

REIMBURSEMENT OF COUNCIL EXPENSES POLICY

<p>Policy Statement:</p>	<p>The City of Barrie is committed to the reimbursement of its elected officials for all reasonable costs incurred in the course of fulfilling their duties. It is expected that all elected officials who incur business expenses, will adhere to the ethical standards of the community and will exercise their best judgment when incurring such expenses. It is also expected that expenses will be incurred only for purposes, and in facilities, that reflect the positive image of the citizens of the City of Barrie. Any expenses incurred are to support the attainment of the organization's approved goals and objectives.</p>
<p>Specific Policy Requirements:</p>	<p><u>Discretionary Expense Account</u></p> <p>The Mayor and Councillors be provided with an annual expense account with a maximum amount of \$0.06 per person in the City of Barrie for the Mayor's account and \$0.27 cents per person per ward for Councillors (with the population per ward established in accordance with the forecasted population included in the 2013 Ward Boundary Review Report) for the reimbursement of allowable expenses incurred related to their position.</p> <p>Any unused portion of the annual budget cannot be carried forward into a new calendar year.</p> <p>Elected officials are eligible to expend up to the stated maximum in one fiscal year with the exception of election years.</p> <p>The budgets for Members of Council for the period January 1 to Election Day in a municipal election year be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to election day:</p> <p>a) New Members of Council be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and</p> <p>b) Re-elected Members of Council have available to them the balance of funds remaining as of Election Day.</p> <p><u>Allowable Expenses</u></p> <p>The following establishes the definitions of allowable expenses that may be reimbursed:</p> <p><i>Air Travel</i> – Economy class fare only. Air fare receipts and boarding passes must be included with the travel claim to establish that the trip was taken and airfare paid unless supported by a cheque requisition in advance of travel.</p> <p><i>Charges for Toll Roads (Highway 407)</i> – Toll charges for Highway 407 travel will be reimbursed for business trips</p> <p><i>Communication Materials</i> – Includes newsletters, advertisements, websites, etc. Care should be taken to ensure that the mailing/distribution</p>

of newsletters be restricted to the member's ward only.

Hotel Accommodations – Will be covered on the basis of single room accommodation only at the government rate where available. Double room accommodation may be allowed where a spouse is attending a conference. Any additional expenses incurred for spousal accommodation will be the responsibility of the individual Member of Council.

Incidental Expenses - Where overnight accommodation is required or when attending a conference on City business, incidental costs may be claimed for each day or part day of travel status to offset the cost of gratuities, laundry, dry cleaning, newspapers and personal supplies. Incidental costs will be based on receipts submitted and are limited to a maximum of \$10.00/day. Costs over the maximum will be the responsibility of the individual claimant.

Office Expenses – Includes business cards, letterhead, printer paper, printer cartridges, stationery, etc. (Note: Each member of Council shall receive 1 box of 250 business cards, 1 box of 500 City Letterhead, 1 box of 500 envelopes, 1 case of 20 pound bond paper and 2 printer cartridges (one colour and one black) per year for a four year term of Council).

Parking / Public Transit Costs - Those who incur parking expenses or costs for a local bus or subway while on City business will be reimbursed. Where possible, parking fees should be supported by submitting appropriate documentation.

Private Vehicles - May be used for City related business purposes and users will be compensated at the prevailing rates established by the City of Barrie annually. If an elected official chooses to use their own vehicle in an instance where air travel would be available, the elected official will be reimbursed for the lesser of economy air fare or mileage.

Rail - Train receipts and boarding passes must be included with the travel claim to establish that the trip was taken and paid for.

Rental Vehicles – will be permitted only in circumstances where shuttle bus service to the conference location is not provided. Compact cars should be rented at all times. Collision damage coverage must be secured.

Spousal expenses- Spousal expenses are not allowed, with the exception of the Mayor. Any additional fees as a result of spouse or significant other attending a conference shall be paid for by the respective Councillor.

Taxis - May be used for local transit, airport service or where private vehicles are unavailable. A receipt is required and the user shall specify the point of origin and destination.

Telephone and Internet Expenses – Includes long distance charges and costs associated with cellular phones, blackberries or similar equipment. City equipment is to be utilized for City business only. Costs associated with charges incurred for non-city business are payable by the individual.

Travel Related Telephone Calls / Faxes / Computer Charges - All telephone calls/faxes/computer costs placed as a result of City business while traveling will be reimbursed. Charges may be verified by billing following the use of a personal calling card.

Car Allowance

The amount for the car allowance for the Mayor will be \$500 per month. The amount for Councillors will be \$175.00 per month with no mileage compensation for travel within the City limits.

Members of Council will be compensated for each kilometre driven on City Business outside of the City limits based on the City of Barrie rate that is automatically adjusted by May 1st of each year. Kilometres driven to and from events/meetings required as a member of Council appointed to a Board, Commission or Committee shall be considered City Business.

“City Business” does not include kilometres driven to attend Board, Commission or Committee meetings which are reimbursed by the specific Board, Commission or Committee.

Claims for kilometre reimbursement are to be submitted within 45 days of the date of travel. Claims for kilometre reimbursement must be submitted within the same calendar year or within 30 days of year end (December 31st).

Use of Corporate Vehicles

Individual expense accounts will be charged for the usage of Corporate vehicles based on the Corporate mileage rate times the number of kilometres driven and the amounts will be included in annual Council remuneration reports.

Municipal Administration Program

All members of Council who successfully complete the Municipal Administration Program or Councillor’s Course offered through correspondence will be reimbursed 100% of the cost of the course including all texts.

Conferences

Attendance at a conference for more than one day for specific municipal oriented organizations or municipal related association, excluding the annual conferences of the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM) and the Town and Gown Association. Workshops or seminars conducted by Federally, Provincially or Municipally-oriented organizations shall be included. Costs associated with banquets, event tickets, etc. are allowable expenses for consideration of reimbursement. Alcohol expenses will not be allowed for liability reasons.

The operating budget for each year shall allocate \$15,000 to the Council Conference Account to permit members of Council to attend the Federation of Canadian Municipalities (FCM), the Association of

	<p>Municipalities (AMO) and the Town and Gown Association annual conferences including all applicable related expenses (i.e. travel, registration, accommodation and meals).</p> <p><u>Meal Allowances</u></p> <p>A half day or full day per diem is provided to cover the cost of meals for daily business trips on behalf of the Corporation. A per diem may not be claimed where meals are provided on a carrier or as part of a business activity such as a conference dinner. Alcohol expenses will not be allowed for liability reasons.</p> <p>The following amounts may be claimed on a per diem basis:</p> <p>\$60.00 half day rate \$120.00 full day rate The rates include taxes and gratuity. No Alcohol is permitted.</p> <p><u>Use of City Facilities</u></p> <p>Individual expense accounts will be charged for the usage of Corporate Facilities based on the applicable rate established in the City's Fees By-law and the amounts will be included in annual Council remuneration reports.</p>
<p>Implementation</p>	<p><u>Approval of expenses</u></p> <p>The reimbursement of expenses of Members of Council will be approved by the City Clerk and the City Treasurer/Director of Finance.</p> <p>Where disputes arise over the payment of elected officials' expense items, the matter will be brought forward to a meeting of Council for final decision-making regarding the payment or reimbursement of expenses.</p> <p>All invoices for items purchased by members of Council are to be invoiced directly to the member of Council. Invoices are not to be invoiced to the City of Barrie. The expense accounts are established for the <u>reimbursement</u> of members of Council for reasonable costs incurred in the course of fulfilling their duties (to the maximum amount of the expense account). Members of Council will be reimbursed (to the maximum amount as per the expense policy) where the expense is clearly associated with representing the interests of the constituents who elected them. Members of Council will not be reimbursed for any expenses deemed by the City Clerk to be election-related.</p> <p><u>Cash Advances</u></p> <p>Cash advances will not be provided. Members of Council will be reimbursed for expenses only when receipts are received.</p>

Excluded Items

The City will not be responsible for expenses relating to:

- medical and hospital treatment beyond City benefit guidelines
- expenses related to spouse or significant other
- for purchase of trunks, luggage, clothing and souvenirs
- for lost luggage, cameras and other misplaced belongings
- alcoholic beverages
- for in-suite services relating to movies and bars.

Extended Stays

Extended stays will be permitted at the expense of the Member of Council.

Reimbursement of Expenses

Each invoice for reimbursement must be accompanied by the prescribed form, signed by the Member of Council

Original, itemized receipts must be obtained and be submitted for reimbursement of expenses unless otherwise noted. Credit card receipts are not acceptable. Any amounts under 5.00 do not require a receipt.

All payments will be made in Canadian funds. Foreign exchange shall be paid on actual costs claimed (supported by receipts). Claims shall be converted at the current exchange rate when a receipt is not provided.

All receipts must be submitted within 45 days of the expense being incurred. Receipts for expenses incurred must be submitted within the same calendar year or within 30 days of year end (December 31st).

Upgrades

Individuals may choose to upgrade at their own expense.