



## BY – LAW No. 15-64

### **The Corporation of the United Counties of Leeds and Grenville**

#### **A BY-LAW TO PROVIDE REMUNERATION AND EXPENSES FOR MEMBERS OF COUNCIL OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND MEMBERS OF ITS LOCAL BOARDS**

**WHEREAS** Section 283 of the Municipal Act R.S.O. 2001, Chapter 25, provides authority for a municipality to pay remuneration and expenses to the members of council and any local board(s) of the municipality.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:**

#### **1. Requirement for Remuneration**

The Warden or member of Council must be present at a meeting or on sanctioned Counties' business to receive his/her per diem and mileage for Council sessions, committee meetings, conferences, or official Counties' business.

#### **2. Payment of Remuneration**

##### **a) Payment of Remuneration to the Warden**

For the period December 1<sup>st</sup> to November 30<sup>th</sup>, the Warden shall receive a remuneration each year as per Schedule "A" and be paid in equal amounts on a bi-weekly basis. The remuneration includes attendance at the regular monthly scheduled meetings for Committee of the Whole, Council, and Joint Services Committee (JSC) meetings. In addition, the remuneration shall cover up to two additional core meetings held in the month (Example: special Committee of the Whole, Council, or JSC meetings).

In the event other meetings occur on the same day (between 8 a.m. – 4 p.m.) as any of the above named meetings, the per diem is paid only once, and only the cost of additional mileage and/or meals may be reimbursed.

In the event the Warden is absent from any of the above meetings in excess of five during the period December 1<sup>st</sup> to November 30<sup>th</sup>, an amount equal to the daily per diem as outlined in Schedule "A" of this by-law shall be deducted from the November remuneration.

**b) Payment of Remuneration to Members of Council**

For the period December 1<sup>st</sup> to November 30<sup>th</sup>, members of Council shall receive a remuneration each year as per Schedule "A", and be paid in equal amounts on a bi-weekly basis. The remuneration includes attendance at the regular monthly scheduled meetings for Committee of the Whole, Council, and Joint Services Committee (JSC) meetings. In addition, the remuneration shall cover up to two additional meetings held in the month (Example: special Committee of the Whole, Council, or JSC meetings).

In the event other meetings occur on the same day (between 8 a.m. – 4 p.m.) as any of the above named meetings, the per diem is paid only once, and only the cost of additional mileage and/or meals may be reimbursed.

In the event a member of Council is absent from any of the above meetings in excess of five in the period December 1<sup>st</sup> to November 30<sup>th</sup>, an amount equal to the daily per diem as outlined in Schedule "A" of this by-law shall be deducted from the November remuneration.

**c) Appointees to Local Boards/Committees**

Local board/committee appointees are persons other than the Warden and members of Council who are appointed to United Counties of Leeds and Grenville local boards or committees.

Appointees to the Counties' local boards/committees shall be paid in accordance with Schedule "A" of this by-law.

**d) Per Diem Remuneration**

The per diems are established as follows with amounts as outlined in Schedule "A".

Mornings	(8:00 a.m. - 12:00 p.m.)
Afternoon	(12:00 p.m. - 4:00 p.m.)
Meetings after 4 p.m.	
Daily	(8:00 a.m. – 4:00 p.m.)
Convention Per Diem	

**3. Annual Increase**

Remuneration to the Warden and members of Council as outlined in Schedule "A" of this By-law shall be increased annually effective January 1<sup>st</sup> of each year (or other date specified) by the same percentage increase provided to non-union staff.

**4. Mileage for Attendance at Meetings**

- a) The Warden and members of Council shall receive the same mileage rate as is approved for County Officers and staff, as amended from time to time. They shall be entitled to the mileage rate for the kms travelled, roundtrip from their home, for the performance of their Council and Committee duties.
- b) In addition to the same mileage as is paid in 4(a), the Warden will be paid additional mileage remuneration for the year, for 4,800 km at the same mileage rate as non-union staff. The additional mileage will be paid semi-annually.
- c) Appointees to the Counties' local board/committee shall receive the same mileage rate as is approved for non-union staff, as amended from time to time. Appointees to local boards/committees shall be entitled to the mileage rate for the kms travelled, roundtrip from their home, for the performance of their local board/committee duties.

**5. Payment For Conferences**

Expenses related to the Warden and members of Council's attendance at conferences shall be as follows:

**a) Accommodations:**

Staff will make reservations for accommodations where applicable, and will attempt to obtain the best value while taking into account the location of the conference and any special needs of the members of Council. The accommodations and parking will be covered 100% by the Counties. Additional expenses charged to a room will be reimbursed by the member of Council.

**b) Registration:**

Staff will register the Warden and members of Council for conferences and these costs will be covered 100% by the Counties. Costs will not be covered for banquet tickets, etc. that are an additional cost above the registration cost.

**c) Expense Per Diem:**

The Warden and members of Council shall receive \$100.00 per day for expenses (meals, etc.).

**d)** Any costs for the spouses/companions program shall be paid by the member of Council.

**e) Travel**

**General:**

Travel expenses shall be based on actual costs pursuant to the following policies:

1. The Warden and members of Council may travel by any of the following means:

- a. own vehicle
- b. rental vehicle
- c. train
- d. airplane
- e. bus
- f. taxi

In the case of public transportation, the costs of parking at the station/airport and mileage to/from the station/airport shall be included (this could be a combination of modes of travel).

2. The Warden and members of Council should use the least expensive means of transportation except under the following conditions:

- a. during winter months when road conditions may be hazardous

- b. if timing is an issue
- c. if travel includes other costs that may be expensed separately but together ensures value
- d. other extenuating circumstances as approved by the Warden.

**Own Vehicle:**

1. Reimbursement shall be made at the per kilometre rate established for non-union staff.
2. The mileage rate shall be measured as a roundtrip from the Warden and member of Council's home to the conference site and return.
3. It is the responsibility of the Warden and members of Council to cover all motor vehicle expenses related to maintenance, fuel, licensing, proper insurance coverage and any and all other expenses incidental to the operation of the motor vehicle.
4. The Counties shall not cover any expenses relating to the following:
  - a. vehicle towing charges
  - b. any fines or charges issued by Police or any enforcement agency under any legislation, including parking violations.
5. If the Warden and members of Council are travelling together in one vehicle, mileage will only be paid to one person presumably the owner of the vehicle.
6. Toll road charges such as 407 ETR will be reimbursed upon submission of the receipt or invoice.

**Other means of travel:**

1. The Warden and members of Council shall be required to submit invoices or proper vouchers for the costs of such travel.
2. The costs of cancellation insurance shall not be acceptable costs unless there is a high chance the trip would be cancelled.

The Warden and members of Council are permitted to attend their choice of two conferences or seminars held in the Province of Ontario, annually.

- Association of Municipalities of Ontario (AMO) Conference
- Association of Ontario Counties and Regions (ACRO) Conference
- Ontario Good Roads/Association of Rural Municipalities of Ontario (OGRA/ROMA) Conference
- Eastern Ontario Municipal Conference (EOMC) Conference
- Any other conference or seminar directly related to the services provided by the Counties

Council may authorize members to attend an additional conference or seminar related to a committee.

The Warden is permitted to attend additional conference/seminars during his/her term of office, as required.

The Warden has the authority to delegate any member(s) of Council to attend a conference or seminar where the member(s) has reached his/her quota for the year.

## **6. Payment for Participation on Associations/Organizations**

From time to time, the Warden and members of Council may be appointed or wish to participate on an association or organization (i.e. Eastern Ontario Wardens' Caucus, Association of Municipalities of Ontario, Federation of Canadian Municipalities). Where Council has endorsed the appointment, the member shall receive reimbursement of all expenses, upon the submission of receipts, in association with their attendance at meetings, conferences, and work with the association. Expenses will be net of any expenses paid by the association/organization.

The member appointed to the association will also receive the appropriate meeting per diem for their attendance at functions.

No expenses for alcohol will be reimbursed by the Counties.

7. Schedule "A" to this by-law shall be updated annually by the Clerk.
8. By-law 07-62, 08-25 and any other By-laws, parts of By-laws, contrary to or inconsistent with this By-law are hereby repealed.
9. This By-law is effective July 1, 2015.

By-law read a first, second and third time and finally passed this 19<sup>th</sup> day of November, 2015.



David Gordon, Warden



Lesley Todd, Clerk

**SCHEDULE "A: TO BY-LAW NO. 15-64**

	<b>TYPE OF REMUNERATION</b>	<b>2017 AMOUNT</b>
Warden	Honourium	\$41,806.70
Members of Council	Honourium	\$22,854.26
Warden and Members of Council	Morning	\$86.56
Warden and Members of Council	Afternoon	\$86.56
Warden and Members of Council	After 4	\$86.56
Warden and Members of Council	Full Day Per Diem	\$173.14
Warden and Members of Council	Conference per Diem	\$173.14
UCLG Appointees to Local Boards/Committee	Meeting Per Diem	\$127.50

*Updated March 20, 2017*