

CORPORATE POLICY



Policy Title: **Member of Council Remuneration and Expense Policy**
Policy Category: **Governance**
Policy No.: G-002
Department: Corporate Services
Approval Date: January 15, 2018
Revision Date:
Author: Julie Scott, Deputy City Clerk
Attachments: A: Application for Conference Attendance or Travel Reimbursement
B: Trip Report Template
Related Documents/Legislation:
Municipal Act, Municipal Conflict of Interest Act
Key Word(s):

POLICY STATEMENT:

The City of Waterloo respects the principles of transparency and accountability and provides this policy as a means of incorporating all member of Council remunerations and benefits policies and procedural matters in one document.

PURPOSE:

The purpose of the policy is to provide clear information to the members of Council and employees who are responsible for carrying out remuneration and benefit activities for members of Council and the public.

DEFINITIONS:

City Market Comparator group means the list of municipalities used to compare management salary and benefits for the purposes of market salary or other similar reviews.

SCOPE:

This policy applies to members of Council of the City of Waterloo and all employees undertaking activities under this policy.

Mandatory Policy, *Municipal Act*: No

Policy Administration Team, Review Date: September 12, 2017

Corporate Management Team, Review Date: November 22, 2017

POLICY COMMUNICATION:

This policy will be provided to members of Council as part of their Council orientation program, to relevant staff and will be made available on the employee intranet site.

POLICY:1) Salary Remuneration:

- a) The target compensation salary rate for members of Council shall be the 50th percentile of the City Market Comparator group.
- b) A cost of living adjustment shall be made to member of Council salaries on January 1st every year, but the CPI for Ontario is as of the previous October.
- c) One-third of the salary shall be considered for expenses and shall be tax free for the Council term ending November 30, 2018. Beginning with the December 1, 2018 term the one third tax free provision shall be eliminated.
- d) The City does not offer a pension or RRSP plan to members of Council.

2) Benefits Remuneration:

- a) The City of Waterloo provides members of Council with extended health and dental benefits comparable to the management staff benefits plan with the exception of long-term disability not provided to elected officials and life insurance provided at two times salary.

3) Vehicle Allowance and Mileage Reimbursement:

- a) The City shall provide the Mayor with the following two options to be determined at the beginning of each term:
 - i. using a vehicle leased by the City with a lease rate not to exceed \$6,500/ year with insurance, minor repairs and maintenance covered by the City and mileage reimbursed at a rate of \$0.17/km for City related business, or
 - ii. receiving a car allowance in the amount of \$8,000/year and mileage of \$0/km within the Region of Waterloo. Mileage outside the Region of Waterloo shall be reimbursed at the same per km rate provided to management employees for city related business. This option will not provide additional remuneration for insurance or maintenance expenses.
- b) Councillors mileage shall be reimbursed at the same per km rate provided to management employees for City related business.

4) Parking:

- a) The City requires the Mayor pay for a parking permit per the rate for the lot chosen by the Mayor to park through payroll deduction as per Corporate Policy H-001 Employee Paid Parking. The cost of the parking permit is based

- on market rates in recognition of the economic value of parking for any lots deemed to be within the Canada Revenue Agency (CRA) zone. On the days the Mayor is required to use their vehicle for City Business offsite of City Hall, the Mayor shall be reimbursed the daily parking rate to a maximum of 4 days per week.
- b) Per Corporate Policy H-001, part-time elected officials (Councillors) shall receive a parking pass at no charge. Since part time members of Council rarely require parking of more than 2 hours before 5pm and the pass is issued for convenience not extended use, there will be no taxable benefit applied.
- 5) Office and Technology provisions:
- a) The Mayor shall be provided an office at the Waterloo City Centre that shall be provisioned with a computer, television with service and a multi-function printer. In addition the Mayor shall receive a city-issued smart phone device according to the City Mobile Device procedure and vendor contract.
- b) The Councillors shall be provided with a shared office space at the Waterloo City Centre and a mobile computer for use at their home office or City Hall. In addition the Councillors shall receive a city-issued smart phone device according to the City Mobile device procedure and vendor contract.
- 6) Additional Remuneration for Committee Chairs:
- a) Members of Council shall not receive additional remuneration for Committee Chair positions.
- b) The Mayor and Chair of the Finance and Strategic Planning Committee receive remuneration from Waterloo North Hydro as members of the Waterloo North Hydro Board of Directors. The Mayor receives remuneration from the Region of Waterloo as a Regional Councillor.
- 7) Conferences or Event / Meeting Travel Expenses
- a) Funding for conferences, travel, meeting and event registration within North America shall be provided based on budget availability and will be reported on the annual remuneration report. Registration for conferences or travel outside of North America must be approved by Council. An application form attached to this policy must be completed in advance of all conferences or events requiring overnight accommodation.
- b) AMO/FCM related expenses for Councillors who are members of the Boards and/or committees of FCM and AMO will be reimbursed by the City subject to prior approval from Council to join the Board/Committee.
- c) The following expenses shall be eligible for reimbursement either directly to the member of Council or shall be billed direct to the City:
- a. Per Diem for meals and expenses for conferences outside of the Region shall be provided at a rate of \$15 for Breakfast, \$25 for Lunch and \$35 for dinner. The per diem shall be reduced when some or all meals are provided by the conference or event organizers.

- b. Registration for the event or conference with early registration is encouraged to take advantage of discounts.
 - c. Transportation to the conference by economy class travel. The lowest cost mode of travel is encouraged whether by air, train or vehicle. If a vehicle is used mileage reimbursement shall be at the rate outlined in section 3 above.
 - d. Expenses for accommodation shall be reimbursed based on a single room rate.
 - e. Car rental is not normally reimbursed unless other modes of transportation are not available.
 - f. The following expenses are not eligible for reimbursement:
 - i. Any pre and post conference social/recreational tours and/or events
 - ii. Companion programs
 - iii. Travel, means and/or accommodation expenses for accompanying family members or companions
 - iv. Any other items of a personal or discretionary nature
- d) At the conclusion of any conference or trip of an duration of 2 days or more, members of council must complete a trip report providing an overview of the function and information gathered or shared using the trip report template which is made available to the public at the office of the City Clerk.

8) Approval of Expenses

- a) The City shall reimburse reasonable expenses incurred by members of Council in the course of attending city-related events, conferences or performing city-related work.
- b) Requests for reimbursement must be supported by itemized receipts and information noting the purpose of the conference, seminar or meeting, names of attendees if fewer than 5 people or a general description if larger and the appropriate account number.
- c) When the Mayor or members of Council are present at a function with staff, the most senior staff member shall submit the expenditures for approval
- d) Expenses of Councillors shall be approved by the Mayor or Acting Mayor and the account allocation shall be approved by the City Clerk. An Acting Mayor shall not approve their own expenses in the absence of the Mayor the expenses shall be approved by the next Councillor on the Acting Mayor rotation.
- e) Expenses of the Mayor shall be approved by the Acting Mayor and the account allocation shall be approved by the City Clerk.

9) Remuneration Report

Annually prior to March 31st the City shall report the annual remuneration and expenses for a member of Council which includes:

- Annual salary
- Benefits

- Listing of major conferences and seminars attended including date, location and total cost
- Meeting, event and other initiatives aggregated by Mayor and/or Council initiatives, meeting/other expenses and town hall/newsletters
- Technology and home office expenses including smart phone expense
- Waterloo North Hydro remuneration

10) Remuneration Review

- Every other council term a review of the remuneration policy and package for members of Council will be undertaken in the year preceding the municipal election by the City including the use of a consultant and citizen committees as required.

COMPLIANCE:

In cases of policy violation, the City and/or Integrity Commissioner may investigate and determine appropriate corrective action.



ELECTED OFFICIAL APPLICATION FOR CONFERENCE OR TRAVEL REIMBURSEMENT

Approval is requested for _____
(Name of Member of Council)

to attend _____
(Name of Convention, Conference, Training or Seminar)

in the city of _____ on _____

Type of function to be attended:

Convention/Conference	<input type="checkbox"/>
Training	<input type="checkbox"/>
Seminar/Workshop	<input type="checkbox"/>

Transportation:

Air/Rail Fare	\$0.00
Limo/Taxi Fare	\$0.00
Mileage	0

Total Transportation: \$ 0.00

Hotel: _____ Nights at \$ _____

Total Hotel: \$ 0

Per Diem

<u>0</u>	Breakfast(s) at \$15.00	<u>0</u>
<u>0</u>	Lunch(es) at \$25.00	<u>0</u>
<u>0</u>	Dinner(s) at \$35.00	<u>0</u>

Total Per Diem: \$ 0

Conference Registration Fee: \$ 0

Is a phone roaming package required?

(If yes, specify cost in Other line)

Other (specify): _____ \$ 0

TOTAL EXPENSES: \$ 0.00

Indicate if a portion of the expenses are being paid by a budget other than the Elected Officials

Member of Council Signature

Date



Schedule B to Corporate Policy G-002

TRIP REPORT – [insert member of Council name]

[insert conference name]
[insert conference location and dates held]

BACKGROUND

[Provide a brief overview of the purpose of the conference and the reason why the City participated.]

PARTICIPANTS

[provide a general description of who attended the conference including other elected officials and staff]

COST

[Insert the approximate total cost of the conference. If applicable outline the portion paid by the City and the portion paid by another person/organization.]

BUSINESSES VISITED/ELECTED OFFICIAL MEETINGS:

[Outline any one on one or group meetings attended while at the conference.]

Key Learnings/Potential ROI for the City of Waterloo

[Insert new information received or information valuable to the City that should be shared.]

Media Coverage

[Insert links if applicable.]