



Policy No.: COU-001

CORPORATE POLICY

TITLE: Council Expense Policy
NUMBER: To be entered by the Clerk's Department
CATEGORY: Corporate
DATE: May 26, 2009

REFERENCES AND RELATED DOCUMENT:

Expense Claim Form
Use of Corporate Resources during an Election

PURPOSE:

Members of Council incur various expenses and the Town provides reimbursement for reasonable permitted expenses incurred while carrying out their respective roles and responsibilities.

DEFINITIONS:

None

SCOPE/STAFF PRIMARILY AFFECTED:

This policy applies to all members of Council.

POLICY DETAILS:

1. **Expense Limits**

- 1.1 The Mayor may incur expenses in accordance with this policy to a maximum of \$16,600 per annum excluding mileage.
- 1.2 A Councillor may incur expenses in accordance with this policy to a maximum of \$5,200 per annum excluding mileage.
- 1.3 The Acting Mayor expense limit is a maximum of \$1,000 per annum.

2. Information Technology Equipment & Services

2.1 At the commencement of each term of Council, each member of Council will be provided with the equipment and services as outlined below for use in their home office or the Town Hall office:

- A laptop computer with carrying case, one docking station, one pointing device (mouse) and Town supported software
- One output device (printer, fax, etc.) for home office
- Town email account
- One cellular phone including accessory kit
- One Blackberry mobile communication device including accessory kit
- Wireless Internet Router for home

2.2 During the term of Council one upgrade to a Blackberry will be provided.

2.3 The annual administration costs payable to a single service provider for hosting of the Councillors' website will be provided.

2.4 The cost of the equipment/service referred to above shall be charged to a separate account and is not considered as an expense to a Member of Council's individual expense account and shall be included in the annual budget.

2.5 Town staff does not provide support to computers, computer equipment or software that is not owned by the Town. Town equipment requiring service must be brought into Town Hall to the Information Technology staff.

2.6 Set-up or support to install a new computer system in a home office for Town related business that is funded by the Region of Peel is an eligible individual expense.

2.7 Non-standard accessories (wireless headsets, etc) may be purchased through Information Technology and is an eligible individual expense.

3. Business Office

3.1 A business office expense as outlined below is an eligible individual expense:

- Business Cards that meet the Town's approved standards
- Stationery and Office Supplies
- Courier Service

3.2 Home office furniture is not an eligible individual expense and will not be reimbursed.

4. Community Involvement

4.1 A community involvement expense as outlined below is an eligible individual expense:

- Community memberships
- Community functions that support or take place in the Caledon Community (tickets for events, dances, roasts or golf tournaments)

4.2 A religious or political organization is not eligible for a financial donation/sponsorship under this policy. An eligible individual expense can include the non-donation portion of a political event (i.e. the cost of dinner for which no donation receipt would be provided).

5. Public Relations

5.1 A public relations expense as outlined below is an eligible individual expense:

- Town souvenir/promotional item such as pens, pins, etc
- Floral tribute or charitable donation in lieu of a floral tribute
- Greeting card
- Sponsorship of a group or organization as long as it is through the donation of a Town souvenir/promotional item or the cost of a room rental in a Town of Caledon facility
- Participation in a charitable event provided a donation receipt is not issued to either the Town or the individual member of Council

5.2 Sponsorship of a team or an individual is not an eligible individual expense and will not be reimbursed.

5.3 Where more than one member of Council is participating in a charitable event, members of Council shall among themselves determine the amount each individual will contribute.

6. Public Relations – Corporate Expense

6.1 The cost of a corporately sponsored table at an event shall be charged to a separate account and is not considered as an individual expense to a Member of Council's expense account. Corporately sponsored table events may be filled by a Member of Council, staff or guest.

6.2 The cost of the items referred to in section 6.1 shall be charged to a separate account and is not considered as an expense to a Member of Council's individual expense account and shall be included in the annual budget.

7. Telecommunication Services & Supplies

7.1 A telecommunication service or supply as outlined below is an eligible individual expense:

- Telephone service for a home office including answering service or other features
- Cell phone service including monthly charges and usage charges for Town related business
- PDA wireless service including monthly charges and usage charges for Town related business
- Costs of Town business related long-distance charges incurred on a Member of Council's personal home telephone service.
- Supplies for home office fax machine and printer
- On-going web site development and support

8. Mileage

8.1 Mileage is an eligible individual expense and a Member of Council will be reimbursed when required to drive their personal vehicle for Town business purposes and shall be included in the annual budget.

8.2 The rate per kilometer will be set as follows:

- An annual review of mileage rates be undertaken each year utilizing the Canada Revenue Agency's two reasonable per kilometer rates that are set at the end of each year.
- The mileage reimbursement rates be automatically adjusted effective January 1st of the following year based on the average of these two rates.
- Staff be authorized to amend the Council Expense Policy to incorporate any change in rates.
- Council be informed of the change in mileage rates by an information report from the Town Treasurer.
- The current mileage rate per kilometer for reimbursement is 50¢ per kilometer.

8.3 Mileage reimbursement shall be calculated at the Town approved rate and the driving distance where possible shall be calculated utilizing www.mapquest.com or a similar service.

9. Conference/Seminar/Education – Travel & Meals

9.1 A Conference/Seminar/Education and Development program and associated travel and meals is an eligible individual expense:

- Actual costs for registration fees.
- Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, “economy air fare” shall mean the conference rate air fare, when available or the “economy air fare” which was generally available at the time when travel arrangements were made.
- Ground transportation to and from the airport.
- Car rental for use while on an out-of-town business trip will only be reimbursed should there be no other alternative.
- Use of a personal vehicle for travel to out-of-town functions will be reimbursed up to the mileage cost that does not exceed the cost of economy air fare for the same purpose.
- Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one day travel, when appropriate.
- Meals while attending a conference/seminar or an education and development program. A Member of Council may elect to claim a per diem of \$60.00 where a minimum of one over night stay is required consisting of \$10.00 for breakfast, \$15.00 for lunch and \$35.00 for dinner in lieu of submitting receipts for meal expenses while attending a conference/seminar or an education and development program. The per diem claim can be submitted for reimbursement one week in advance of the conference/seminar or education and development program.

9.2 The meal per diem rate will be set as follows:

- an annual review be undertaken of the total per diem rate at the Region of Peel
- the per diem rate will be set automatically at the Region of Peel’s total per diem rate

- Staff be authorized to amend the Council expense policy to incorporate any change in the per diem
 - Council be informed of the change in the per diem rate by an information report from the Town Treasurer
- 9.3 Where meals are included in the cost of registration for a conference/seminar or an education and development program, the per diem will not be paid for the specific meal provided.
- 9.4 Deductions from a per diem will not be done for “Continental breakfasts” and meals provided by airlines/railways.
- 9.5 Registration, accommodations and travel arrangements are to be made through the appropriate administrative support staff person.
- 9.6 A Member of Council who wishes to combine a Town business trip with personal travel may do so provided that they assume all additional expenses not related to Town business.

10. Miscellaneous

10.1 The following are eligible individual expenses:

- Newsletters, flyers and reports *
- Corporate Business Meal **
- Employee Retirement dinners
- Parking fees
- Taxi, bus and train fares
- 407 ETR trip toll charges and associated administration fees including a monthly transponder fee if a Town business trip is charged during that month
- Printing requisitions *
- Advertising *
- Subscriptions – books, magazines, newspapers
- Postage of newsletters, flyers and reports
- Other similar items related to the duties of a Member of Council

* Where a Member of Council requests the printing of an item to be completed using the Town’s copying equipment, the charge will be the rate established on a cost recovery basis by Information Technology on an annual basis.

** A Corporate Business Meal must show the name of the guest(s) and state the purpose or reason for the meeting/meal. A Corporate Business Meal may include a luncheon or dinner event. Reimbursement for an alcoholic beverage will not be provided.

11. Acting Mayor

- 11.1 When the Mayor requests the attendance of a Member of Council at a special function or when the Mayor requests a Member of Council to attend on his/her behalf an event as Acting Mayor, these expenses shall be charged to a separate account and reported on the statement of remuneration and expenses separately and are not registered against a Member of Council's individual expense account.

12. Expense Approval/ Budget - General

- 12.1 An Expense Claim Form and a receipt must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. A credit card slip for meals will not be accepted in place of a vendor's receipt.
- 12.2 An Expense Claim Form must be submitted certifying all expenses incurred that have been paid in advance of attendance at the event (ie: airfare, accommodation, per diem, etc.).
- 12.3 An expense for a spouse or companion is not an eligible individual expense and will not be reimbursed.
- 12.4 A Member of Council will not be reimbursed for an alcoholic beverage.
- 12.5 A Member of Council will not be reimbursed for the cost of a fine.
- 12.6 An expense incurred by a Regional Councillor while performing Regional related business is not an eligible individual expense. Claims for Regional expenses are to be made directly through the Region of Peel.
- 12.7 Loss or damage to a vehicle shall not be the responsibility of the Town.
- 12.8 Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.
- 12.9 An individual Member of Council surplus (deficit) at the end of a budget year can be carried forward to the following year, within a term of Council, in accordance with the calculations completed by the Town Treasurer.
- 12.10 A Member of Council shall not carry forward a surplus (deficit) from term to term.

- 12.11 Any assets purchased using Town funds, regardless of the funding source, remain the property of the Town and must be returned to the Town in the event that the individual is no longer a Member of Council.
- 12.12 The Director of Administration/Town Clerk shall be responsible for the approval of requests for payment/reimbursement of eligible individual expenses subject to completion of the Expense Claim Form and supporting documentation.
- 12.13 An Expense Claim Form is to be submitted by the 15th of the month following the month in which the expense was incurred.

13. Accountability

- 13.1 The following steps set out the action to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement payments:
- a) The Director of Administration/Town Clerk or his/her designate shall meet with the Member of Council and make every reasonable effort to resolve the matter.
 - b) Where a matter can not be resolved the Director of Administration/Town Clerk or his/her designate shall prepare a report to Council for its consideration.
- 13.2 The Corporate Services Department shall report quarterly to Council on the expenses incurred to date, with a subtotal for each expense category. The Corporate Services Department shall, as required by legislation, submit an annual report on Council total annual expenses.
- 13.3 The Administration Department shall ensure that the quarterly and annual reports are posted on the Town website.
- 13.4 Upon submission of a signed Expense Claim Form a Member of Council warrants all claims are related to Town business.

POLICY REVIEW:

By-law 2009-104 to adopt this Policy will repeal and replace Policy C00-02, resolution 131A-2005, W-202-2007, W-026-2008 and note within January 22, 2008 minutes and W-334-2008.

Policy is scheduled for review in Spring 2010.