

	Policy:	Council Remuneration and Expense Policy
	No.:	GOV-03
	Effective Date:	
	By-Law No.:	
	Review Date:	

1.0 POLICY STATEMENT

The Township of Lanark Highlands recognizes the efforts made by members of Council in serving their constituency and acknowledges that there are costs and expenses associated with fulfilling these duties.

The purpose of this policy is to consolidate remuneration amounts and formalize expense reimbursement and reporting procedures for members of Council.

2.0 SCOPE

This policy applies to all members of Council.

3.0 DEFINITIONS

In this policy:

Council shall mean the duly elected Municipal Council of the Township.

Township shall mean The Corporation of the Township of Lanark Highlands.

4.0 ROLES AND RESPONSIBILITIES

Council and Chief Administrative Officer

4.1 The Council and Chief Administrative Officer are responsible for ensuring compliance with this policy.

5.0 SPECIFIC DIRECTIVES

Annual Remuneration

5.1 The base remuneration for members of Council for the Corporation of the Township of Lanark Highlands shall be, commencing January 1st, 2022 **2025**, as follows:

Reeve	\$25,422.87	28,769.87
Deputy Reeve	\$46,303.01	18,449.34
Councillor	\$ 14,351.87	16241.29

- 5.2 The annual remuneration shall be all inclusive, but not necessarily be limited to, attendance at all Council, Committee, Board or other Township meetings as required.
- 5.3 The Council remuneration will automatically change (on an annual basis) in accordance with the previous year's Ontario Consumer Price Index (O.C.P.I). The prior year's calculation will be done on an October to October basis.

Travel Expenses

- 5.4 Members of Council shall ~~receive an allowance~~ **be reimbursed for** travel expenses incurred while ~~on~~-conducting Township business. ~~Said rate is to be set~~ Reimbursement shall be provided in accordance with the Township's Human Resources Policy (~~Schedule "I"~~), as amended from time to time.
- 5.5 Examples of **eligible** Township business include, but ~~shall~~ are not limited to, attendance at municipal meetings, site visits with constituents, or other duties carried out on behalf of the Township, whether within or outside its geographic boundaries, ~~etc.~~

Computer Allowance

- 5.6 ~~The Township recognizes that members of Council require the aid of a computer and associated resources in order to fulfill their municipal duties.~~
- 5.7 ~~Members of Council shall receive an annual computer allowance an amount determined during the annual budget process. Said allowance shall be paid to Council members at the completion of the annual budget exercise.~~

Convention/Seminar/Training Session Attendance

- 5.8 Council members shall, prior to attending any conference, seminar or training session, advise Council of their intentions accordingly. Notice of attendance shall be given by the member attending the conference/seminar or training session at a regular or special meeting of Council or the Committee of the Whole.

Convention/Seminar Expense

- 5.9 Members of Council shall receive a daily expense allowance of \$225.00 per full or part day attendance while engaging in Township business or participating in a conference or other training session.
- 5.10 Spouses or others shall not be reimbursed for any expenses associated with attendance at any event with a member of Council.
- 5.11 In addition to the daily expense allowance of \$225.00, the following expenses shall be eligible for reimbursement:
- a) Travel, either by commercial carrier or by the member's personal vehicle, reimbursed at the rate set out in Schedule "I" of the Township's Human Resources Policy;

- b) Taxi transportation while at the location;
- c) Reasonable accommodation costs, comparable to the conference / seminar hotel rates;
- d) Conference, seminar or other training fees;
- e) Any expenses related to text and course materials;
- f) Necessary sundry items;

5.12 Receipts shall be required to support the Council members claim for reimbursement of any of the above expenses, other than the daily expense allowance of \$225.00 and any claim for mileage.

Convention/Seminar Reporting

5.13 A "Round-table" discussion led by the conference / seminar / training session attendee will be held at the Committee of the Whole meeting following the conference / seminar session.

5.14 If requested, conference / seminar attendees will make available any hand-outs and other materials obtained at the conference or seminar.

OMERS

5.15 Unless ineligible for any reason, members of Council shall participate in the Ontario Municipal Employees Retirement System (OMERS) as set out by By-law No. 2003-444.

Monthly Expense Claims

5.16 Regular expense claims shall be submitted monthly, within ten (10) working days of the end of the previous month, to the Accounts Payable / Payroll / Benefits Clerk.

5.17 Expense claims shall be submitted using the template provided by the Township or an approved alternative.

5.18 Eligible expenses shall generally be reimbursed within thirty (30) days of receipt in the format chosen by the Council member. Routine in-kind contributions that fall within Township capacity may be approved by staff.