



# Council Policy

Council Policy No.:	CP2018-XXX
Council Policy Name:	Council Expense Policy
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	Council Computer Systems policy

## **Policy Statement and Rationale:**

The Corporation of the City of Kawartha Lakes recognizes that City Councillors will incur reasonable expenses when conducting the business of the City. It is deemed appropriate that a policy establishing allowable expenses and the process for claiming for reimbursement be established. Exceptions in any category must be approved by the Mayor.

## **Scope:**

All Members of Council of the City of Kawartha Lakes.

Responsibility for enforcement of and adherence to this policy is detailed in the sections below.

### **1.0 General Principles**

- 1.1 Members of City Council will be reimbursed for reasonable expenses incurred while attending functions or meetings on behalf of the City or in conduct of City business.
- 1.2 The most practical and economical arrangements for expenses is required.
- 1.3 Expenses incurred in relation to a spouse/companion must be deducted prior to submitting an Expense Report. These costs are the responsibility of the Council member.
- 1.4 Members of Council are responsible for the payment/repayment of any expense they incur or authorize that is not in accordance with this policy.
- 1.5 A detailed receipt, documenting the item(s) purchased, is required unless otherwise stated in this policy.



# Council Policy

- 1.6 Where a member of Council serves as a representative on a committee, board or agency, on behalf of the City of Kawartha Lakes, no per diems shall be paid to the member of Council in fulfilling their responsibilities as a committee, board or agency appointee.
- 1.7 Where a member of Council serves as a representative on a committee, board or agency, on behalf of the City of Kawartha Lakes, mileage incurred in fulfilling their responsibilities as a member of Council, will be compensated through the established Council budget and not through any budget of that committee, board or agency.
- 1.8 Committees, boards and agencies that currently budget mileage and/or per diems as compensation to City of Kawartha Lakes Council Members are requested to eliminate this compensation from their budgets effective the 2018-2022 term of Council.
- 1.9 Out of Province travel must be pre-approved by the Mayor for members of Council.

## **2.0 Approval**

- 2.1 Expense forms are to be signed by the member of Council and submitted to the Mayor for review and authorization.
- 2.2 The Mayor shall authorize all expenditures for each Member of Council; the Chief Administrative Officer shall authorize all expenditures paid either to or on behalf of the Mayor.
- 2.3 Expense claims should be submitted monthly to ensure proper accounting of expenses. All expense claims must be submitted no later than two weeks following the quarter the expenses were incurred.

## **3.0 Responsibilities**

- 3.1 The Mayor is responsible to ensure that the principles and mandatory requirements contained in this policy are applied consistently; and for authorizing expenses for members of Council. Only the Deputy mayor or CAO can be delegated authority from the Mayor to authorize expenses under this policy.
- 3.2 Corporate Services is responsible for developing and updating this policy, in consultation with the CAO and the Mayor and presenting changes to City Council and to ensure that the principles and mandatory requirements contained in this policy are applied consistently and highlight any inconsistencies to the CAO as appropriate.



# Council Policy

3.3 Members of Council are responsible for reading the policy to ensure that they understand their rights and obligations; exploring the most economical and practical mode of incurring expenses under this policy and obtaining approval from the Mayor or CAO if there is a question as to the validity of the expense.

## **4.0 Eligible and Ineligible Expenses:**

### **4.1 Travel**

4.1.1 The City will reimburse for transportation using the most economical method, regardless of actual transportation used. It is recommended that a rental car be retained from the City contracted company for distances exceeding 150 km.

4.1.2 The kilometer reimbursement rate will be set at 50 cents per kilometer.

4.1.3 Fuel is considered an eligible expense only if a rental car is used.

4.1.5 In the event that more than one person is traveling in a single vehicle, only the person incurring the expense may claim for reimbursement.

### **4.2 Accommodation**

4.2.1 Where possible, all accommodations are to be booked at the “government, conference or corporate rate.”

4.2.2 Allowable expenses include: parking, standard accommodation, required work related telephone calls and/or faxes and Wi-Fi charges if work is required to be performed.

4.2.3 Ineligible expenses include: entertainment, in-suite service including movies and bar services, alcohol, sightseeing expenses, and incidental charges to access hotel facilities.

### **4.3 Conferences**

4.3.1 The City will reimburse for the actual cost of registration for all conventions, seminars, or other events.

4.3.2 Entertainment expenses are not eligible.

### **4.4 Meals**

4.4.1 Where meals are not included in the program attended, the following meal per diem rates shall apply. The applicable rates is based on the time of day away. Receipts are not required. The per diem rate is not eligible if the meal was



# Council Policy

provided at the meeting or event attended. All costs exceeding the per diem rate are the responsibility of the Council member.

Per Diem Rates:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00

## **4.5 Business Meeting Expenses**

4.5.1 Reasonable business meeting expenses are permissible under this policy. Business meetings shall not be claimed when only City Staff are involved. Business meetings are strictly to be used for the purposes of doing business on behalf of the City.

4.5.2 Costs incurred for alcoholic beverages are not eligible expenses.

## **4.6 Donations to Community Groups**

4.6.1 Community groups seeking donations or support should be directed to the various grant programs that the individual City departments offer. No donations shall be made to community groups outside of these parameters.

## **4.7 Memorial Donations/Flowers**

4.7.1 Memorial donations/flowers from individual Council members are not permitted under this policy. Human Resources is responsible to make memorial donations on behalf of the City. Only the Mayor can authorize reasonable and additional expenses on behalf of all of Council, and payable through the Mayor's budget.

## **5.0 Office Administration Expenses**

5.1 It is acknowledged that Council members may incur specific expenses associated with their duties and responsibilities as a member of Council.

5.2 Office supplies (paper, nominal computer supplies, postage, business cards), and expenses covered under the Council Computer Systems policy shall be considered eligible up to the maximum limit amount set by Council, however, the Mayor may challenge a member's expenses should he/she deem them to be excessive.



# Council Policy

5.3 Expenses covered under section 5.0 of the policy are considered to be in lieu of having an office at City Hall, and therefore will not be separately disclosed on the annual Statement of Remuneration and Expenses under section 284 of the *Municipal Act*.

## Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0			