

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH/CARDINAL**

**BY-LAW NO. 2019-63**

**“A BY-LAW TO ESTABLISH RULES FOR REIMBURSEMENT OF ELIGIBLE  
EXPENSES OF MEMBERS OF COUNCIL AND MUNICIPAL STAFF”**

**WHEREAS** Section 283(1) and (2) of the Municipal Act, 2001, SO 2001, c. 25 as amended provides that a municipality may pay any part of the remuneration and expenses of the officers and employees of the municipality;

**AND WHEREAS** the Council of the Corporation of the Township of Edwardsburgh/Cardinal deems it advisable to adopt a policy which established the rules for reimbursement of eligible expenses of members of Council and municipal staff;

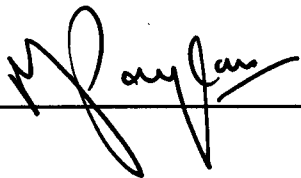
**NOW THEREFORE** the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. That the Council Reimbursement of Expenses Policy, as described in Schedule “A” attached hereto and forming part of this by-law, is adopted.
2. That the Municipal Staff Reimbursement of Expenses Policy, as described in Schedule “B” attached hereto and forming part of this by-law, is adopted.
3. That all previous by-laws and resolutions to establish rules for reimbursement including By-law 2017-29 are hereby repealed.
4. That this by-law shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 28<sup>th</sup> day of October, 2019.

Read a third and final time, passed, signed and sealed in open Council this 28<sup>th</sup> day of October, 2019.

\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Deputy Clerk



**SCHEDULE A  
TO BY-LAW 2019-  
COUNCIL EXPENSES**

**1. Purpose:**

To establish a policy by which members of Council are compensated for eligible expenses incurred in the course of Township business.

**2. Scope:**

Schedule A of the policy applies to members of Council.

**3. Responsibility:**

It is the responsibility of each Council member to ensure compliance with this policy.

**4. Insurance:**

Council members shall be provided insurance while on duty, including errors and omissions insurance as per the terms and conditions specified in the Township's insurance policy, as amended from time to time.

**5. Council Remuneration:**

As per Council Resolution 2010-188, effective January 1<sup>st</sup>, 2011, an annual remuneration shall be paid to each member of Council:

Mayor	\$15,000.00 per annum
Deputy Mayor	\$12,000.00 per annum
Councillors	\$10,000.00 per annum

Such remuneration shall be paid monthly on the 1<sup>st</sup> payroll of each month. Effective January 1, 2020 and annually thereafter, a cost of living increase shall be applied to the honouararium based on the OMERS pension annual inflation increase. In the event of the death of a Council member or upon his/her ceasing to be a member of Council for any reason before the expiration of his/her term of office, the amount payable to him/her or their personal representative, shall be in proportion to the period of his/her service during such time.

**6. Expenses:**

- a. Each Council member shall be provided with an Expense Account in the following amounts to be used for conferences, meetings and seminars. Eligible expenses for conferences and seminars shall include registration, transportation, accommodation and meals, if not included in the registration fee.

Mayor	\$5,000.00
Deputy Mayor	\$4,000.00
Councillors	\$3,500.00

- b. Transportation costs for members of Council shall be based on the most economical fare. Transportation options may include but are not limited to:

- Rail
- Air
- Rental car
- Use of Township fleet vehicle when practical
- Use of personal vehicle

- c. The current mileage rate, as per Council Resolution 2008-570, is 0.465 per kilometer for use of personal vehicle by members of Council. This rate is subject to change from time to time at Council's discretion by resolution of Council and shall not require an amendment to this bylaw.
- d. Parking, taxi, toll highway charges and public transportation fees are eligible for reimbursement upon provision of a supporting receipt.
- e. If an overnight stay is required in connection with attending a function, accommodation may be reimbursed at a rate in accordance with the room rates charged for the function, or at the hotel's rate for a standard room, whichever is less. An original receipt from the hotel, showing the dates of the stay and detailing all expenses must be provided. Charges for parking and internet access may be reimbursed. Credit or debit card receipts or statements are not acceptable as receipts.
- f. Meals not provided as part of the conference, meeting or seminar fee are eligible for reimbursement to a daily cumulative maximum of \$90.00 with supporting original receipts, but shall not include the purchase of alcohol. Expenses in excess of the \$90.00 per day must be supported by receipts and require the approval of the Mayor for members of Council. The per day meal allowance will be provided on a once per 24 hour period basis and shall be pro-rated by 50% if the travel starts after or concludes before noon. Spouses may accompany a member of Council providing any additional expenses are paid for by the member.
- g. Entertainment expenses are not eligible for reimbursement.
- h. All expenses shall be reimbursed upon submission of a completed and signed Expense claim form accompanied by original invoices, vouchers, or receipts. Credit Card slips or statements, or Interac payment slips are not acceptable as receipts. The form shall be submitted within a reasonable time after the conference or seminar or by the 15<sup>th</sup> of each month in order to be included in the monthly council cheque run.
- i. Council members shall submit/present to the Committee of the Whole a post-conference written or verbal report outlining the highlights of the sessions they attended.
- j. The Mayor shall have the option of being provided with a Township issued cell phone, as per the Township's corporate phone plan and policy for the conduct of Township related business activities of the Corporation, the cost and maintenance of which will be funded from the Council budget.
- k. Members of Council shall be provided with a Township email address, to be used for all Township related business. The cost of this service will be included in the IT budget for Council.
- l. Members of Council shall be provided with a mobile device/tablet once at the start of the Council term for their use on Township related business. At the end of the term of Council, for members not returning, all Township related information shall be removed from the device and the device may be purchased by the member for his/her personal use for a nominal sum.
- m. Members of Council who do not wish to use a mobile device or tablet may expense other office supplies to the maximum equivalent expenditure over the term. Receipts must be provided.

**7. Reports:**

- a. Each year by March 31<sup>st</sup>, the Treasurer shall provide Council with an itemized statement of Council remuneration and expenses for the prior year as legislated in Section 284 of *The Muncipal Act, 2001*. This report will include any person appointed by council to serve as a member of any body, including a local board. This report will be posted on the Township website.
- b. A standardized expense report will be provided by the Treasurer to the Committee of the Whole on a quarterly basis for their review which shall include separate columns tracking conference expenses, mileage, professional development and other expenses. This report will be updated on the Township website.

**8. Policy Review:**

This policy shall be reviewed in the first year of each term of Council.

**SCHEDULE B  
TO BY-LAW 2019-  
MUNICIPAL STAFF EXPENSES**

**1. Purpose:**

To establish a policy by which staff members are compensated for eligible expenses incurred in the course of Township business.

**2. Scope:**

Schedule B of the policy applies to members of Township staff.

**3. Responsibility:**

It is the responsibility of each department manager to ensure compliance with this policy.

**4. Expenses:**

- a. Eligible expenses for conferences and seminars shall include registration, transportation, accommodation and meals, if not included in the registration fee.
- b. Transportation costs for staff shall be based on the most economical fare. Transportation options may include but are not limited to:
  - Rail
  - Air
  - Rental car
  - Use of Township fleet vehicle when practical
  - Use of personal vehicle
- c. The current mileage rate, as per Council Resolution 2008-570, is 0.465 per kilometer for use of personal vehicle by members of Township staff. This rate is subject to change from time to time at Council's discretion by resolution of Council and shall not require an amendment to this bylaw.
- d. Parking, taxi, toll highway charges and public transportation fees are eligible for reimbursement upon provision of a supporting receipt.
- e. If an overnight stay is required in connection with attending a function, accommodation may be reimbursed at a rate in accordance with the room rates charged for the function, or at the hotel's rate for a standard room, whichever is less. An original receipt from the hotel, showing the dates of the stay and detailing all expenses must be provided. Charges for parking and internet access may be reimbursed. Credit or debit card receipts or statements are not acceptable as receipts.
- f. Meals not provided as part of the conference, meeting or seminar fee are eligible for reimbursement to a daily cumulative maximum of \$90.00 with supporting original receipts, but shall not include the purchase of alcohol. Expenses in excess of the \$90.00 per day must be supported by receipts and require the approval of the CAO for members of Township staff. The per day meal allowance will be provided on a once per 24 hour period basis and shall be pro-rated by 50% if the travel starts after or concludes before noon. Spouses may accompany staff members providing any additional expenses are paid for by the member.
- g. Entertainment expenses are not eligible for reimbursement.

- h. All expenses shall be reimbursed upon submission of a completed and signed Expense claim form accompanied by original invoices, vouchers, or receipts. Credit Card slips or statements, or Interac payment slips are not acceptable as receipts. The form shall be submitted within a reasonable time after the conference or seminar or by the 15<sup>th</sup> of each month in order to be included in the monthly council cheque run.

**5. Policy Review:**

This policy shall be reviewed in the first year of each term of Council.