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**SUBJECT:                REMUNERATION AND PERSONAL EXPENDITURE - POLICY**

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**1.0     PURPOSE**

This policy establishes the remuneration for Members and outlines the circumstances where the Municipality will reimburse Members, Employees and Officers for personal expenditures.

**2.0     LEGISLATIVE AUTHORITY**

Pursuant to Section 283 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, a Municipality may pay any part of the remuneration and expenses of the Members of its Council, Members of any Local Board of the Municipality and the Officers and Employees of the Municipality or Local Board if the expenses are of those persons in their capacity as Members, Officers or Employees.

**3.0     SCOPE**

This policy applies to all Members, Employees and Officers of the Municipality.

**4.0     DEFINITIONS**

**“CAO”** – shall mean the Chief Administrative Officer (CAO) or designate duly appointed by the Municipality as prescribed in Section 229 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

**“Clerk”** – shall mean the person or designate duly appointed by the Municipality as prescribed in Section 228 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

**“Committee”** – shall mean any Committee established by Council, including but not limited to, any Committee of the Whole, Working Group, etc.

**“Council”** – shall mean the Council of the Municipality in accordance with the Council Composition By-Law in effect.

**“Department Head”** – shall mean the person or designate in charge of a municipal department and/or service area.

**“Employee”** – shall mean all union and non-union employees of the Municipality.

**“Local Board”** – shall mean a municipal service board, transportation commission, public library board, board of health, police services board, planning board or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities (joint boards), excluding a school board and a conservation authority.

**“Member”** – shall mean a Member of Council or a Member of a Committee or Local Board.

**“Municipality”** – shall mean the Corporation of Tay Valley Township.

**“Officer”** – shall mean a person appointed by Council under a specific piece of legislation, whom may or may not be an Employee.

**“Reeve”** - shall mean the Member of Council elected by general vote as the Reeve and is the Head of Council.

**“Treasurer”** – shall mean the Treasurer or designate duly appointed by the Municipality as prescribed in Section 286 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

## 5.0 MEMBERS OF COUNCIL

### 5.1 Remuneration

5.1.1 The annual remuneration for Members of Council shall be as follows:

Reeve	\$29,880
Deputy Reeve	\$21,447
Councillor	\$16,273

5.1.2 The annual remuneration shall increase automatically according to the annual increases granted from time to time for the unionized Employees.

5.1.3 Renumeration shall be paid monthly in relatively equal installments.

5.1.4 Notwithstanding section 5.1.3 above, in the year of an election, the last pay of the outgoing Council shall be prorated for a partial month of service and the first pay of the incoming Council will be prorated for a partial month of service.

5.1.5 The annual remuneration is intended to cover all costs with regard to participation at Council, Committees and Local Boards to which Members of Council have been formally elected or appointed, including preparation, attendance and follow-up.

## **5.2 Per Diems**

5.2.1 The per diems for Members of Council shall be as follows:

Full Day (4 hours or more)	\$300
Half Day (less than 4 hours)	\$150

5.2.2 Members of Council may claim a per diem for attendance at conferences and special events approved by resolution.

5.2.3 Conferences shall include, but not be limited to, the Association of Municipalities of Ontario (AMO), the Ontario East Municipal Conference (OEMC), and the Rural Ontario Municipal Association (ROMA).

## **5.3 Technology**

5.3.1 Members shall be provided a tablet with a data plan for Municipal use during their term of office.

5.3.2 The data plan provided shall be sufficient to carry out Municipal business.

5.3.3 Due to the connectivity availability within the Municipality, Members are permitted to use up to \$40 of additional data per month from the base data plan. Any amount of additional data usage over \$40 in a month will be repaid to the Municipality.

5.3.4 At the end of the term of office the Member may retain the tablet, but the data plan will be cancelled, and the SIM card will be returned to the Municipality.

5.3.5 All technology shall be in accordance with established policies, including but not limited to, IT Acceptable Use Policy.

#### **5.4 Cell Phone**

5.4.1 The Reeve shall be provided with a cell phone for use during the term of Council.

5.4.2 The Municipality shall pay for the Reeve's cell phone plan.

5.4.3 Alternatively, the Reeve may choose to use his or her own cell phone and the Municipality will reimburse the Reeve for all or a portion of the monthly cell phone bill.

5.4.4 All technology shall be in accordance with established policies, including but not limited to, IT Acceptable Use Policy.

### **6.0 MEMBERS OF COMMITTEES AND LOCAL BOARDS**

#### **6.1 Per Diems**

6.1.1 Members of the public (non-elected) appointed by Council to the following Committees and Boards are permitted to claim a per diem for attendance at meetings, training sessions and conferences:

- Committee of Adjustment;

6.1.2 The per diems for Members of Committees and Local Boards listed in Section 6.1.1 above, shall be as follows:

Full Day (4 hours or more)	\$300
Half Day (less than 4 hours)	\$150

- 6.1.3 Members of Committees and Boards listed in Section 6.1.1 may claim a per diem for attendance at meetings, conferences and training sessions.
- 6.1.4 Members of the public (non-elected) of all other Committees and Boards shall serve as volunteers.

## **7.0 MILEAGE**

- 7.1 The per kilometre rate of reimbursement for the use of a personal vehicle while travelling on authorized business of the Municipality shall be a flat rate based on the lowest range of the per kilometre rate as set by the Canada Revenue Agency.
- 7.2 The per kilometre rate shall be adjusted annually, effective January 1<sup>st</sup> each year.
- 7.3 Members of Council, Members of Committees and Boards listed in Section 6.1.1, Employees and Officers may claim reimbursement for eligible mileage.
- 7.4 For meetings, an attendance sheet will be circulated so that Members can claim mileage.
- 7.5 All attendance sheets must be signed (authorized) by the Clerk prior to submission.
- 7.6 For all other mileage claims, a mileage claim form must be submitted.
- 7.7 Mileage claim forms must be signed (authorized) by the appropriate Department Head, or in the case of a Department Head, by the Chief Administrative Officer, or in the case of the Chief Administrative Officer, by the Reeve.
- 7.8 Mileage shall be paid upon receipt of a signed attendance sheet or mileage claim form.

## **8.0 CONFERENCES AND SPECIAL EVENTS**

### **8.1 Members of Council**

- 8.1.1 No later than October, the Clerk shall poll Members as to which Conferences they would like to attend the following year in order to take advantage of early bird registration and accommodation booking.
- 8.1.2 Members may attend up to two (2) Conferences per year.
- 8.1.3 Conferences shall include, but not be limited to, the Association of Municipalities of Ontario (AMO), the Ontario East Municipal Conference (OEMC), and the Rural Ontario Municipal Association (ROMA).
- 8.1.4 Members may attend one (1) special event per year which has been authorized by a resolution of Council.
- 8.1.5 The Clerk shall arrange for registration, accommodations, and travel arrangements, where applicable.
- 8.1.6 Registration for spouse programs may be booked through the Clerk.
- 8.1.7 All costs related to a spouse shall be paid by the Member.
- 8.1.8 Other direct travel costs such as parking, taxi, highway tolls, etc. shall be reimbursed.
- 8.1.9 Meals not provided as part of the conference or special event shall be reimbursed at a maximum of \$135 per day, regardless of receipts.
- 8.1.10 Reimbursement for alcohol beverages is not eligible.
- 8.1.11 Where an upgrade has occurred, the Member shall be responsible for the difference in cost.
- 8.1.12 Receipts for all expenditures shall be attached to the expenditure claim form.

8.1.13 All expenditure claim forms shall be submitted within a week of the conference or special event.

8.1.14 Expenditure claim forms must be signed (authorized) by the Clerk.

8.1.15 If attendance has been cancelled by a Member, unless due to unforeseen circumstances, the Member shall be responsible for any costs associated with the cancellation.

8.1.16 The Chief Administrative Officer shall be notified of all cancellations.

## **8.2 Employees**

8.2.1 Employees may attend up to one (1) conference and one (1) training session per year as authorized by his or her Department Head, and may attend additional conferences and training sessions as approved by the Chief Administrative Officer.

8.2.2 The Department Head or designate shall arrange for registration, accommodations, and travel arrangements, where applicable.

8.2.3 Registration for spouse programs may be booked through the Department Head.

8.2.4 All costs related to a spouse shall be paid by the Employee.

8.2.5 Other direct travel costs such as parking, taxi, etc. shall be reimbursed.

8.2.6 Meals not provided as part of the conference or special event shall be reimbursed at a maximum of \$135 per day, regardless of receipts.

8.2.7 Reimbursement for alcohol beverages is not eligible.

8.2.8 Where an upgrade has occurred, the Employee shall be responsible for the difference in cost.

8.2.9 Receipts for all expenditures shall be attached to the expenditure claim form.

8.2.10 All expenditure claim forms shall be submitted within a week of the conference or special event.

8.2.11 Expenditure claim forms must be signed (authorized) by the appropriate Department Head, or in the case of the Department Head by the Chief Administrative Officer, or in the case of the Chief Administrative Officer, by the Reeve.

8.2.12 If attendance has been cancelled by an Employee, unless due to unforeseen circumstances, the Employee shall be responsible for any costs associated with the cancellation.

8.2.13 The Chief Administrative Officer shall be notified of all cancellations.

## **9.0 OTHER PERSONAL EXPENDITURES BY EMPLOYEES**

**9.1** Other personal expenditures for the purchase of goods and services shall only be reimbursed if:

- the purchase has been pre-authorized through approval of the budget;
- the Employee has been provided the authority from his or her Department Head to make the purchase before the goods or services were purchased;
- other payment options have been evaluated and deemed either impossible, cumbersome or inconvenient by the Department Head;
- all receipts have been attached to the expenditure claim form; and
- the Department Head has approved the expenditure claim form.

## **10.0 COMMUNICATION**

**10.1** This Policy, along with any updates, within thirty (30) days of being prepared or updated shall:

- be emailed to Members, Employees and Officers;
- be provided by hard copy to those Employees that do not have an Employer provided email; and
- be provided to new hires and Members as part of the orientation process.

**10.2** A copy of this Policy shall be provided to any person, upon request.



## **11.0 ACCOUNTABILITY FRAMEWORK**

The Treasurer is responsible for ensuring compliance with this policy.

## **12.0 POLICY REVIEW**

This Policy shall be reviewed at least once per term of Council.

## **13.0 REFERENCES**

### **Policies and Procedures/Documents**

Attendance Sheet  
 Collective Agreement  
 Expenditure Claim Form  
 IT Acceptable Use Policy  
 Mileage Claim Form

### **Resources**

Canada Revenue Agency  
 Municipal Act 2001