



## **THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**

### **POLICY AND GUIDELINES FOR COMPENSATION for TRAVEL & MILEAGE**

#### **POLICY**

1. Employees are entitled to compensation and reimbursement for expenses for time spent away from their regular jobs to attend a pre-approved meeting, conference, or education seminar on behalf of the municipality.
2. All Members of Council and staff are entitled to compensation for mileage under certain pre-authorized conditions at a rate to be determined from time to time by Council via By-law.
3. Mileage shall not be paid to any member of Council attending any meeting of any committee within the boundaries of Head, Clara & Maria.

#### **GUIDELINES**

1. All members of Council and staff are entitled to compensation for mileage when they have travelled to attend a pre-authorized meeting or function outside the boundaries of the Municipality.
2. ~~Staff and Council~~~~You~~ are required to provide ~~thei~~~~your~~ own means of transportation to travel to the venue of the approved meeting/training/convention etc.
3. ~~You~~~~Eligible recipients~~ will be compensated the current mileage rate for the return direct distance between ~~the~~~~your~~ regular place of employment or residence and the location of the course.
4. For authorized travel, Council members and employees shall be compensated for meal allowance upon submission of dated receipts as per the Business Expense policy and the Council Honorarium By-Law.
5. For travel within 100 km one way from Stonecliffe, the Council Member or employee will be compensated for mileage. In this instance ~~the individual is~~~~you~~ are encouraged to bring ~~thei~~~~your~~ own lunch if it is not provided. Failing to do that, costs are ~~the individual's~~~~your~~ responsibility.
6. Additionally, ~~employees~~~~you~~ will be compensated at ~~their normal~~~~your~~ hourly rate for ~~you~~ travel time. This will be calculated upon the direct distance between ~~the~~~~your~~ normal place of work and the location of the course.
  - 6-a. For trips less than 100 km compensation will be for travel time only. For trips over 100 km, compensation will include time for appropriate refreshment/fuel breaks.

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7. ~~You~~ ~~Employees~~ will be compensated at ~~the appropriate~~~~your~~ hourly rate for the time ~~you~~ spend~~t~~ in the course. Please note travel and attendance time on ~~your~~ pay sheets.

~~7-8.~~ Council will be compensated as per the honorarium by-law as amended from time to time.

9. ~~Employees~~~~You~~ will be required to present a brief summary to the Clerk on the content of the training ~~you have~~ received, focusing on issues that require attention in our municipality/workplace, especially those that are legal requirements that we might not have been previously aware of.

~~8-10.~~ Members of Council are required to submit a written report to the Clerk to include in the next regular meeting package.

~~9-11.~~ Having regard to the fact that the Head of Council, when attending, ex-officio, meetings of any Committee, Board or Commission, established outside municipal boundaries, to which a person has already been appointed to represent Council, the Head of Council is then only functioning as an observer and therefore shall be bound by the guideline detailing carpooling, e-in clause #11.

12. Mileage may be paid to a member of Council or employee attending to municipal business within municipal boundaries when it is not the usual order of business.

~~10-a.~~ Example: an employee or member of Council is requested to travel at his/her own expense to Deux Rivieres to inspect some type of municipal infrastructure or attend a public meeting.

~~11-13.~~ Whenever possible, all members of Council and staff shall car-pool wherever possible. Those who do not choose to car-pool when it is available, shall travel at their own expense.

~~12-14.~~ When a situation arises where time is of the essence and there is no time to obtain authorization from Council, the member interested in compensation for travel may discuss the issue with the Clerk. The member and the Clerk will determine whether the meeting/function is compensable based on past practise and relevance of the meeting topic to the municipality.

~~13-15.~~ Mileage and expense claims shall be submitted on approved forms to the Treasurer and paid monthly.

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