



Request for Decision United Townships of Head, Clara & Maria CotWhole

Type of Decision									
Meeting Date	Friday, February 5, 2016				Report Date	Monday, February 1, 2016			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Council Mileage & Expense Policy- Report

#05/02/16/1102

Subject:

Review of Council mileage and expense policies.

RECOMMENDATION:

In 2014 following some challenges with compensation and paying out mileage, the policy was brought to Council for review. At that time, staff was directed to separate the policy to have two separate documents; one for Council, one for staff. When the updated documents were brought back to the table in July of 2014 staff was directed to combine them. The issue was then deferred to Committee of the Whole.

Council is to provide direction to staff either in the way of recommending suggestions to council, requesting additional information or referring this issue to review by an external/ad-hoc committee.

BACKGROUND/EXECUTIVE SUMMARY:

Provided as attachments and for your information in preparation for Friday's meeting:

- Report #18/07/14/1202 Mileage, Council Expense Policy Review
- P&G127/ADMIN/Guidelines for compensation for mileage and travel – 2009 (council and staff)
- P&G156/ADMIN/Business Expenses – 20019 (Council and staff)
- Draft Appendix A to By-Law 2014-16 P&G127/ADMIN/Guidelines for... - 2014 – Council
- Draft P&G127/ADMIN/Guidelines for... - 2014 – Employees

Financial Considerations/Budget Impact:

None. The amount of mileage compensation is not being debated with this issue; the topic is policy...when is it paid.

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk *M Reith*