



<b>Title:</b>	<b>Council Remuneration and Expense Policy</b>		
<b>Policy Group:</b> <b>Your Government and People</b>	<b>Policy Administrator:</b> <b>Corporate and Legislative Services</b>		
<b>Resolution No.</b> <b>CW-20-2023</b>	<b>Policy Number:</b> <b>CLS-08</b>		
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## 1. Purpose

- a) The purpose of this Policy is to provide guidelines for the Mayor and Members of Council with respect to remuneration required in official capacity as a Member of Council.
- b) This policy also provides consistent rules for Members of Council as to how expenses will be addressed, and establishing the procedures for how expenses will be reimbursed for those appointed by Boards or Advisory Committees where expenses are eligible in their terms of reference.

## 2. Scope

- a) Members of Council who receive compensation as per the Municipal Act.
- b) While this policy is focused on Members of Council, the policy and procedures related to expenses may be applied to advisory committee and board members for the County of Prince Edward where they are given authority by Council to claim for expenditures.

## 3. Legislative Authority and Principles

- a) Municipal Act
- b) When interpreting this Policy, the following principles should be kept in mind:
  - i. Autonomy of Council - Council, as the decision-making body of The County, is separate and distinct from County administration.
  - ii. Integrity of Council - The interest of Council as a whole takes precedence over the personal interests of individual Members of Council.

- iii. **Accountability** - Since Members of Council use public funds when they perform their duties, the public expects public funds to be used prudently. Members of Council are the stewards of County resources and are ultimately accountable to the public and their constituents for the type and level of expenses they incur. Members of Council expenses must be reasonable and reflect what the public expects of an elected official.
- iv. **Transparency** - The public has a right to know how public funds allocated to Members of Council are spent. The public's right to Council expense information must be balanced against the need to protect privacy and personal information, and allow time for proper accounting and reconciliation of expenses.

#### 4. Definitions

- a) **Allowable or Eligible Expense** - shall mean an expense that is provided for in this Policy.
- b) **Ineligible Expense** - shall mean an expense that is not provided for in this Policy.
- c) **Business travel** shall mean travel authorized by the appropriate level of authority. Such travel meets the requirements for payment or reimbursement from public funds, as described in this policy.
- d) **Child** shall mean a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of their family, as outlined in the Municipal Conflict of Interest Act
- e) **Conference** means a conference or convention of one or more day's duration, hosted by an external organization.
- f) **Care of a dependent** can involve caring for a young child, supporting a direct family member with a disability or attending to someone's needs at the end of life. For the purposes of this policy, care will only be applicable to a direct family member (parent, spouse or child) utilizing the definitions of each in the Municipal Conflict of Interest Act. Care can only be expensed during official Council and committee/board meetings. Care equates to care of a dependent, time, and does not include expenses related to medical bills, meals, etc.
- g) **Health Care Spending Account (HCSA)** means an alternative to conventional group health and dental plans and offers more flexibility. The HCSA is administered by the insurer in a way similar to other traditional health and dental benefit plans would be, but for is a set amount.
- h) **Parent** means a person who has demonstrated a settled intention to treat a child as a member of their family.

- i) **Per diem** means a fixed allowance for Members of Council attending a conference/seminar/workshops or similar.
- j) **Professional development opportunities** means programs that are relevant to a Member of Council's role/duties and relates to County business such as:
  - seminars;
  - professional education and development programs;
  - skills development programs;
  - business development, trade missions, research/study trips; and,
  - County business or other travel requested by the County.
- k) **Telecommunications Equipment** - shall include all equipment capable of transmitting over landlines and/or wireless modes.
- l) **Social Media** means websites and applications that enable users to create and share content or to participate in social networking used for County purposes.
- m) **Spouse** means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.
- n) **Stationery** means commercially manufactured writing materials, including cut paper, envelopes, writing implements, continuous form paper, printing cartridges, and other office supplies. Stationery includes materials to be written on by hand or by equipment such as computer printers.
- o) **Website** shall mean a site on the World Wide Web that contains information of interest to the constituents of a Member of Council.
- p) **Workshop/webinars** mean a meeting at which a group of people engage in intensive discussion and activity on a particular subject or project. Can be in-person or virtual.

## 5. General

- a) Council Compensation
  - i. This section shall be considered when establishing Council remuneration.
  - ii. Council remuneration shall be adjusted annually by an amount equal to the Consumer Price Index (Cost of Living) as determined by Statistics Canada, as averaged over the previous twelve months. Committee/Board Chair compensation will be adjusted annually based on the same formula.
  - iii. The Director of Finance/Treasurer must report to Council, no later than the end of November each year, as to the amount of the Consumer

Price Index and the annual remuneration that will be paid to all members of Council for the next calendar year.

iv. Council compensation review:

- i. should be conducted to evaluate the remuneration rates to members of Council as well as Committee/Board Chairs of the County of Prince Edward, in each Council's third year of the term in order ensure compensation rates are appropriate to current market conditions.
- ii. should include a comparison of municipalities with similar population as well as tourism, scope of services, geographic proximity, and size/density parameters.
- iii. The Director of Finance/Treasurer or Director of Corporate and Legislative Services shall submit a report, with recommendations to a Council in order to set compensation more appropriate to current market conditions, by November.

- b) Eligible expenses or reimbursements by the County and provided to a Member of Council will be charged to the Mayor & Council Budget.
- c) Reimbursement or payment by the County will not be made to a Member of Council if it is not specifically provided for in this Policy.
- d) No remaining current budget allocations or allowances can be carried forward into future years.
- e) Individual Members of Council shall not use County funds to make individual grants or donations to organizations or persons for any form of sponsorship or fundraising.
- f) Detailed listings of Council expenses are prepared on a yearly basis for each Member of Council and publicly disclosed on an agenda before March 31, in accordance with Section 284 in the *Municipal Act*.

## 6. Professional Development

- a) Professional development is encouraged for matters that are relevant to a Member of Council's role/duties and relates to County business such as:
  - conferences;
  - seminars;
  - professional education and development programs;
  - skills development programs;
  - business development, trade missions, research/study trips; and,
  - County business or other travel requested by the County.

- b) Expenses shall include actual accommodation costs, registration costs, travel or mileage if applicable, hotel internet charges and meals if not provided by conference event and where such expenses are not otherwise claimed or paid for by another person or body.

## **7. Authorization/Payment Approval**

- a) The Council Kilometrage and Expense Form is to be completed by the Traveler, itemizing all expenses and receipts and the amounts claimed as soon as possible after the travel has occurred. In the case of regular travel, this must be claimed monthly at a minimum. All expense claims are due on December 31st of each year for any expenses incurred in that calendar year. Cut off dates for year-end processing as determined by the Treasurer are to be adhered to.
- b) Extraordinary circumstances that cannot meet the requirements of this Policy will be considered by the Mayor as the case may be:
  - a. Mayor
    - i. No authorization or approval is required. Payment to Mayor to be approved by CAO, if there is a discrepancy with policy.
  - b. Councillors
    - i. None required, other than budget. Reviewed by the Mayor and approved by the CAO, if there is a discrepancy with policy.

## **8. Permitted Expenses**

- a) Kilometrage
  - i. Travelers will be reimbursed in accordance with this policy for business related travel and expenses by the submission of the approved form with appropriate receipts. The signature on the Council Mileage & Expense Form is an oath that is provided by the claimant that the claim is accurate and only applies to business travel on behalf of the County.
  - ii. Kilometrage shall be paid based on the approved kilometrage rates in accordance with the annual Canada Revenue Agency (CRA) in effect at the time of travel, and will be updated annually as the CRA publishes the approved rate.

- iii. Accident Reporting - Accidents shall be reported immediately to local law enforcement authorities, the rental car agency, the person's insurance company, and the CAO.
- b) The Mayor shall have the delegation of authority to authorize and incur expenses associated with entertaining guests related to municipal activities.
- c) Councillors reimbursement for meals and associated expenses for Council approved professional development and municipal activities are considered an eligible expense. The meal allowance shall be reduced when some or all meals are provided by the conference or event organizers;
- d) Supplies and materials necessary to conduct the duties of the office.
- e) Professional Development Opportunities
- f) Stationery/Office Supplies
  - i. Reimbursement of printing cartridges shall be limited to 66% of the cost.
  - ii. paper, nominal computer supplies, postage, pens, etc.
- g) Website/Social media costs (as applicable)
- h) Mobile Phone
  - i. The Mayor will be issued one Corporate mobile phone.
  - ii. A fixed rate personal cellphone usage of \$25.00 a month. This amount is equal to the current County plan for corporate mobile phones;
- i) Care during official meetings of Council or an advisory committee/board of a direct family member (parent, spouse, child). Care equates to care of a dependent, time, and does not include expenses related to medical bills, meals, etc.
  - i. Reimbursement of care will be limited to the eligible expense, for example elder care or child care for official meetings of Council or an advisory committee/board meeting.

<u>Traveler</u>	<u># Conferences Annually</u>	<u>Meal Allowance</u>
Mayor	No limitation	No limit. Permitting budget.
Councillor	2 – conferences. 1 of which may be out of Province, with the Mayor's approval.  Unlimited other professional development opportunities pending budget.	\$100 for each 24-hour period. Permitting budget.

j) Health Care Spending Account

- i. Any Council Member shall receive an additional \$1,000 annually to be used for hospital and medical or dental expenses, or expenses incurred in a calendar year, and in connection with a medical expense that's not covered by the provincial benefit plan. Claims must be made no later than March 31 of the following year.
- ii. This can include expenses such as deductibles or co-insurance payments for health and dental expenses and wide a range of other health-related expenses not covered by your organization's health and dental plan.

**9. Ineligible Expenses are:**

- a) Alcohol and alcoholic beverages;
- b) Expenses for spousal, partner or guests of Councillors. This includes travel, mileage, accommodation, registration, meals, and registration costs;
- c) Personal expenses (services, personal vehicle costs, etc.); and
- d) Traffic and parking fines.

## **10. Process for Permitted Expenses**

- a) Reimbursement of costs for the Mayor and Members of Council shall be utilized to pay the cost of eligible expenses.
- b) Unless otherwise paid through the Corporate credit card, accommodation costs based on actual costs to the rate charged by the hotel holding the conference or if that hotel is fully subscribed, then the next recommended hotel.
- c) Travel costs include air, rail, bus fare or personal vehicle at the most cost and time effective rate;
  - i. expenses incurred when using a personal vehicle for travel to functions will be reimbursed based on roundtrip from the traveler's home to the location of the function/meeting or to an airport/train station of the function, of up to a maximum of \$500; and
  - ii. parking costs.
- d) A Member of Council may attend a conference outside of Canada with the consent of two thirds of Council, which will represent their one conference outside the province for the year, subject to budget.

## **11. Auditing Requirements**

- a) Reimbursements for travel and other business-related expenses are subject to internal and external audit as well as Canada Revenue Agency auditors.
- b) Any reimbursements for expenses outside this Policy must go to Council for approval prior to payment.
- c) Falsifying this information is considered to be fraud against public funds, is subject to audit and law enforcement and may result in discipline.

## **12. Election Year Requirements**

- a) The *Municipal Elections Act, 1996* states that the County cannot provide a subsidy to any candidate in a municipal election campaign. Therefore, special conditions for expense reimbursement for Members of Council may apply during an election year.
- b) All expenses and use of County property shall comply with the Use of Corporate Resources Policy.

## **13. Responsibility and Implementation**

- a) Members are responsible to:
  - adhere to and support the Council Remuneration and Expense Policy;



- maintain all receipts and confirmation of attendance for reimbursable items in accordance with this policy;
  - meet all financial, legal, and income tax obligations; and,
  - prioritize environmentally sustainable options when incurring expenses;
  - stay within budget guidelines and expenditure categories.
- b) The Chief Administrative Officer (CAO) is responsible to:
- ensure that administrative practices and procedures to be followed by staff;
  - advise Members of Council of the status of their budgets;
  - in collaboration with the Clerk, advise Members of Council if any item appears to breach the Council Remuneration and Expense Policy; and,
  - recognize Council's commitment to accountability and transparency.
- c) The Director of Finance/Treasurer is responsible for providing a detailed listings of Council expenses prepared on a yearly basis for each Member of Council before March 31.

**14. Documentation and Forms**

- a) Council Mileage and Expense Form

<b>Amendments</b>	
March 26, 2024	Motion 2024-150

## Council Mileage / Expense Form

Name: \_\_\_\_\_

Claim Period: \_\_\_\_\_

A	B	C	D	E		F	G	H
Date	Description 1 item per line	# of Kms	Mileage Expense \$0.59/KM	G/L Code for Mileage (Office Use Only)		Other Expenses	G/L Code for Other Expenses (Office Use Only)	Total Expense
				1-100-110-				
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
				1-100-110-			1-100-110-	
<b>Total</b>								

Claimant's Signature: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Entered By: \_\_\_\_\_

Vendor ID: \_\_\_\_\_

Date: \_\_\_\_\_