

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, July 18, 2014				Report Date	Tuesday, July-15-14			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

## #18/07/14/1202 – Mileage, Council Expense Policy Review

**Subject:**

Review of Council mileage expense claim policy and direction on specific case.

**RECOMMENDATION:**

That Council review and formalize the rules for compensation for mileage.

**WHEREAS** policy exists to cover expenses for Council approved purposes and allows for pre-approval as well as consultation with staff for pre-approval;

**AND WHEREAS** car-pooling to reduce costs to the municipality is encouraged;

**AND WHEREAS** this second occurrence within less than one year indicates review might be warranted;

**THEREFORE BE IT RESOLVED THAT** Council does hereby agree to amend the mileage policy as presented;

**AND FURTHER THAT** the Treasurer is hereby authorized, despite the current policy, to compensate both Councillor Grills and Reeve Stewart for mileage and attendance at the North Renfrew Integrated Community Service Council meeting held on May 13, 2014.

**BACKGROUND/EXECUTIVE SUMMARY:**

- April 25, 2014 at the Council meeting staff was directed to contact Jennifer Kennedy to ask about participation in the North Renfrew Integrated Community Services Council of which our Council was previously not made aware.
- May 3, 2014 an email invitation to Council to attend the upcoming meeting to be held on May 13, 2014 was sent to staff and Council.
- Reeve Stewart and Councillor Grills both attended.
- At the May 23 meeting Councillor Grills was appointed as Council's representative to that committee.

When asked for quarterly expense reports Councillor Grills did not include the May 13<sup>th</sup> meeting; Reeve Stewart did. Noella has asked the Clerk for clarification and direction. As this is a policy issue which is not clear, it was suggested that the decision be made by Council.

Subsequently, as a result of some recent articles in the NRT concerning neighbouring municipalities it was suggested that our Council review and re-evaluate its policy.

The following was recently reviewed at the meeting of March 28, 2014 concerning the list of meetings to be compensated for. It must be acknowledged that the North Renfrew Integrated Community Services Council is a new committee.

*By-Law 2009-12 amended the by-law by allowing for specific committees and training and education.*

1. *THAT by-law 2007-08 be amended by adding as Clause 5. f. the following: "That for attendance at all regular Library Board, CPAC, Economic Development, Family Health Team, Visitor's Centre and Auto-Extrication meetings (or their successors) a per meeting rate of \$30 for 2009, will be paid to the Council member (or designate) appointed to that committee."*

2. *THAT by-law 2007-08 be further amended by adding as Clause 5. g. the following: "That for attendance by a member of Council at pre-approved training courses, seminars or conventions lasting more than 3 hours; a daily rate of \$75 for 2009, will be paid. There will be a maximum of 15 such paid sessions in any calendar year to be shared amongst all members for an average of 3 sessions per Council member."*

3. *THAT by-law 2007-08 be further amended by adding as Clause 5. h. the following: "That for ease of implementation, it shall be the responsibility of each Member of Council to inform the Treasurer of the number of pre-approved meetings or special events attended each quarter in order to receive compensation."*

## Options/Discussion:

### Part 1

Compensation for the May meeting considerations:

1. Policy exists re: pre-approval and requirement for discussion with the Clerk;
2. Car-pooling;
3. Two attendees – different submissions – rules should be applied uniformly whatever the decision is to be;
4. From the Report for the meeting dated Thursday, August 22, 2013...*"Since this is not a usual or frequent occurrence and the mileage budget will easily accommodate these expenses it is staff recommendation that compensation be made for both claims, understanding that in the future, shared transportation is the preferred method to keep Council costs in check. The policy states quite clearly that if an individual chooses not to car-pool, they will not be compensated."*

### Part 2

Copies of the current policy with suggested amendments are attached for your review. The enclosed draft of amendments to the Mileage by-law is presented for consideration and adoption.

## Part 3

It is further recommended that a full review of the Council Honorarium By-Law be undertaken with a goal to simplify calculations, meetings and amounts. The By-Law served its purpose but modifications and amendments made over the past 8 years have made it difficult to read and understand. Included is the original by-law from 2007 along with amendments in 2008 and 2009, with further amendments this March for 2014 of...

*"THEREFORE BE IT RESOLVED THAT the per meeting compensation rate be amended to equal 1/16 of the available per meeting amount of compensation and therefore be set at \$112.03 per Council meeting with \$31.99 the rate per "outside" meetings for the 2014 calendar year;*

Most amendments are included for your review with this package. If Council members feel that this is worth attention, you can provide direction at this meeting so that a draft may be prepared for the next.

With the potential for a new Council being elected in the fall, it is an appropriate time to make any significant changes to this by-law.

If there is something specific you would like to see addressed, besides simplification, please submit.

### **Financial Considerations/Budget Impact:**

1. Compensation for this claim - minimal costs, easily accommodated in the budget;
2.  $76 \text{ km} \times .54 = \sim \$41$  per attendee.

### **Policy Impact:**

Not as per current policy.  
Policy under review.

### **Others Consulted:**

Noella LeBreton, Treasurer.  
Policy Review recommended by Councillor Grills.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk