



Council Conference, Training, and Travel Expense Reimbursement Policy

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Department Responsible: Council Services and Finance

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1. Policy Statement

- 1.1 The Town of LaSalle is committed to the reimbursement of its Members for all reasonable costs incurred in the course of fulfilling their duties.
- 1.2 Elected officials who incur business expenses are expected to exercise their best judgment when incurring such expenses. It is also expected that expenses will be incurred only for purposes, and in facilities, that reflect the positive image of the citizens of the Town of LaSalle. Any expenses incurred are to be directly related to an elected official's duties in an official capacity and are intended to support the Town of LaSalle's goals, objectives, and strategic initiatives.

2. Scope

- 2.1 This Policy applies to all Members for the Town of LaSalle. The expenditure of any funds for any of the expenses covered by this Policy is limited to those amounts allocated by the annual operating budget.

3. Definitions

- 3.1 In this Policy,

Clerk shall mean the Clerk, appointed under s. 228 of the *Municipal Act* or their designate.

Conference shall mean a convention, gathering, seminar or workshop lasting more than one day, designed to educate attendees on matters of municipal interest.

Council shall mean the Council of the Corporation of the Town of LaSalle.

Council Meeting shall mean a meeting called pursuant to the provisions of the Procedure By-law in effect at the time.

Full Day shall mean a length of time in excess of 3.5 hours on a given day.

Half Day shall mean a length of time from (0) to three and a half (3.5) hours on a given day.

Member shall mean a duly elected member of Council.

Policy shall mean the Council Conference, Training, and Travel Expense Reimbursement Policy.

Social/Networking Event shall mean any special event, one day or less, often including lunch or dinner in which tickets are usually purchased/reserved in advance (e.g. Warden's Luncheon).

Stipend shall mean a fixed sum paid as compensation to Members beyond regular salary for attendance at Conferences and Training events.

Training shall mean a gathering, seminar, or workshop, lasting no more than one day, designed to educate attendees on matters of municipal interest.

4. Policy

4.1 General Remuneration Provisions

- 4.1.1 Members shall not receive a Stipend or any other form of compensation under this Policy for attendance at a Council Meeting.
- 4.1.2 In addition to their annual salary, each Member shall receive compensation in the form of a Stipend for attendance at Conferences and Training events, as set out in Schedule A.
- 4.1.3 Social/Networking Events such as Remembrance Day, flag raisings, plaque presentations and unveilings that Members may attend from time to time are not considered events for which Members will receive a Stipend or any other form of compensation under this Policy.
- 4.1.4 One spousal registration shall be paid per year.
- 4.1.5 The annual Conference and Training budget limit for Council and Members shall be established and approved during the Town's budget deliberations, and shall be subject to the following:

- a) The budget funds shall be allocated equally amongst each Member of Council;
- b) Members cannot carry forward any unspent amounts from their allocation to the next budget year; and
- c) All amounts payable under this Policy, including eligible expenses, are charged against the established budget.

4.1.6 A Member shall not exceed the amounts allocated to them under this Policy.

4.2 Conferences and Training

4.2.1 Members attending Conferences and Training shall have eligible expenses related to their attendance paid for by the Town. The following items are deemed eligible expenses:

- a) Registration Fees, including a spousal registration
- b) Hotel Accommodations
- c) Travel Arrangements
- d) Rental Vehicles
- e) Personal Vehicles, Public Transportation, and Parking
- f) Meals

Registration Fees

4.2.2 Registration fees for Conferences and Training events shall be paid for by the Town.

4.2.3 Council Services shall be responsible for registering Members of Council for Conferences and Training events.

Hotel Accommodations

4.2.4 Council Services shall be responsible for arranging hotel accommodations, when necessary. Hotel accommodations shall be in the form of a single-occupancy booking unless a double occupancy is specifically requested by a Member of Council.

4.2.5 Hotel accommodations shall be made at preferred/special rates when available. If a Member requests accommodations that are above and beyond the preferred/special rate offerings, the difference in cost will be borne by the Member.

- 4.2.6 Hotel accommodations shall only be reserved when the Conference or Training event is geographically greater than two (2) hours' driving distance from the Town of LaSalle.
- 4.2.7 Members will not be reimbursed for personal purchases, including but not limited to mini-bar items, pay-per-view television, room service, dry cleaning, or telephone calls.
- 4.2.8 Costs incurred as a result of a stay beyond the length of the Conference or Training event will be borne by the Member.
- 4.2.9 Unless otherwise provided for in this Policy, the Member shall be responsible for any additional expenses incurred because of the attendance of the Member's spouse or significant other.

Travel Arrangements

- 4.2.10 Members are responsible for making their own travel arrangements to and from Conferences and Training events.
- 4.2.11 Members will be reimbursed for reasonable travel expenses incurred to attend a Conference or Training. The Member must retain all receipts and submit them for reimbursement using the Travel Expense Reimbursement Form.
- 4.2.12 Travel by air or rail shall be in economy class only. In the event that economy class seats are not available at a departure time suitable for the trip timeline, business class seats may be reserved at the discretion of the Mayor.
- 4.2.13 It is expected that when making travel arrangements, the Member will use the most economical and practical mode of travel available in the circumstances.
- 4.2.14 Travel arrangements shall be booked as soon as reasonably possible to take advantage of any advanced-purchase discounts offered by the carrier.
- 4.2.15 Members may use their personal vehicle for travel to and from Conferences and Training events.

Rental Vehicles

- 4.2.16 Rental vehicle reservations shall be in the form of compact or economy models. Exceptions regarding vehicle class may be made at the discretion of the Mayor provided that there are more than two passengers traveling in the rental vehicle and additional space is required.
- 4.2.17 Rental vehicle reservations shall only be permitted for travel beyond the limits of the County of Essex.
- 4.2.18 Members will be reimbursed for damage rider insurance.
- 4.2.19 Damage to a rental vehicle as a result of an accident or other unfortunate circumstance is to be reported to the Chief Administrative Officer, or their designate, as soon as reasonably possible following the accident/incident.

Personal Vehicles, Public Transportation, and Parking

- 4.2.20 When using their personal vehicle to travel to a Conference or Training event, mileage will only be paid for travel outside of Windsor-Essex County. Members are not eligible for mileage reimbursement for travel within Windsor-Essex County.
- 4.2.21 Mileage shall be paid in accordance with the rates established by Canada Revenue Agency, as outlined in Schedule A.
- 4.2.22 Costs associated with maintenance, fuel, vehicular breakdown or damage incurred while using a personal vehicle for travel to and from Conferences and Training sessions are covered in the mileage rate and will not be reimbursed.
- 4.2.23 When using their personal vehicles for travel under this Policy, Members are responsible for insuring their automobiles at their sole expense for not less than \$1,000,000.00 against third party liability for bodily injury and property damage.
- 4.2.24 Loss or damage to a personal vehicle while parked or in transit shall not be the responsibility of the Town.
- 4.2.25 When one or more Members are travelling in the same vehicle, only the owner of said vehicle is entitled to reimbursement of the mileage expenses.
- 4.2.26 Members shall be reimbursed for expenses related to hotel and conference place parking and toll highway fees. Receipts shall be retained and submitted using the Travel Expense Reimbursement Form.

4.2.27 Where public transportation such as buses, taxis, and subways are used for travel when the use of a personal or rental vehicle is not available or feasible, expenses will be reimbursed. Receipts shall be retained and submitted using the Travel Expense Reimbursement Form.

Meals

4.2.28 When attending Conferences or Training events Members shall receive a meal allowance for breakfast, lunch, and/or dinner, as set out in Schedule A.

4.2.29 Notwithstanding paragraph 4.2.26, meals provided for during a Conference or Training event are not eligible for reimbursement.

4.3 Receipts and Expense Forms

4.3.1 Members shall electronically submit a Travel Expense Reimbursement Form for reimbursement of all eligible Conference and Training expenses, accompanied by original itemized receipts, as may be required by this Policy.

4.3.2 Under no circumstances shall a Member receive reimbursement for a purchase related to alcohol.

4.3.3 Credit card slips are not considered to be valid receipts. A valid receipt is an invoice itemizing the type of expenditure and HST information. A credit card slip will only be accepted to accompany an original itemized receipt to show gratuities paid.

4.3.4 Expense reimbursement under this Policy shall be issued to Members upon review and approval by the Mayor.

5. Roles and Responsibilities

5.1 Council Services

5.1.1 The Clerk shall be responsible for ensuring adherence to the Policy and that it is applied equitably and fairly to all Members.

5.1.2 Staff in Council Services shall be responsible for ensuring Member registration in Conference and Training events and arranging hotel accommodations, as may be necessary.

5.2 Financial Services

5.2.1 The Treasurer, or their designate, shall be responsible for tracking reimbursement paid to each Member under this Policy.

5.2.2 Monthly, the Treasurer, or their designate, shall provide Members with a summary of the amounts that have been expended under this Policy.

5.3 Members of Council

5.3.1 All **Members** shall:

- Retain their receipts and invoices, as necessary, to submit a claim for reimbursement under this Policy; and,
- Submit the appropriate form, requesting remuneration and reimbursements related to attendances at Conferences and Training events.

5.3.2 **The Mayor** shall be responsible for reviewing and approving all reimbursement and remuneration requests under this Policy.

5.3.3 The **Deputy Mayor** shall be responsible for reviewing and approving all requests from the Mayor for reimbursement and/or remuneration under this Policy.

6. References and Related Documents

- Special Meeting/Training Remuneration Request Form
- Travel Expense Reimbursement Form

7. Attachments

- Schedule A – Rates of Remuneration and Stipends

Schedule "A"

Reimbursement Amounts and Stipends for Conference and Training Events

Item Description	Reimbursement Amount
Stipend (Half Day)	\$100.00
Stipend (Full Day)	\$200.00
Meal Allowance (Daily)	\$15.00 for breakfast \$25.00 for lunch \$40.00 for dinner *Not to exceed \$80.00 per day.
Mileage	In accordance with the rates as set out by the Canada Revenue Agency from time to time.