

Council Compensation Review Committee Meeting held June 26, 2018

A meeting of the Council Compensation Review Committee is held this day commencing at 9:30 o'clock a.m. in Room 201, 350 City Hall Square West, there being present the following members:

Toni Scislowski, Chairperson
David Amyot
David Musyj (arrival at 9:45 a.m.)
George Wilkki
Sandy Venditti

Also present are the following resource personnel:

Valerie Critchley, City Clerk
Joe Mancina, City Treasurer
Dan Seguin, Deputy Treasurer
Steve Vlachodimos, Deputy City Clerk
Jason Moore, Senior Manager Communications & Customer Service
Will Foot, Council Assistant
Sandra Gebauer, Council Assistant
Beth Toldo, Committee Coordinator (A)

1. Call to Order

The Chairperson calls the meeting to order and introduces Sandy Venditti to the Committee who is replacing Patricia France. The Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by G. Wilkki, seconded by D. Amyot
That the minutes of the meeting of the Council Compensation Review Committee held Tuesday June 5, 2018 **BE ADOPTED** as corrected:

- Page 2 of 5 – Item 4. correct spelling of T. Scislowski
- Page 3 of 5 – Item 5. correct spelling of D. Amyot
- Page 3 of 5 – Item 5. remove reference to EI as it is exempt

Carried.

4. Business Items

4.1 Development of a Public Survey

J. Moore provides the committee with a preliminary sample public survey for review and comment. He notes that the municipality of Thunder Bay has conducted a survey with two questions only. The municipality of London's recent survey was more in-depth. The sample questions leave no room for write-in answers, but these can be added. J. Moore reads through the sample survey (**attached** as Appendix A).

G. Wilkki notes that the job of City Councillor is technically considered a part time job, but how is that defined when some indicated in their interviews that they put in full time hours. V. Critchley indicates the job of City Councillor has never been a qualified full time job. Often times, Councillors have full time jobs in addition to their role as City Councillor. If the job of a city Councillor were full time, individuals would not be able to hold a full time job somewhere else. If the job of City Councillor is made full time, you are disadvantaging professionals from serving in this role or someone with high seniority who would be unwilling to give that up for a 4-year term as a City Councillor.

D. Amyot asks what year the Thunder Bay survey was conducted. J. Moore indicates it was 2015. The Thunder Bay survey asked two questions: Councillors make XX amount; do you think that should change? and the Mayor makes XX amount; do you think that should change? If you think it should change, what should it change to?

T. Scislowski indicates that part of a survey should allow for information sharing, and the draft questions presented by J. Moore have done that. The average person does not know what the role of a City Councillor entails.

D. Amyot asks if in the development of the survey, will there be an opportunity for results to appear once the survey question is answered. J. Moore indicates that this is a possibility. This can be done after each question or at the end of the entire survey (i.e. thank you for your submission, here is what our information indicates.)

D. Amyot suggests time for the Committee to digest the survey questions and have comments/suggestions prepared for the next meeting. He suggests including the questions used in the Thunder Bay survey in Windsor's to conclude our survey. The survey should be easy to fill out using the "keep it simple" principle.

J. Moore indicates that the survey can be released to the news media and put on the City of Windsor's web site and social media for completion. G. Wilkki

asks how people without computers could participate. J. Moore would ensure hard copies are available at local library branches and community centres for those individuals.

D. Musyj raises a concern over potential duplication of submissions. J. Moore indicates that there are restrictions in place based on the URL used, so once a person submits a comment from that URL, the survey would not let you complete this survey again.

T. Scislowski asks the group what a realistic time period would be to have the survey “live” for responses. Two to three weeks is typical.

T. Scislowski asks if everyone is available to meet back in one week.

D. Amyot requests copies of the Thunder Bay questions from J. Moore.

S. Venditti suggests that somehow the municipal ward of the person taking the survey should be indicated. It is agreed this would be valuable.

4.2 Interviews held with City Councillors – June 20 and June 21, 2018

T. Scislowski indicates that interviews with City Councillors were conducted on June 20 and June 21, 2018. T. Scislowski and D. Amyot interviewed five councillors, and D. Musyj and G. Wilkki interviewed four councillors. Each group briefly outlines the highlights from these interviews. It was a challenge to identify how many hours Councillors typically work (i.e. light load, heavy load). These highlights include, but are not limited to the following:

- Working all the time
- Lack of privacy in the council cubicles on the second floor, must reserve meeting room
- Meet off site, so they meet at constituents’ home
- Council Secretariat used mostly for day-to-day issues when councillor is at work or away on vacation. Very valuable position/appreciated.
- Councillors for the most part do their research on their own
- Must remember, this review is for future councillors.
- Compensation should be comparable with the hours they devote to being a City Councillor
- Work week exceeds 24 hours/week, approaching 40 hours/week.
- De-politicized this and make it an annual review.
- Must be retired or have an adaptable job/work schedule to become a City Councillor

D. Amyot suggests that the comments on the chart be randomized once it is finalized. Council Secretariat to contact Councillor Marra to schedule an

interview as his input is valued on this issue and the Committee would appreciate his perspective.

T. Scislowski notes that the questions asked in the councillor interviews were for the most part the same as those asked in 2003 with the addition of the 1/3 tax free allowance.

D. Musyj suggests that a preamble accompany the on-line survey, and also mention the Town Hall meetings.

V. Critchley indicates this is exactly the same time of year Council Compensation in 2003 was considered. The recommendations would apply to the in-coming new council.

T. Scislowski outlines that ideally the survey will be live for 2-3 weeks followed by a Town Hall Meeting(s), with a report to Council in September with recommendations. (Suggested time lines: Survey: July 9-31; Town Hall Meeting(s): week of August 6th; compile report for Council meeting of September 17th.)

J. Moore indicates that if the survey is left as a simple survey (no written in answers), the turn around is instantaneous; calculations are done as they are dropped in.

D. Amyot asks if the minutes of this Committee are available to the public. S. Vlachodimos indicates not yet, but will be.

T. Scislowski suggests that the survey publicize the dates of the Town Hall meeting(s), if the date is known at that time. The Committee agrees with this suggestion.

4.3 Town Hall Meeting

T. Scislowski leads this discussion on town hall meeting(s) by asking: where?, when? & how many? V. Critchley indicates the last Town Hall meeting was held at the Main Library, with ample parking. S. Venditti inquired whether any space in the new City Hall could be used for the Town Hall meeting. Council Chambers was suggested, with parking in Lot 10 being made available to those who attend the Town Hall meeting(s).

D. Amyot indicates that the Town Hall meeting is not a debate. The process needs to be managed as part of an information exchange. In the meeting, committee members should report to the constituents in attendance what the committee has done to date. T. Scislowski requests that the communication going out prior to the Town Hall indicate what has been done to date & what

the Committee's mandate is, and that the Committee is soliciting feedback from the public.

D. Musyj suggests two Town Hall meetings on the same day; one during working hours and one in the evening. It was suggested 1-2 hour meetings with one beginning at 10:00 a.m. and the other at 6:00 p.m. D. Musyj suggests modifying the PowerPoint presentation by the City Treasurer shown at their first meeting and possibly using that at the Town Hall meetings, including any new data. Keep the discussion general (workload and compensation).

S. Venditti indicates that those in attendance be asked if anything was missed or overlooked.

D. Amyot indicates that if questions are taken from any e-mailed submissions, the Committee can address those at the meeting and then guide/manage the discussion or give those in attendance an indication as to the direction being taken.

V. Critchley states that if the meeting for the Town Hall is held in Council Chambers, it can be streamed as well.

D. Amyot suggests we hold two meetings; with each meeting not running over one hour in length. It would not be necessary to have the entire committee in attendance for both meetings. Having two (no more than three) members in attendance for each meeting. The Committee can designate who can be at which meeting.

T. Scislowski recommends that at the next committee meeting, the members should be prepared to discuss the format of the Town Hall meeting, the date, the timing, who will attend. S. Vlachodimos states that the Council Secretariat will assist with this, along with Communications Department.

4.4 Comparator Survey Update

J. Mancina indicates they have identified three single-tier municipalities that would be comparable to Windsor and three lower-tier municipalities as well. A survey was compiled including the 1/3 tax free allowance that went out this week to CAOs with a deadline of July 6, 2018..

D. Seguin notes the focus was on the core compensation (2017 data); what the Mayor and Councillors are making directly, what are they making from Boards and Commissions, if there is a Region involved, what does the Head of the Region make, and also inquiring what was subject to the 1/3 tax free, or have they dealt with the 1/3 tax free allowance, and if so when and how.

D. Seguin notes the three single tier municipalities chosen were London, Greater Sudbury and Hamilton. The three lower tier municipalities were Oakville, Kitchener and Vaughn. The Regional tiers were Halton, Waterloo and York.

G. Wilkki inquires if the City of Windsor has been surveyed by other municipalities on this issue. D. Seguin states there have been inquiries but not as pointed as our inquiry.

T. Scislowski clarifies that the information gathered from these responses will be part of the overview of the comparators. J. Mancina indicates that also, based on that information, if the existing salaries are maintained, what does that mean. If the existing salaries are preserved, compensate for the lost revenue from the 1/3 tax free allowance, what would that mean. Perhaps some options could be provided as well.

J. Mancina indicates that if we get good data back, there won't be the need for a lot of reach-out and a report could be ready by 2 weeks after the deadline for responses (end of July).

G. Wilkki indicates it is not the Committee's job to defend Councillor's pay. If people challenge the Committee, the Committee is there to gather comments and make a recommendation.

5. New Business

T. Scislowski indicates the Committee needs to have some time arranged to meet with the Mayor and Councillor Marra.

D. Amyot inquires if in 2003, the Mayor was interviewed. S. Vlachodimos indicates that the outgoing mayor was interviewed.

D. Amyot suggests thought needs to be given as to what information the Committee hopes to gain from interviewing the Mayor, as this position is very different than that of City Councillor. It is important that Councillor Marra is interviewed, as he is long serving councillor with a unique perspective as a retiring member of Council. S. Vlachodimos indicates the current Mayor also served as a City Councillor prior to being elected Mayor and can provide helpful perspective on both positions. The questions asked to City Councillors would be different than the questions asked the Mayor.

D. Amyot suggest that the Committee meet with the Mayor and ask him questions concerning the compensation of a City Councillor from his perspective.

V. Critchley points out that because the Mayor's position is full time, the 1/3 tax free allowance is most impacted. J. Mancina notes that the base salary of the Mayor relative to the total compensation of the Committees and Boards is significant, almost half.

D. Amyot suggests that the Mayor be asked if he would like to provide comment on his own compensation.

T. Scislowski asks that a time be scheduled to meet with the Mayor and once the time is known, that two committee members be available to interview. Also, that Councillor Marra be contacted to participate in the Council interview process as well.

6. Date of Next Meeting

Committee members are requested to review the interview responses, finalize the survey questions with a draft preamble, and be prepared to discuss the Town Hall meeting(s) tentatively being held in Council Chambers the week of August 6th.

The next Committee meeting will be held Friday June 29, 2018 at 11:00 a.m., in meeting room 201, 350 City Hall Square West.

7. Adjournment

Moved by D. Amyot, seconded by S. Venditti
There being no further business, the meeting is adjourned at 10:50 o'clock a.m.
Carried.

CHAIR

COMMITTEE COORDINATOR

Council Compensation Review Committee Meeting held June 29, 2018

A meeting of the Council Compensation Review Committee is held this day commencing at 11:00 o'clock a.m. in Room 201, 350 City Hall Square West, there being present the following members:

Toni Scislowski, Chairperson
David Amyot
George Wilkki
Sandy Venditti

Regrets received from:
D. Musyj

Also present are the following resource personnel:

Dan Seguin, Deputy Treasurer
Steve Vlachodimos, Deputy City Clerk (arrival 12:00 noon)
Jason Moore, Senior Manager Communications & Customer Service
Sandra Gebauer, Council Assistant
Beth Toldo, Committee Coordinator (A)
Sonya Pacheco, Committee Coordinator (A)

1. Call to Order

The Chairperson calls the meeting to order and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Business Items

3.1 Review and Finalize Survey

The Committee members review the draft survey and discuss proposed changes. G. Wilkki provides a revised preamble explaining the reason for the compensation review and suggests combining a few of the questions. D. Amyot suggests that the preamble include total compensation including base pay as well as committee and board appointment compensation for both the Mayor and City Council members in an effort to

be more transparent. He requests that the preamble include the estimated loss to the Mayor's and Councillors pay once the Income Tax Act changes become effective.

S. Venditti requests that a question be added to the survey asking how accessible residents think their Councillors and the Mayor should be. She also suggested that questions regarding the Mayor and Councillors remain separate in order to keep the survey simple.

T. Scislowksi asked if a policy is available or if one should be developed for the Mayor and Council to claim their expenses once the 1/3 tax-free allowance is eliminated. A copy of the City of Windsor Travel and Business Expense Policy will be provided to the committee members for information, as this is the corporate policy that both employees of the City of Windsor and Elected Officials follow.

T. Scislowski inquired if an identifier could be added to the survey as to what ward the respondents live in. J. Moore will ensure that questions regarding demographics and the wards that respondents live in will be included at the end of the survey as will the information regarding Municipal Freedom of Information and the Protection of Privacy Act, 1990, which is always included.

Committee members asked J. Moore to ensure that the survey is not too complicated and that it is readable by the average citizen.

J. Moore informs the members that a revised copy will be completed and sent for their review within the next few days. He advises that the final survey will be available online sometime in the next week and that it will be open for a minimum of three weeks. The City of Windsor's Communication department will prepare a news release to make residents aware of the survey. Information will also be available through social media, the Snapd event calendar, and the City of Windsor website.

3.2 Review Availability of Council Chambers for Town Hall

The committee discussed their availability for the two public meetings and agree that the meetings will be held on Wednesday August 8, 2018 at 10:00 a.m. and Thursday August 9, 2018 at 7:00 p.m. in Council Chambers. J. Moore confirms that information about the Town Hall meetings will be released by way of a news release, social media, City of Windsor's website and an ad in the Windsor Star.

4. New Business

The committee members agree that at the next meeting they will review the survey results, as well as the information that was provided at their first meeting by the City Treasurer, as this information will be used for the presentation at the Town Hall meetings.

5. Date of Next Meeting

The next Committee meeting will be held Wednesday August 1, 2018 at 8:00 a.m., in meeting room 201, 350 City Hall Square West.

6. Adjournment

Moved by D. Amyot, seconded by S. Venditti
There being no further business, the meeting is adjourned at 12:10 o'clock p.m.
Carried.

CHAIR

COMMITTEE COORDINATOR

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

Primary Owner:	Finance	Policy No.:	CS.A3.06
Secondary Owner:	n/a	Approval Date:	Feb 18, 2014
		Approved By:	M103-2014
Subject:	TRAVEL AND BUSINESS EXPENSE POLICY	Effective Date:	IMMEDIATE
		Procedure Ref.:	CS.B6.06
		<i>Pages: 11</i>	Updated: Feb 18, 2014
Prepared By:	A. Varsa – Finance, S. Bradt - Clerks		Replaces: May 3, 2011 – CR165/2011

1. PURPOSE

- 1.1. Define reimbursable travel expenses that may be incurred while traveling on authorized City of Windsor business.
- 1.2. Define reimbursable business expenses that may be incurred while carrying out employee job requirements.
- 1.3. Establish approval guidelines and control requirements for:
 - Local travel (mileage and business expense)
 - Domestic travel
 - International travel
 - Other business expenses while traveling or conducting authorized City business
- 1.4. Provide information necessary to accurately record and report local travel (mileage and expenses), domestic travel, international travel, and other business expenses.

2. SCOPE

- 2.1. This policy applies to all City of Windsor employees, elected and appointed officials, agencies, boards, commissions and committees (ABCs) funded by the City of Windsor, in whole or in part, or whose governing body contains City of Windsor representation or whose financial transactions are accounted for within the City of Windsor's financial systems.
- 2.2. Exclusions from this policy include:
 - 2.2.1. ABCs that process financial information within their own administrative structure, **AND**;
 - 2.2.2. ABCs that have submitted to the Finance department alternative board approved travel, business and mileage policies, **OR**;
 - 2.2.3. Employees of the City or its ABCs who have specific alternative regulations arising from a negotiated collective agreement or other authorized contractual obligation.

3. RESPONSIBILITY

- 3.1. The **Mayor** or designate is responsible to:
 - 3.1.1. Approve travel, business and local mileage reimbursement requests of the Chief Administrative Officer.

- 3.2. The Chief Administrative Officer (CAO) or designate is responsible to:**
- 3.2.1.** Approve travel, business and local mileage claims of direct reports.
 - 3.2.2.** Direct the review of this policy at a minimum of every five years, or as often as necessary.
 - 3.2.3.** Approve individual employee travel and business expense claims greater than \$3,000 and mileage claims in excess of \$1,000. Claims may not be broken into smaller transactions (parceling) in order to meet this limitation.
 - 3.2.4.** Approve all employee travel outside North America prior to commencement.
- 3.3. The City Clerk or designate is responsible to:**
- 3.3.1.** Review and approve advances and reimbursement for travel, business, and local mileage expenses of all elected and appointed officials.
 - 3.3.2.** Review of the Mayor's expenses will encompass only aspects of policy/procedure compliance. Budgetary control is the responsibility of the Mayor's Office, with appropriate reporting by the Chief Financial Officer (CFO)/City Treasurer.
 - 3.3.3.** Areas of apparent non-compliance will be discussed with the elected/appointed official, and any unresolved issues will be referred to the CAO for interpretation and/or resolution which may include:
 - Additional discussion with the official.
 - Referral to the Mayor and/or City Council for direction.
- 3.4. The Corporate Leadership Team (CLT) or designates are responsible to:**
- 3.4.1.** Ensure departmental guidelines are established to facilitate compliance with this policy and related procedure.
 - 3.4.2.** Approve business related meal expenses, where City employees are present.
- 3.5. The CFO & City Treasurer or designate is responsible to:**
- 3.5.1.** Communicate the corporate travel, business and local mileage expense policy and procedure to all stakeholders.
 - 3.5.2.** Review travel advances, reimbursements, business and local mileage expenses as appropriate to facilitate compliance with this policy and associated procedure.
 - 3.5.3.** Collect feedback on the policy from all users and propose revisions to the CAO.
- 3.6. The Managers of Administration are responsible to:**
- 3.6.1.** Ensure all department employees are aware of the Travel and Business Expense Policy and Procedure.
 - 3.6.2.** Ensure that all employees and new hires are provided with Travel and Business Expense Policy and Procedure training.
 - 3.6.3.** Address departmental issues of interpretation of the policy and procedure.
 - 3.6.4.** Provide relevant feedback to the CFO & City Treasurer to improve the policy and/or procedure.
 - 3.6.5.** Participate with other Managers of Administration in promoting the consistent application of this policy in all departments.

3.7. Approving Authority

3.7.1. Is defined as the **Corporate Leadership Team** member or designate:

3.7.1.1. Having budgetary control over the general ledger chart field to be expensed,
AND;

3.7.1.2. Having supervisory authority over the employee incurring the expenditure,
OR;

3.7.1.3. In the absence of the normal approving authority, any approving authority at a higher level within the direct chain of command; **EXCEPT FOR** the City Clerk or designate's approval of elected and appointed officials.

3.7.2. In no circumstance can the approving authority approve his/her own advance or expense reimbursement.

3.7.3. Is responsible to:

3.7.3.1. Ensure funds **are available** within the approved budget.

3.7.3.2. Review and approve advances and reimbursements in accordance with this policy and related procedure.

3.7.3.3. Approve non-material administrative deviations as defined in 4.1.8.

3.7.3.4. Forward all employee travel and business expense claims over \$3,000 and mileage claims in excess of \$1,000 to CAO for approval (ref. 3.2.3).

3.7.3.5. Where the criteria for Approving Authority are met in Section 3.7.1, the placement of an issued Accounts Payable and/or Payroll stamp will act as confirmation of approval.

3.7.3.6. Ensure other relative City policies and procedures are adhered to (i.e. Purchasing Card, Code of Ethics/Conflict of Interest, etc).

3.8. **Employees, Elected and Appointed Officials** are responsible to:

3.8.1. Become familiar with, and develop an understanding of, this policy and related procedure in order to facilitate compliance.

3.8.2. Adhere to the Corporate Code of Ethics and Conflict of Interest Policy when conducting business or business related travel on behalf of the Corporation.

3.8.3. Comply with policies and procedures surrounding the use of corporate credit cards and provisions of the Corporate Purchasing By-Law.

3.8.4. Complete and sign all required documents pertaining to travel, business and local mileage expense, and attach all supporting invoices/receipts and forms.

3.8.5. In the event of cancellation of intended travel, notify the approving authority and promptly obtain all possible refunds for expenses incurred to date.

4. GOVERNING RULES AND REGULATIONS

4.1. **GENERAL**

4.1.1. Travel, business and local mileage expenditures are to be based on sound judgment and proper regard for economy.

4.1.2. Travel, business expense and local mileage claims are subject to examination by City administration and/or the City's internal or external auditors and should be completed with care, accuracy and supported by the appropriate forms, invoices and/or receipts.

4.1.3. **Travel** is defined as going beyond the boundaries of Essex County and/or the city limits of Detroit, Michigan.

- 4.1.3.1. Travel Authorization and Advance Form **CS.F1.06** must be used to obtain pre-approval to travel, incur travel related expenses and/or to obtain an advance.
- 4.1.3.2. Elected and appointed officials are exempt from obtaining pre-approval to travel via the Travel Authorization and Advance Form. When available, a copy of an alternative approval should be attached to the final reconciliation.
- 4.1.4. **Local mileage** is defined as travel within Essex County and the city limits of Detroit, Michigan.
- 4.1.4.1. Prior verbal approval is required for local travel with the exception of routine, regular travel that is inherent within job duties/responsibilities.
- 4.1.5. When more than one traveller is attending the same event, all attendees must:
- Coordinate travel arrangements
 - Take advantage of group rates
 - Individually submit a separate travel reimbursement form where reimbursement is required
- 4.1.6. When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense. Extended travel days require approval and must result in no additional cost to the City. Vacation, unpaid leave, or compensatory time, as applicable, must be used for the extended period.
- 4.1.7. Summary notes must be provided within 30 days of travel to the Approving Authority for any course, conference, or seminar attended. The summary should include, but is not limited to:
- Name and dates of the event
 - Benefits to the City as a result of attendance
 - An overall review of the event, **AND**
 - A general recommendation for other City personnel
 - Summary is not required to be submitted to Finance
 - Elected and appointed officials are exempt from the summary note requirement
- 4.1.8. A non-material administrative deviation from this policy requires written documentation and explanation by the applicant and approver.
- Examples of non-material deviations include:
 - A lost receipt (up to \$50)
 - A travel advance required greater than two weeks in advance
 - If business meal costs are greater than the amounts deemed to be reasonable
- 4.1.9. Travel reconciliations and business expense reimbursements must be submitted within **30 days** from travel completion, or the date on which the business expense was incurred. Approved **local mileage** forms must be submitted to Payroll on a quarterly basis, no greater than three weeks after the close of each quarter.
- 4.1.10. The City provides travel insurance under its benefits coverage, therefore additional insurance will not be reimbursed.
- 4.1.10.1. Those without City benefits (i.e. probationary or contract employees) may be reimbursed travel insurance at the discretion of the approving authority.
- 4.1.11. Travel and related expenses will not be reimbursed for spouse and/or other guests.

4.1.12. Non-compliance with this policy and related procedure may be subject to claim rejection and/or disciplinary action up to, and including, dismissal.

4.2. **TRAVEL ADVANCES**

- 4.2.1. Advances are intended to cover out of pocket expenses incurred during travel. Examples include meals, hotel, fuel, taxis, parking etc.
- 4.2.2. An advance will only be issued where an overnight stay is required. The preferred minimum level of cash advance is \$200.00; however lesser amounts will be advanced.
- 4.2.3. Approved advances will not be processed greater than two weeks prior to departure date.
 - 4.2.3.1. Advances should be submitted for A/P processing no later than three business days before departure, or payment will not be guaranteed.
- 4.2.4. Travel related expenses, such as flights and/or seminar registration, which require personal payment greater than two weeks prior to travel may be reimbursed via Business Expense Form. All receipts/invoices must be attached. For reporting purposes, copies are to be retained and attached to the final travel reconciliation.
- 4.2.5. Advances **will not** be issued for any portion of the travel expense related to spouse or other guests.
- 4.2.6. Travel advances resulting in \$0.00 balances (advance = actual travel costs), or amounts owed back to the City, must be reconciled. For amounts owed back to the City, payment (reimbursement) **must** be made within 30 days. The cashier's receipt must be attached to the final reconciliation.

4.3. **REGISTRATION FEES**

- 4.3.1. The City will reimburse registration fees for approved courses, seminars, and conferences that are within approved budget.
- 4.3.2. Costs for other activities such as tours, social or sporting activities that are associated with the event, but not part of the registration fees, will not be reimbursed.

4.4. **TRANSPORTATION**

- 4.4.1. The most economical and practical method of transportation should be used, while considering travel time (personal time/absence from work), accommodation and subsistence expense for each alternative. See 'Schedule A' attached, which is to be completed to include all reasonable options.
- 4.4.2. To request transportation that is not comparably the lowest cost, the traveler must justify that the premium is reasonable considering convenience and/or time factors. See 'Schedule A' attached.
- 4.4.3. Use of a personal automobile will be reimbursed at:
 - 4.4.3.1 As applicable, a per kilometer rate as determined by a collective or association agreement.
 - 4.4.3.2 In the absence of an applicable per kilometer rate determined by a collective or association agreement, the rate per kilometer will be in accordance with current year Canada Revenue Agency posted automobile allowance rates, with the following exception.
 - 4.4.3.2.1 Employees may elect to take their own vehicle in lieu of a lower cost rental vehicle. However, in these cases, the reimbursement will be

restricted to the maximum of the vehicle rental rate plus applicable fuel costs with supporting receipts.

4.4.3.3 Unless specified within a collective or association agreement, expenses relating to personal vehicles such as maintenance, repairs, insurance premiums (standard or extra), accident deductibles, etc. **will not** be reimbursed.

4.4.3.4 All employees, elected and/or appointed officials using their personal vehicle for City business are recommended to obtain advice on coverage from their insurer.

4.4.4 Use of a City vehicle is encouraged. Fuel will be reimbursed with supporting receipts. Internal departmental charges may apply.

4.4.5 Vehicle rental will be reimbursed at actual cost. Vehicle size should be the most economical considering distance and number of passengers. Additional insurance is not required and will not be reimbursed. **The rental contract must be registered under the name “ The Corporation of the City of Windsor – Applicant Name.”** to eligible for coverage under the City’s insurance policy.

4.4.6 Travel by air or rail will normally be reimbursed at the economy rate. Upgrades to business class travel are typically at the traveller’s expense, with the following exceptions:

4.4.6.1 Travel by business class rail (VIA 1) may be considered for reimbursement where the cost does not exceed that of economy air travel for the same journey.

4.4.6.2 Flights outside of North America in excess of six hours may be reimbursed at the business class level in recognition of the flight times involved.

4.4.7 The City will not reimburse employees or elected/appointed officials for personal items lost while traveling on City business.

4.4.8 Where travel is delayed or cancelled due to circumstances beyond control, effort should be made to notify the approving authority immediately. Secure complimentary lodging and/or meals, where applicable. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.

4.4.9 Reasonable expenses incurred for taxis or equivalent ground transportation while on City business will be reimbursed.

4.4.10 Employees or elected/appointed officials provided vehicle allowances are not entitled to local mileage reimbursement.

4.5 ACCOMMODATION

4.5.1 Accommodations should be selected on the basis of practical location and reasonable cost. Government or business rates should be sought.

4.5.2 Accommodation with relatives or friends **will not** be reimbursed.

4.5.3 In the event of travel cancellation, the claimant may be held responsible and not be reimbursed for ‘no show’ charges resulting from failure to cancel a hotel reservation.

4.6 TRAVEL MEALS

4.6.1 Meals will be reimbursed in accordance with *Schedule B – Subsistence Per Diem Guidelines*.

4.6.2 Meals, when supplied on airlines, trains, or included in registration/conference fees will not be reimbursed.

4.7 MISCELLANEOUS TRAVEL EXPENSE

- 4.7.1 Reasonable incidental expenditures will be reimbursed. Examples include: one telephone call per day home (except in cases of illness or other emergency), coin laundry, public transit, taxi, dry cleaning (when deemed necessary due to extended travel of greater than one week or unplanned overnight stays), meter parking, and internet access fees. **Itemized** receipts must be submitted when available.
- 4.7.2 Personal expenses such as souvenirs, sightseeing tours, nightclubs, spectator events, etc. will not be reimbursed.

4.8 BUSINESS MEALS

- 4.8.1 Reimbursement for meals and **non-alcoholic** beverages during staff meetings will be considered under the following criteria:
- 4.8.1.1 It is determined, by management present, to be necessary. For example, a working meeting extended beyond four hours.
- 4.8.1.2 Amounts are deemed reasonable and within approved budget.
- 4.8.1.3 **Itemized** receipts are submitted.
- 4.8.2 Business meals including third parties will be reimbursed under the following circumstances:
- 4.8.2.1 Meal is determined to be necessary for business purposes and in the best interest of the City.
- 4.8.2.2 All attendees and the business purpose are detailed on the Business Expense Form or attachment. **Itemized** receipts must be submitted. Credit card receipts, providing the vendor and total expense only, will **not** be accepted.
- 4.8.3 Facility rental fees, should no suitable City facility be available, are an allowable expense and should be paid directly to the third party by the City.
- 4.8.4 Alcohol is **not** a reimbursable expense for business meetings, social functions, or any other event attended or hosted exclusively by **City employees**, during or after business hours, on or off City premises.
- 4.8.5 For business meetings and/or social functions between City employees and third parties, alcohol may be a reimbursable expense, provided pre-approval is obtained. In deciding whether to pre-approve reimbursement for alcohol, consideration will be given to the following:
- The alcohol portion of the expense will be reasonable in relation to the number of guests and the nature of the function.
 - The expense is appropriate to the business and responsibilities of the individuals involved.
 - All attendees, the business purpose, and location are provided in writing.
 - The alcohol will be purchased and served at a premises to which a licence or permit to sell liquor, issued pursuant to the Liquor Licence Act, R.S.O. 1990, C.L.19 or other applicable legislation, applies.
 - The City's Municipal Alcohol Policy is complied with, as applicable.
- 4.8.5.1 **Itemized** receipts, and pre-approval documentation, are to accompany the Business Expense reimbursement form. Credit card receipts, providing the vendor and total expense only, will **not** be accepted.
- 4.8.5.2 Pre-approval must be obtained in writing:
- For employees - from the CAO.
 - For the CAO - from the Mayor or designate.

- Elected and appointed officials are exempt from obtaining pre-approval. All reimbursement claims must meet the criteria in **Section 4.8.5** and are subject to review by the City Clerk.

4.9 PROTOCOL EXCHANGES FOR THIRD PARTIES

4.9.1 Pre-approval to provide token exchanges and/or memorabilia to third parties may be obtained under the following conditions:

- The expense is appropriate to the business and responsibilities of the individuals involved.
- The recipient, the business purpose, and item(s) given are provided in writing.

4.9.2 Itemized receipts are to accompany the Business Expense reimbursement form. Credit card receipts, providing the vendor and total expense only, will **not** be accepted.

4.9.3 Should the above conditions be met, pre-approval must be obtained in writing:

- For employees - from the CAO.
- For the CAO - from the Mayor, or designate.
- Elected and appointed officials are exempt from obtaining pre-approval. All reimbursement claims must meet the criteria in **Section 4.9.1** and are subject to review by the City Clerk.

4.10 OTHER BUSINESS EXPENSE

4.10.1 The Corporate Leadership Team or designates may, at their discretion, contribute reasonable amounts towards retirements, employee departures, significant accomplishments, etc. as a means of promoting goodwill and positive morale amongst employees.

4.10.2 Reasonable and necessary emergency incidental expenditures, incurred while carrying out one's job duties, will be reimbursed with supporting itemized receipts.

4.10.3 Charges incurred while using a personal cell phone for business use may be reimbursed provided an original copy of the cellular bill is submitted with the expense form. There is no reimbursement for monthly access charges and/or annual license fees.

4.10.4 Attendance at social events (including sports events, concerts, tours, etc.), or charitable venues will not be reimbursed. Exceptions may include community and/or 'guest speaker' events where City representation is expected and/or attendance will provide a benefit to the City.

5. RECORDS

5.1 Travel Authorization and Advance Form **CS.F1.06** must be attached to Travel Expense Reimbursement Form **CS.F2.06** and will become an accounts payable document to be retained in accordance with the Records Retention By-law.

5.2 Business Expense Voucher/Third Party Payment Form **CS.F4.06** becomes an Accounts Payable document to be retained in accordance with Records Retention By-law. Copies relating to third party payments must be retained for attachment to the Travel Expense Reimbursement Form **CS.F2.06**.

5.3 Local Mileage Reimbursement Form **CS.F3.06** becomes a payroll document to be retained in accordance with Records Management Policy.

6. REFERENCES AND RELATED DOCUMENTS

- 6.1 Travel and Business Expense Procedure CS.B6.06
- 6.2 Code of Ethics/Conflict of Interest Policy
- 6.3 Fraud Policy and Protocol
- 6.4 Purchasing By-Law
- 6.5 Purchasing Card Program Policy
- 6.6 Municipal Alcohol Policy – City of Windsor 2008
- 6.7 Form CS.F1.06 – Travel Authorization & Advance
- 6.8 Form CS.F2.06 – Travel Expense Reimbursement
- 6.9 Form CS.F2.06 – Travel Expense Reimbursement U.S. Dollar
- 6.10 Form CS.F3.06 – Local Mileage Reimbursement
- 6.11 Form CS.F4.06 – Business Expense Voucher/Third Party Payment

7. ATTACHMENTS

- 7.1 SCHEDULE A – Travel Mode Selection
- 7.2 SCHEDULE B – Subsistence Per Diem Guidelines
- 7.3 SCHEDULE C – Other Allowances

SCHEDULE A**Travel Mode Selection (Complete for all reasonable options)**

The following chart demonstrates estimated total travel expense in comparison between reasonable transportation modes.

DESCRIPTION OF COSTS	AIR	RAIL	PERSONAL VEHICLE (NOTE 1)	VEHICLE RENTAL (NOTE 1)	CITY VEHICLE	OTHER (BUS, ETC)
TRANSPORTATION	\$550	\$180	\$390	\$40.55 (Full Size)		\$130
ACCOMMODATION	0	200	0	0		200
MEALS	75	150	75	75		150
FUEL	0	0	0	67		0
OTHER	40 (Taxi)	40 (Taxi)	40 (Parking)	40 (Parking)		40 (Taxi)
TOTAL	\$665	\$570	\$505	\$222.55		\$520
<i>NOTE 1:</i>	<i>Vehicle rental must be completed if Personal vehicle is an option</i>					
COMMENTS AND CONSIDERATIONS :	<p>Traveler wishes to spend only one day in Toronto for a full day conference.</p> <ul style="list-style-type: none"> • Vehicle rental is the lowest cost alternative, but will require 8 hours of driving in addition to the seminar. • Air is the most expensive option, but meets the goal of same day departure and return. • Bus and rail are less expensive than air, but may result in an extra day's absence from work. 					

SCHEDULE B**Subsistence Per Diem Guidelines**

(*Taxes and gratuities included)

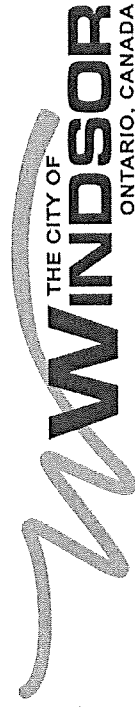
Meal	Amount *	Guidelines
Breakfast	\$15.00	If an employee is required to depart before 6:00 am and/or overnight stay.
Lunch	\$25.00	If an employee is required to depart before 12:00 noon and/or overnight stay.
Dinner	\$35.00	If an employee is unable to return home until after 6:00 pm, or an overnight stay.

SCHEDULE C

Other Allowances

1. Personal vehicle reimbursement will be per Section 4.4.3.
2. Councillors allowance per diem – out-of-town travel - **\$50.00**.

Council Compensation Review Committee



Council Remuneration and Benefits - 2018

History

- 2018 City of Windsor Mayor/Council remuneration
 - Mayor \$86,895
 - Councillor \$28,770
- Last compensation increase
 - 1.9% in 2005 (21% lost purchasing power through 2017)
 - Previously no increase from 1991 to 2003
- The 2017 Federal Budget eliminated the ability of municipalities to provide up to 1/3 elected official remuneration tax-free effective Jan 1, 2019.
- In January 2018 Council approved the formation of a Council Compensation Review Committee.

Challenges with Comparisons

- Very difficult to compare across municipalities based solely on reported amounts
- Often it is not readily apparent if amounts reported are “City Only” or include “Other Sources” (ie. boards, regions, etc)
- Some Municipalities provide 1/3 Tax Free Allowance others have eliminated the 1/3 Tax Free Allowance
- Given all of these difficulties Administration is conducting a survey of peer comparators and will provide results to the committee

Effects of Eliminating 1/3 Tax Free Allowance

Tax free allowance intended to offset employment expenses.
The effects of the elimination are:

- *Status Quo**
 - \$32,000 cost to the City for additional payroll taxes, OMERS, and lost HST rebates (additional amt of \$26,000 related to board payments flowed through City)
 - Estimated Net pay decrease of \$4,000 per Councillor and \$12,000 for the Mayor
- *Maintain Same Net Pay**
 - \$117,000 cost to the City for additional salary, payroll taxes, OMERS, and lost HST rebates (additional amt of \$26,000 related to board payments flowed through City)
 - Estimated increased salary of \$5,000 per Councillor and \$27,000 for the Mayor

*considers only salary related to City payments and not other sources of income

Other Effects of Eliminating 1/3

Tax Free Allowance

- Impacts to each elected official will be affected by individual tax circumstances and amount of expenses now deductible
- Deductible expenses will likely be much less than the lost tax free allowance, causing significant negative impact
- Additional time spent to track tax deductible expenses
- Increased pensionable earnings

How Are Others Handling Elimination of 1/3 Tax Free Allowance

- Some municipalities had not elected to provide tax free remuneration (no impact)
- Methods to deal with the elimination include:
 - Status quo salary
 - Increase salary to maintain the same net pay
 - Undertake a full remuneration review

City Paid Remuneration vs Total

Remuneration

- City Council currently determines the salary, benefits, and support for elected officials to be provided by the City based on the results of the 2003 committee recommendations
- Elected officials receive additional compensation from:
 - Mandatory boards
 - Optional boards
 - Regional governments
- Like other municipalities, the City does not determine compensation from boards and regions
- The recommendations of this committee should consider the impacts of both the City amounts paid as well as any Board Payments that flow through the City

Factors to Consider

- The committee will determine the approach to analyzing remuneration and making recommendations. Some factors that could be considered could include:
 - Level of effort, full or part time status
 - Elimination of tax-free allowance
 - Lost purchasing power since last increase
 - Number of Councillors and/or Deputy Mayors
 - Size of municipality
 - Compensation of comparators
 - Amount of administrative support provided
 - Benefits provided
 - Local economy
 - Mechanism for ongoing adjustments to remuneration

Resources

- Committee Package includes:
 - Past City reports on elected official remuneration (including the Committee Charter)
 - Details on Council Administrative support, Benefits, and Travel
 - Details on past Council Remuneration
 - Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Council Compensation Report for 2017
 - Reports from various other Municipalities on elected official compensation
- City Administration is available to gather additional resources as requested:
 - Facilitate public consultation and/or interviews with elected officials
 - Gather or analyze additional data