

**TOWN OF
AMHERSTBURG**



**POLICY NO.: H09 – Council Compensation
and Travel**

SOURCE: COUNCIL MINUTES

SECTION: REPORT OF MUNICIPAL OFFICERS

DATE ENACTED: May 23, 2006

DATE OF AMENDMENT: September 22, 2014

SUBJECT:

COUNCIL COMPENSATION AND TRAVEL

INTENT:

To define the compensation and eligible expenses of Council.

SCOPE:

This policy applies to all elected Council members during their term of Council effective December 1, 2014.

PROCEDURE / IMPLEMENTATION:

Definitions

Member of Council: Includes the positions of Mayor, Deputy Mayor and Councillors.

Workshop / Training / Conference: Defined as any type of educational session organized by any person or group other than the Town of Amherstburg staff and intended to educate and train on a specific topic.

1. Compensation

The annual remuneration for the term of Council will be as follows:

Mayor	\$26,872
Deputy Mayor	\$18,413
Councillors	\$15,936

Special Meetings:

When a special meeting is called during regular daytime business hours (except for meetings defined in item 7 and meetings that are scheduled in advance of a regular Council meeting and intended to be an extension of a regular Council meeting), a minimum of four hours will be paid per diem and that a maximum of \$200 per day be

paid to Council for their attendance. The payment will be calculated as follows:

1. First four hours or any portion thereof - \$100.00
2. Each additional hour at \$25.00 per hour, up to a maximum of \$200.00

Administration will submit the actual hours of the Council Members in attendance at all eligible meetings to Treasury immediately following the meeting.

Other Meetings:

The following meetings would not be included for reimbursement under the Compensation and Travel Policy. There are many invitations that Council members receive with regard to meetings or networking events that are basically free of charge but are important informational or networking opportunities. Many of these meetings are optional for Council to attend. Where these meetings are “optional” and not “mandatory”, they are not eligible for a per diem whether they are in the daytime or evening hours.

Eg: Committee Meetings, ERCA General Meeting, Community Living Annual Breakfast, Luncheon meetings or sessions which are primarily meet and greet and are scheduled 2 hours or less in duration.

2. **Pension**

An election of all members of Council is to be made once for the term of Council for either:

- a) Pension plan contributions to OMERS; or
- b) Individual RRSP contributions on their behalf of an equivalent amount.

3. **Discretionary Fund**

Each member of Council will have a discretionary fund up to \$1,500.00 annually to assist with all the responsibilities of their office. This allowance will assist with cell phones, land lines, computer and networking costs, computer equipment, publications and other requirements that assist Council to stay in touch with residents. Receipts are to be submitted to support eligible expenses for each calendar year.

4. **Legal Fees**

Each member of Council will have a maximum annual allowance of \$500.00 for legal advice on potential conflict of interest.

These fees can be billed directly to the Town by the solicitor and must note the reason for the invoice is “Conflict of Interest” advice.

5. Mileage

Each member of Council is eligible for mileage for work related expenses based on the Town policy.

A detailed mileage report stating the purpose of the trip must be submitted for approval.

6. Conferences and Conventions

Each member of Council is encouraged to attend conferences and conventions as required. Eg: AMO, FCM, ROMA/OGRA, 1812 Conference

A workshop, training course or conference is defined as any type of educational session organized by any person or group other than the Town of Amherstburg staff and intended to educate and train on a specific topic.

Registration - Annually, each member of Council shall be entitled to receive an allowance for attendance at conferences or conventions for associated costs. Each Council member shall be entitled to receive an allowance of up to \$1,000 for conferences and conventions to be used at their discretion and the balance of the budgeted money become a communal fund to be distributed based on the educational priorities of Council. The use of the communal fund is to be agreed upon in advance of costs being incurred.

If use of the communal fund is not agreed upon by Council, and the member of council elects to pay for his/her own registration, no expenses or per diems will be reimbursed or paid to the member of council.

The workshop, training course or conference is to be booked by the individual, unless overnight accommodation is required, then administration will make arrangements for the registration and accommodations.

Accommodation – 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 convention expense summary report.

Daily Subsistence Allowance – A daily subsistence allowance may be claimed by members of Council attending a convention in the amount of \$50.00 per day for meals (breakfast, lunch and dinner) and other miscellaneous expenses to cover sundry items; and further that Taxi and Parking expenses will be considered an eligible expense in addition to the \$50.00 allowance.

Per Diem – A per diem shall be paid to elected officials at a rate of \$200.00 per day or part thereof. The per diem shall include the first day and last day of the conference.

Expense Report – Following return from attendance at a conference or convention, an Expense Summary Report shall be completed and submitted for approval.

7. Social/Networking Events

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. Eg: ACS, Warden's Luncheon, Community Services Luncheon, Wine Festival, Chamber Events, golf tournaments.

The registration fee and the cost of tickets for a Municipal Social Related function (including spouse or guest) will be paid for by the municipality.

These expenses are covered under Council Receptions in the budget and are not part of the \$1000 limit for workshops/training/conferences.

These events are to be booked and paid for by the individual and reimbursed with associated receipts.

Council is not eligible for the per diem daily rate or part day rates for Social/Networking events.

8. Reimbursement of Expenses

All expenses are to be documented on an expense report with accompanying receipts and submitted to the Clerk for approval and tracking. The Clerk will submit these reports to Accounts Payable in a timely manner.

Compensation and eligible expenses for Council members will be prorated for the first month of office.