



MEMORANDUM

TO: Mayor and Council

FROM: Christine Ruppenstein, Human Resources Manager

DATE: November 20, 2012

SUBJECT: Council Remuneration

Direction was received through resolution of Council to review the current application of the per diem allowance for members of council as provided in Schedule 'A' to By-Law No. 02/10 and the current travel policy and make recommendation thereon to Council.

The committee consisted of Councillor Paul Ryan, Councillor Rick Wiedenhoeft, Councillor Ken Perry, Christine Ruppenstein, Debbie Scofield, and Glenn Treftlin.

The committee met and reviewed the documents and made the following recommendations.

1. Increase the mileage rate from \$0.45 to \$0.47 per kilometre (Administration did recommend staying at the same rate)
2. Change the wording throughout Schedule A to By-Law as per attached
3. Update the current 'Application of Per Diems for Attendance at Meetings' list (bolded in the attached)

The committee also clarified that any member of Council sitting on a Board or Committee must stay within that specific Board or Committee's remuneration policy.

In addition, the following are housekeeping items within the Travel Policy as recommended by the Treasury Department:

4. Update the Travel Expense Statement Form to indicate that the agenda must be attached to process payment
5. Update the Travel Advance Request Form to ensure that the travel expense statement is attached so as to properly account for the HST.

COUNCIL APPROVAL OF THIS REPORT will authorize the update to schedule 'A' to By-Law pertaining to Council Remuneration (clarifying the application of the Per Diem); Update the Travel policy to reflect a mileage increase to \$0.47 per kilometre and; wording changes to the Travel Policy as recommended by the Treasury Department.

TOWN OF FORT FRANCES BY-LAW No. 02/10-B
SCHEDULE 'A'

It is recognized that **serving as** a member of council requires dedication and a significant time commitment in order to fulfill the role. It is this time commitment that may be a deterrent to attracting members of the community who are employed and who may have to take **unpaid** time off of work in order to fulfill their commitment as an elected official. **For this reason, the Town of Fort Frances has established a policy as set out** below regarding **Council** Remuneration.

1. REMUNERATION

Starting December 1, 2010 members of Council shall receive the following annual remuneration:

Mayor:	\$23,000
Councilor:	\$12,000
Deputy Mayor	\$13,500

Council remuneration shall be reviewed in the last year of the term of Council to be in effect upon the following term of council.

The higher salary of the Mayor and Deputy Mayor is intended as compensation for the additional time one must commit to his or her office for meetings / attendance at functions / ceremonies / speaking functions / answering email or correspondence / etc.

Pursuant to Section 255(2) of the Municipal Act as amended, one-third (1/3) of the monthly remuneration of Council members as authorized during each term of Council shall be deemed as expenses incident to the discharge of their duties as members of Council.

2. BENEFITS

The current package of group benefit coverage as provided to the Management / Non-Union group of employees shall be made available to the elected officials at 100% cost recovery from the respective participating member. This includes Extended Health Care, Dental, Vision, Travel and Semi-Private Hospital Coverage or equivalent.

In addition, the following Life Insurance coverage shall be made available at a 100% cost recovery from the respective participating member: Life Insurance \$60,000; Spouse \$5,000; each child \$2,500 - 14 days to age 21(25 if in University or College); optional additional coverage is also available.

By-Law No. 53/86 authorizes participation in the Ontario Municipal Employees Retirement System by Members of Council.

3. TRAVEL ALLOWANCE

Members of Council **are to** follow the Corporate Travel Policy and the meal allowance rates as outlined **therein**. Under the policy, the meal allowance is payable without receipts. However, there may be circumstances where costs exceed the **allowable** daily rate. **In those circumstances**, members of Council (and Administration if traveling with members of Council) may claim additional reimbursement **for the excess**. If more than the **allowable daily rate** is claimed by members of Council attending a full day of Municipal business, then receipts for the entire day must be submitted.

4. PER DIEM ALLOWANCE

Time spent as an appointed member of a Board / Committee / or for Council meetings is within the scope of duties of a member of Council and therefore the per diem is not applicable. In order to clarify and ensure consistency, the per diem will be allocated as stipulated below:

1. Attendance at meetings, conferences, conventions, training courses, school or seminars, including travel time to / from destination (if applicable) for which attendance has been duly authorized ***by resolution of Council***, or;
2. Additional time spent ***in the performance of Council business outside the regular duties of a member of Council (regular duties also include those duties as an appointed member of a Board / Committee / and Council meetings) and that attendance and per diem has been*** duly authorized by resolution of Council ***or Board***;
3. The per diem payment is to be made in the amount of \$150 for a full day (5 hours or greater) or \$75 for a half day (***1 hour or more but less than 5 hours***).

Individuals appointed, elected, or otherwise, who are serving on District Boards or similar organizations and whom the Town has sanctioned, shall utilize the policy of such organizations.

For clarification, below is a list of boards and committees ***and whether or not the Town's per diem allowance would apply to members of Council attending such meetings:***

APPLICATION OF PER DIEMS FOR ATTENDANCE AT MEETINGS		
	YES	NO
REGULAR COUNCIL AND SPECIAL COUNCIL		X
SPECIAL COUNCIL – BY RESOLUTION	X	
REGULAR COMMITTEE OF THE WHOLE & SPECIAL COMMITTEE OF THE WHOLE		X
SPECIAL COMMITTEE OF THE WHOLE – BY RESOLUTION	X	
EXECUTIVE COMMITTEES		X
BIA BOARD OF MANAGEMENT		X
CITIZEN OF THE YEAR		X
COMMUNITIES IN BLOOM		X
COURT OF REVISION		X
CUPE NEGOTIATING COMMITTEE		X
ECONOMIC DEVELOPMENT ADVISORY		X
DOWNTOWN CORE COMMITTEE		X
REGIONAL VALUE ADDED FORESTRY		X
CHAMBER OF COMMERCE BOARD OF DIRECTORS		X
PUBLIC LIBRARY BOARD		X
FORT FRANCES MUNICIPAL NON PROFIT HOUSING		X
FORT FRANCES POLICE SERVICES BOARD		X

FIRE FIGHTERS ASSOCIATION NEGOTIATION COMMITTEE		X
FORT FRANCES VOLUNTEER BUREAU		X
HIRING COMMITTEE		X
MOFFAT FAMILY TRUST STEERING		X
MUNICIPAL CONTROL GROUP		X
MUSEUM & CULTURAL CENTRE ADVISORY		X
NOMA CROWN LAND DEVELOPMENT		X
NORTHWESTERN HEALTH UNIT		X
RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BD.		X
SALARY STRUCTURE & ADMINISTRATION PRACTICES CMT.		X
SISTER KENNEDY CENTRE BOARD OF MANAGEMENT		X
ST FRANCIS SPORTS FIELD MANAGEMENT		X
SUGGESTIONS AWARDS		X
THEATRE MANAGEMENT ADVISORY		X
FIRST NATIONS RELATIONS ADVISORY		X
FORT FRANCES POWER CORPORATION		X
<i>RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION (AGM & EXECUTIVE MEETINGS ONLY)</i>	X	
<i>KIWANIS SUNNY COVE CAMP ADVISORY</i>		X
REGIONAL ECONOMIC DEVELOPMENT COMMITTEE		X
DOCTOR RECRUITMENT		X
FORT FRANCES COMMUNITY CLINIC INC.		X
<i>NOMA (ANNUAL MEETING, EXECUTIVE MEETING, REGIONAL FALL CONFERENCE)</i>	X	
OTHER SPECIAL FUNCTIONS AS APPROVED BY RESOLUTION	X	

<i>The Town of Fort Frances</i>	SECTION
<u>TRAVEL</u> <u>POLICY</u>	HUMAN RESOURCES NEW: December 2003 REVISED: April 2004, December 2004, May 2006, May 2007, February 2008, January 2010, May 2010, July 2011, November 2012
Resolution No.	Supercedes Resolution No. 248 (consent) 07/11
Policy Number 3.11	PAGE 1 of 9

Expense Accounts:

1. a) Members of Council, Boards and Commissions, and staff shall be reimbursed by the Town for such limited expenses as are actually incurred (as detailed in schedule A) as a result of attending outside the Town any meeting, conference, convention, training course, school or seminar, including reasonable expenses incurred during travel time to / from destination for which attendance has been duly authorized.
- b) For Individuals appointed, elected, or otherwise, who are serving on District Boards or related organizations and whom the Town has sanctioned, these individuals shall utilize the travel policy of such organization. If no travel policy exists, the individual shall utilize the Town's policy. However, the per diem may be claimed provided said Boards do not also pay it or related organizations. The individual may obtain expense advances that are 100% later recoverable from the outside organization.
- c) Attendance at conferences, seminars and training courses outside the Rainy River District shall generally be restricted to not more than two (2) employees representing the Town. Additional attendance will be at the discretion of the CAO based on value and organizational need. The CAO will coordinate such attendance.
- d) As 'in house' training sessions and sessions located within the Rainy River District are very cost effective, attendance at these shall not be limited. The maximum number of employees shall not be defined. Rather, attendance shall be such that the value, coverage of positions within the division, and total budget cost are the major criteria in determining attendance.
- e) Where budgets provide amounts for travel and training but without specific details, attendance may be approved by the Division Manager. In the situation where an event arises and the approved travel budget for the division has been exceeded, attendance will be considered by the CAO based on value and organizational need.

TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT

1.	Attendee								
2.	Conference/Seminar Attended								
	Location (Facility and City)								
	Dates								
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved				Total Expenses				
					Advance Received				
					Balance Claimed				
					Balance Refunded				

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

Date

Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

TOWN OF FORT FRANCES - SCHEDULE "C"
TRAVEL ADVANCE REQUEST

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance
Please include completed Travel expense statement (schedule B) so as to properly account for the HST

TOWN OF FORT FRANCES - SCHEDULE "D"
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM

Name	Date
Names, Position, and Organization of Individuals Being Entertained	
1.	
2.	
3.	
4.	
Purpose of Entertainment	
Amount Claimed	
Treasurer Signature	Date

An itemized receipt must be attached to process payment