



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

### APPENDIX A TO By-Law 2014-16 Council Mileage Reimbursement Guidelines

#### POLICY

1. Council members are entitled to compensation and reimbursement for expenses for time spent attending a pre-approved meeting, conference, or education seminar on behalf of the municipality.
2. Members of Council 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 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. Council members are required to provide their own means of transportation to travel to the venue of the approved meeting/training/convention etc.
3. Eligible recipients will be compensated the current mileage rate for the return direct distance between the regular place of employment or residence and the location of the course.
4. For authorized travel, Council members 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 will be compensated for mileage. In this instance the individual is encouraged to bring their own lunch if it is not provided. Failing to do that, costs are the individual's responsibility.
6. Council members will be compensated on a per meeting basis as per the honorarium by-law as amended from time to time.
7. Members of Council are required to submit a written report to the Clerk to include in the next regular meeting package on the content of the training received, focusing on issues that require attention in our municipality/workplace, especially those that are legal requirements of which we might not have been previously aware.

8. 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.
9. Mileage may be paid to a member of Council attending to municipal business within municipal boundaries when it is not the usual order of business.
  - a. Example: a 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.
10. Whenever possible, all members of Council shall car-pool wherever possible. Those who do not choose to car-pool when the opportunity is available, shall travel at their own expense. This is to prevent the compensation of numerous mileage claims to the same venue.
11. 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.
12. Mileage and expense claims shall be submitted on approved forms to the Treasurer and paid monthly.