department Responsible: Council Services

Revision Date: March 2019

Review Date: March 2023

Status: Active

Purpose:

The purpose of the Council Compensation & Travel Policy is to define compensation and eligible expenses for the Mayor and members of Council of the Town of LaSalle.

Policy Statement:

Section 283 of the Municipal Act states that a municipality may pay any part of the remuneration and expenses of the members of a local board of the municipality and of the officers and employees of the local board.

Section 284(1) of the Municipal Act requires that the Treasurer of a municipality in each year on or before March 31 shall provide an itemized statement on remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council.

Scope:

This policy applies to all elected Council members during their term. It is understood that the authority for the expenditure of funds for any and all expenses covered by this Policy is limited to those amounts allocated by the annual budget.

Policy:

1. Mileage
 - a) Mileage for travel outside of Essex County shall be reimbursed pursuant to the rate as established from time to time by Revenue Canada.

- b) Members of Council are not eligible for mileage for travel within Essex County.
2. Stipends - Council Meetings
- a) Council shall not be paid a stipend for attendance at regular meetings of Council starting after 5:00 p.m.
 - b) A Council meeting that commences prior to 5:00 p.m. shall provide for a stipend of \$75.00 payable to each member of Council present at the meeting.
3. Stipends - Special Council Meetings
- a) A special meeting of Council is defined as a meeting not regularly scheduled and for the hearing of special business. A special Council meeting shall provide for a stipend of \$150.00 for full day, or \$87.50 for a half day meeting, payable to those members of Council present at the meeting.
 - b) A meeting held that could be constituted as either a half day or full day stipend, shall be declared at the end of the applicable meeting by the Mayor/Chair, and who will then submit an expense sheet for all members attending the meeting.
4. Stipends - Meetings (Non-Council Meetings)
- a) A \$75.00 stipend is applicable to a Council member who attends meetings, events, or announcements if the meeting, event or announcement is held outside of Essex County. A stipend is not provided for meetings, events, or announcements held within Essex County.
6. Stipends - Attendance at Training, Educational Workshops
- a) The following stipends shall be paid to Council members for attendance at training, or educational workshops as follows:

Full Day	\$ 175.00
Half Day	\$ 87.50
Less than half day	\$ 75.00
- *includes training and workshops either within or outside of Essex County
7. Attendance at Social/Networking Events
- a) A social/networking event is defined as any special event, one day or less, usually with lunch or dinner where tickets are usually purchased in advance (e.g. Warden's Luncheon, Community Services Luncheon, Chamber Events).
 - b) A Council member is not eligible for the stipend nor any portion of a stipend for attendance at social/networking events.

8. Conferences/Seminars

- a) Conferences and seminars are defined as any type of educational session organized by any person or group intended to educate and train on a specific topic and include educational workshops.
- b) The annual conference/seminar limit for a Council member shall be established during the annual budget deliberations and approved through the approval of the Town's Annual Budget.
- c) One spousal registration shall be paid for per year.
- d) A Council member shall not exceed the annual allotted amount. In the event that the member of Council does exceed the prescribed amount, the same shall be deducted from the annual stipend/salary/remuneration of the applicable Council member.
- e) A stipend shall be paid to a Council member who attends a conference or seminar at a rate of \$175.00 per day or part thereof (including travel days).
- f) The actual amount of overnight accommodation for room rental shall be allowed, excluding room charges or room services. A receipt for room rental shall be obtained and attached to the Expense Summary Report.
- g) No hotel expenses will be allowed for conferences/seminars held in the City of Windsor.
- h) A daily meal allowance may be claimed by members of Council attending a conference/convention in the amount of \$65.00 per day (including travel days) for meals (breakfast, lunch and dinner).
- i) Administration will make arrangements for the registration and accommodations for workshops training courses and conferences.

9. Transportation

- a) Council members will be reimbursed for reasonable travel expenses incurred on authorized Town business. All travel expenses must be properly documented in the required format for approval and reimbursement (Expense Summary Report form attached as Appendix "A" to this Policy).
- b) All corporate transportation will be conducted in the most economical manner possible.
- c) Whenever possible, tickets should be booked at least ten (10) days in advance to benefit from any discounts offered by the carrier.
- d) Private Vehicles:
 - Council members may use their own vehicle for business travel purposes.
 - Parking, tolls, and ferries required will be reimbursed provided appropriate receipts are submitted with expense claim. Loss or damage to the vehicle while parked shall not be the responsibility of the Town.
 - When one or more members of Council are travelling in the same vehicle, only the owner of said vehicle is entitled to reimbursement for mileage expenses.
 - Commuting expenses are not reimbursable.

- Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the mileage rate, and will not be reimbursed.
- e) Rental Cars:
 - When vehicles are rented, compact or economy models will be used in order to realize cost-savings.
 - Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements.
 - All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred. A police report is also required.
 - Council members will be reimbursed for damage rider insurance purchased at the time of vehicle rental.
 - Pre-purchase of gas at the rental counter is discouraged.
- f) Public Transportation:
 - The cost of public transportation, i.e. taxis, buses or subways, will be reimbursed provided appropriate receipts are submitted with expense claim. Expenses related to personal travel will not be reimbursed.
- g) Rail Travel:
 - All reservations will be made in coach class.
 - Council members may be reimbursed for first class accommodation when travelling by rail provided the trip extends over a normal meal period (Breakfast/lunch/dinner).
- h) Air Travel
 - Coach class shall be used as the standard in the interests of costs-savings.
 - Business class may be authorized by the Mayor in the event that less expensive seats are not available or the departure time is not acceptable.
- i) Reimbursement Cap
 - When travelling out of province, Council members shall be reimbursed for the amount of air fare regardless of which method of travel is selected.

10. Expense claims/reports

- a) Expense claims for eligible expenses are to be submitted by individual members of Council to the Mayor for approval.
- b) Expense claims for eligible expenses for the Mayor are to be submitted to the Deputy Mayor for approval.
- c) Following the return from attendance at a conference or seminar, an Expense Summary Report shall be completed and submitted to the Mayor for approval in the form attached as Appendix "A" to the Policy.

Responsibilities:

This Policy shall be reviewed once every term of Council by the current Council.

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References and Related Documents:

Ontario Municipal Act.

Policy #7 and corresponding amendments (PO-616-90) 162/93, PO-1320/95, 3909/99, 5072/01, 6328/03, 9110/10 to be rescinded and B/L 6648 to be repealed.

Resolution 07/19 & 110/19.

Attachments:

Travel Expense Voucher-Conferences and Seminars- Appendix "A"

Per Diem-Meetings, Conferences and Seminars- Appendix "B"

Please contact the Clerk's department at 519-969-7770 extension 1262 for copies of the attachments.