



## REIMBURSEMENT OF COUNCIL EXPENSES POLICY

<b>Policy Category/Section:</b>	C00 – Governance – Council
<b>Last Review:</b>	Reviewed in 2022 by the Council Compensation Review Committee
<b>Date:</b>	March 7, 2022 - City Council approved motion 22-G-041 to amend the Reimbursement of Council Expenses Policy
<b>POLICY STATEMENT:</b>	<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>
<b>DEFINITIONS:</b>	<p><b>Air Travel</b> – Economy class fare only. Airfare 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><b>Charges for Toll Roads (Highway 407)</b> – Toll charges for Highway 407 travel will be reimbursed for business trips</p> <p><b>Communication Materials</b> – Includes newsletters, advertisements, websites, etc. Care should be taken to ensure that the mailing/distribution of newsletters be restricted to the member's ward only.</p> <p><b>Corporate Expenses</b> - include payments made on behalf of Members of Council from public funds which would include payments made directly to suppliers (ie. for cell phones, internet charges, office expenses, etc.). These expenses are not included against Council members' budgets.</p> <p><b>Council Expenses</b> - include the costs associated with attending events on behalf of the City, hosting guests, communication materials and travel related expenses.</p> <p><b>Hotel Accommodations</b> – 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.</p> <p><b>Incidental Expenses</b> - 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.</p> <p><b>Office Expenses</b> – Includes business cards, letterhead, printer paper, printer cartridges, stationery, etc.</p>

	<p><b>Parking / Public Transit Costs</b> - 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.</p> <p><b>Private Vehicles</b> - 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 airfare or mileage.</p> <p><b>Rail</b> - Train receipts and boarding passes must be included with the travel claim to establish that the trip was taken and paid for.</p> <p><b>Rental Vehicles</b> – 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.</p> <p><b>Spousal expenses</b> - 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.</p> <p><b>Taxis</b> - 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.</p> <p><b>Telephone and Internet Expenses</b> – 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.</p> <p><b>Travel Related Telephone Calls / Faxes / Computer Charges</b> - 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.</p>
<p><b>SPECIFIC POLICY REQUIREMENTS:</b></p>	<p><u>Annual Expense Account</u></p> <p>The annual expense account allocations for Mayor and Councillors will be established on the basis of the forecasted population provided by the Development Services Department to provide up-to-date population figures.</p> <p>The submission of Council member expenses for reimbursement will be in accordance with Finance Department's year-end reporting deadlines.</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>

- a) New members of Council be allocated a budget equal to 11/12th of the approved budget amount for the month of December; and
- b) Re-elected members of Council have available to them the balance of funds remaining as of Election Day.

#### Car Allowance

The amount for the car allowance for the Mayor will be \$6,600 (\$550 per month).

The Deputy Mayor receive additional compensation in the amount of \$7,500 per year and an additional car allowance of \$3,600 (\$300 per month).

The amount for Councillors will be \$2,400 (\$200.00 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 effective May 1<sup>st</sup> of each year. Effective January 1, 2022, the rate was established at 61 cents per kilometre for the first 5000 kilometres and then 55 cents for each additional kilometre.

For the purposes of compensation for kilometres driven "City Business" is defined as:

- a) Kilometres driven to and from City Hall or other locations for attendance at City Council, General Committee, Reference, Advisory or Special Committee meetings.
- b) Kilometres driven to and from events, meetings with citizens, etc.
- c) Kilometres driven to and from events/meetings required as a member of Council appointed to a Board, Commission or Committee.
- d) Usage of Corporate vehicles based on the Corporate mileage rate times the number of kilometres driven and the amounts to be included in annual Council remuneration reports.

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

#### Association of Municipalities of Ontario (AMO) Courses and Municipal Administration Program

Members of Council who successfully complete the Municipal Administration Program will be reimbursed 100% of the cost of the course. Members of Council will also be reimbursed upon the successful completion of courses offered through the Association of Municipalities of Ontario (AMO), up to a maximum of \$1,600 per year per member.

#### Conferences

Attendance at a conference for more than one day for specific municipal oriented organizations or municipal related association, excluding the Association of Municipalities of Ontario (AMO) or the Federation of

	<p>Canadian Municipalities (FCM). 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.</p> <p>The Council Conference Budget shall be allocated a maximum of \$25,000 per year to permit members of Council to attend the Federation of Canadian Municipalities (FCM), and the Association of Municipalities (AMO) annual conferences and one member of Council to attend the Annual Town and Gown Association of Ontario Symposia including all applicable related expenses (ie. 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>Usage of Corporate facilities (based on the applicable rate established in the City's Fees By-law) beginning January 1, 2010, and the amounts be included in annual Council remuneration reports.</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>
<b>IMPLEMENTATION:</b>	<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.</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 reimbursement 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> <p><u>Excluded Items</u></p> <p>The City will not be responsible for expenses relating to:</p> <ul style="list-style-type: none"> <li>• Medical and hospital treatment beyond City benefit guidelines;</li> <li>• Expenses related to spouse or significant other;</li> <li>• For purchase of trunks, luggage, clothing and souvenirs;</li> <li>• For lost luggage, cameras and other misplaced belongings;</li> <li>• Alcoholic beverages; and</li> <li>• For in-suite services relating to movies and bars.</li> </ul> <p><u>Extended Stays</u></p> <p>Extended stays will be permitted at the expense of the member of Council.</p> <p><u>Reimbursement of Expenses</u></p> <p>Each invoice for reimbursement must be accompanied by the prescribed form, signed by the member of Council.</p> <p>Original, itemized receipts must be obtained and be submitted for reimbursement of expenses unless otherwise noted. Any amounts under 5.00 do not require a receipt.</p> <p>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.</p> <p>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 31<sup>st</sup>).</p> <p><u>Upgrades</u></p> <p>Individuals may choose to upgrade at their own expense.</p>
<b>RELATED POLICIES:</b>	<ul style="list-style-type: none"> <li>• Council Compensation</li> <li>• Use of Corporate Resources for Election Purposes</li> <li>• Fees By-law</li> </ul>
<b>DATE APPROVED BY CITY COUNCIL:</b>	Policies prior to May 10, 2010 were repealed and replaced with the policies listed in Appendix "C" to the Report of the Council Compensation Review Committee dated May 3, 2010. (CCRC5-10)
<b>POLICY TO BE REVIEWED:</b>	To be reviewed a minimum of once per Term of Council.

**DATES UPDATED AND/OR AMENDED:**

<b>Date:</b>	<b>Type:</b>	<b>Motion #</b>	<b>Description</b>
October 28, 2008	FIN006-09	09-G-136	2008 Council Remuneration Report
May 10, 2010	CCRC5-10	10-G-185	Council Compensation Report
October 1, 2012	Item for Discussion	12-G-248	Town and Gown Symposium
June 3, 2013	CLK002-13	13-G-133	Use of City Facilities
June 6, 2017	CCRC01-17	17-G-171	Council Compensation Report
May 14, 2018	LCS009-18	18-G-106	Deputy Mayor Position
May 13, 2019	Item for Discussion	19-G-129	FCM Conference – Nomination to Board of Directors
December 16, 2019	LCS017-19	19-G-380	2020 Council Conference Attendance
March 7, 2022	CCRC01-22	22-G-041	Council Compensation Report