

POLICY MANUAL	POLICY NO. 1-7
For Municipality of South Dundas	EFFECTIVE DATE: February 2007 Revised: December 2010 Revised: November 2020
SUBJECT: Council Remuneration	DEPARTMENT: Council

PURPOSE

To provide for reasonable payment of expenses to members of Council of the Municipality of South Dundas in fulfilling their role as an elected representative, travelling to and attending approved seminars, conferences, and conventions, for the primary purpose of education and self-development of their role as a Member of Council, as well as for the promotion of the community.

POLICY STATEMENT

The Corporation of the Municipality of South Dundas will be responsible for the reimbursement of authorized expenses to the Members of Council incurred in connection with attendance at various seminars, conferences, workshops, conventions, directly associated with their duty as an elected official for the Municipality.

1.0 APPROVAL TO ATTEND

1.1 Council Business

Prior to attending any seminar, conference, workshop, convention, Council approval shall be given during the budget process.

1.2 Serving on Other Boards/Associations/Organizations, etc.

In such cases where Members are elected or appointed to serve on District Boards, Associations and/or related Organizations, the Member shall utilize the travel policy of such Board, Association or Organization, should such policy exist. The Municipality will only approve expenses in accordance with this policy provided such Board, Association or Organization does not also pay it. Such approval by Council shall be sanctioned by way of resolution to an upset limit of four (4) days with any additional days also requiring approval by resolution.

2.0 REGULAR COUNCIL BUSINESS

2.1 Annual Honorarium – Members will be paid an annual amount in monthly installments to compensate for their role on Council. This includes compensation for all regular Council Meetings, day to day Council business including constituent meetings and communications, meetings with Municipal Staff, and representing the Municipality at official functions.

2.2 Special/Committee of the Whole/Committee Meetings – Members will be paid for attendance at Special Council Meetings, Committee of the Whole and Committee meetings based on the submission of a monthly expense summary form.

2.2.1 Eligible Committee meetings include those where the Member has been appointed by Council resolution or By-law to represent the Municipality. Meetings will be paid based on minutes from the Committee meeting. Extracurricular meetings that may arise from a regular/special or committee meeting that advances the business of the Municipality may be considered for payment. Where the appointed member cannot attend a scheduled meeting, another member of Council may attend on their behalf and receive the per diem. Eligible special meetings include those where all members have been asked to attend.

2.3 Mileage Reimbursement – mileage will be reimbursed on a per kilometer basis to the Members, based on the submission of a monthly expense summary form, for the use of a personal vehicle on Municipal business.

3.0 CONFERENCES, CONVENTIONS, SEMINARS, ETC.

3.1 Registration Fee – full registration costs will be paid by the Municipality. As a general guideline Members shall be limited to attending two conferences/conventions per year unless deemed otherwise by Council.

3.2 Travel, Accommodation, Meals & Miscellaneous – flat rate per overnight stay required to a maximum of three nights as authorized by this policy. Reimbursement of expenses incurred in excess of maximum limit shall be made if accompanied by receipts and deemed to be in the best interests of the Municipality. Where overnight stay is not required, travel will be reimbursed at most

economical means and other reasonable expenses will be reimbursed upon submission of receipts.

3.3 Per Diem – Attendance at conferences and seminars will be paid a per diem rate up to a maximum of three days.

3.4 Accountable Travel Advance – requests for an advance for travel shall be made in writing at least one (1) week in advance of departure. Any such advance must be subsequently reflected in the final travel claim.

4.0 RESPONSIBILITIES

4.1 Clerk – shall ensure sufficient funds are included in the annual budget allocations for all Council expenses.

4.2 Council – shall from time-to-time approve a list of conferences, seminars and, conventions, deemed to be in the best interests of the Municipality for the Members to attend; shall also consider requests for attendance by Council members to attend conferences, seminars, conventions not previously approved.

4.3 Expense Claim Forms - shall be submitted on a prescribed form for appropriate approval by the last day of the month. Where previous claims are outstanding, no further advances or reimbursements shall be authorized or issued.

SCHEDULE TO COUNCIL REMUNERATION POLICY

<i>Annual Honorarium:</i>	as determined by By-law;
<i>Per Diem:</i>	the per diem rates for attendance at special/Committee meetings will be set by By-law;
<i>Mileage:</i>	the mileage rate will be as determined by by-law or resolution;
<i>Conferences/Conventions/Seminars:</i>	Travel, accommodation, meal expense and a per diem rate/day will be paid as determined by by-law;