

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, March 11, 2016				Report Date	Tuesday, March 8, 2016			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>#11/03/16/1101 – Mileage Policy</b>									

**Subject:**

Council review of mileage and travel expense policies.

**RECOMMENDATION:**

As directed by Council, it is recommended that the mileage policy be updated.

**WHEREAS** staff have been directed to amend the policy and guidelines on mileage and has presented an updated document meeting suggestions as directed by Council;

**THEREFORE BE IT RESOLVED THAT** P&G127/ADMIN/Report to Council - Mileage Policy - March 11, 2016 dated February 2016 be accepted as presented.

**BACKGROUND/EXECUTIVE SUMMARY:**

As directed by Council, the policy was separated to two documents, one for council, one for staff and then merged again. This new document was reviewed by Committee of the Whole earlier in February and reflects changes recommended at that time.

**Financial Considerations/Budget Impact:**

None, substantially the same document as previous save grammar changes and removal of mileage restriction for meal reimbursement. Will have little financial impact.

**Policy Impact:**

It is within Council’s purview to review, modify and/or amend compensation and honoraria schemes and formulae.

**Others Consulted:**

County of Renfrew Municipal Survey – all lower tier municipalities.

Approved and Recommended by the Clerk	
Melinda Reith, Municipal Clerk	<i>Melinda Reith</i>