
MEMORANDUM

AC-C 3-2023

**Subject: Consideration of Submitted Expenses under Regional Council
Expense Policy– Former Regional Councillor Britton**

Date: February 13, 2023

To: Audit Committee

From: Ann-Marie Norio, Regional Clerk

On November 8, 2022, the Regional Clerk confirmed receipt of an expense submission from Councillor Britton for reimbursement of expenses from May 16 through November 8, 2022. Upon review of the submission, in accordance with the Regional Council Expense Policy (Appendix 3), Councillor Britton was requested to provide receipts/supporting information for his expense submissions in order to confirm they were eligible expenses under the Policy. Further communications in the month of November resulted in additional receipts and information being provided to support the expense report submission for expenses from May 16 up to and including November 10, 2022 (Appendix 2).

Upon review of the entire submission, a number of expenses were clearly eligible under the Expense Policy (reimbursement for phone, parking and conference attendance) and were subsequently reimbursed on January 19, 2023. There were; however, a number of other submissions (i.e. purchase of business cards, t-shirts, meals and event attendance) that were unable to be verified by staff based on the information provided as specifically relating to Regional business and eligible for reimbursement in accordance with the Policy. Staff relied upon sections 3.1, 4.1 (a), (b) (i), 4.5 (f), and 5.2 (a) through (d) of the Regional Council Expense Policy in reviewing the submitted expenses and informed former Councillor Britton accordingly.

As such, in accordance with Section 5.3 of the Regional Council Expense Policy, the expenses totalling \$1246.70 (Appendix 1) are before the Audit Committee for consideration as staff is unable to determine eligibility for reimbursement of these expenses.

Appendices

Appendix 1 Expense Listing and Receipts

Appendix 2 Clarification Email

Appendix 3 Regional Council Expense Policy

Respectfully submitted and signed by

Ann-Marie Norio
Regional Clerk

| Expense | Date | Amount | Description of Regional Business |
|--|-------------|---------------|---|
| Chinese Business Association | 28-May-22 | \$188.00 | Not provided |
| Greek Community of Niagara | 25-Jun-22 | \$26.00 | Not provided |
| Underprivileged Youth Development Foundation | 07-Oct-22 | \$250.00 | Not provided |
| Community Crew Night of Miracles | 07-Jun-22 | \$100.00 | Not provided |
| Dalhousie Yacht Club | 09-Jun-22 | \$24.50 | Rotary Lunch |
| Dalhousie Yacht Club | 14-Jul-22 | \$24.50 | Rotary Lunch |
| Dalhousie Yacht Club | 25-Aug-22 | \$24.50 | Rotary Lunch |
| Dalhousie Yacht Club | 08-Sep-22 | \$24.50 | Rotary Lunch |
| Dalhousie Yacht Club | 29-Sep-22 | \$24.50 | Rotary Lunch |
| Dalhousie Yacht Club | 13-Oct-22 | \$24.50 | Rotary Lunch |
| Dalhousie Yacht Club | 10-Nov-22 | \$24.50 | Rotary Lunch |
| LGL's Eco-Chic Fashion Show | 26-Aug-22 | \$75.00 | Not provided |
| GNCC Spotlight Series | 15-Sep-22 | \$32.61 | Not provided |
| Royal Canadian Legion Br 24 Armistice Dinner | 14-Oct-22 | \$10.00 | Not provided |
| VETS Canada Fundrasier | 06-Nov-22 | \$53.96 | Not provided |
| VETS Canada Fundrasier | 06-Nov-22 | \$22.68 | meal |
| Vistaprint | 11-Jul-22 | \$130.93 | Business cards/polos |
| Impact Promotions | 03-Aug-22 | \$39.55 | Polo shirt |
| Kilt and Clover | 05-Jun-22 | \$18.61 | Constituent meeting |
| Starbucks | 09-Jun-22 | \$4.80 | Constituent meeting |
| Rozie's Breakfast Café | 08-Jul-22 | \$39.66 | Constituent meeting |
| Merchant Ale House | 08-Jul-22 | \$56.40 | Constituent meeting |
| Tim Horton's | 09-Jul-22 | \$14.63 | Constituent meeting |
| Tim Horton's | 10-Jul-22 | \$12.37 | Not provided |

Total **\$1,246.70**

Presented by



No.00240

Sponsoring/Assessor:
TELUS Business

TOGETHER

華商之夜

Confederation of Greater Toronto
Chinese Business Association
Annual Gala 2022

Event Date: May 21st, 2022 (Saturday)
Event Time: Registration 6PM, Dinner 7PM
Venue: Hilton Toronto Markham Ballroom
8100 Warden Ave., Markham, ON L3R 9A5
Ticket: \$188 (Dinner & Entertainment) (Optional)



**Greek Community of
Niagara**
515 NIAGARA STREET
ST CATHARINES, ON L2M 3P6
905-465-3029

Transaction ID: 1440

| | |
|------------------|---------|
| Total | \$26.00 |
| CREDIT CARD SALE | \$26.00 |
| MATRICARD 4739 | |

25 Jun, 2022 1:27:12p.m.
Shop: CONIAC
Mastercard: 7XXXXXXXXXX
Reference ID: 217501
Auth ID: 025482
MID: 0000000000000000
AID: A000000000000000
APPLICATION MASTERCARD
NO CARD, NO VERIFICATION

Online: <https://shop.coniac.ca/BAPAWCMCWXV4>

**UNDERPRIVILEGED YOUTH
DEVELOPMENT FOUNDATION**

**Gala
NIGHT**

FRIDAY, OCTOBER 7TH 2022

**DRESS CODE: BLACK TIE
GUEST LIST ONLY**

TIME: 6:00 PM | OPEN BAR & DINNER

ADMISSION: \$250

The Blue Mountain
80 MARKET ST., ST. CATHARINES, ON

WWW.UYDF.ORG




COMMUNITY
CREW

Receipt from Community Crew

Receipt #1097-5932

AMOUNT PAID

C\$100.00

DATE PAID

June 7, 2022

PAYMENT METHOD



- 4739

SUMMARY

Gala Registration

C\$100.00

Amount charged**C\$100.00**

Dalhousie Yacht Club

24 Leinster Road
St Catharines, ON
L2N 4K6
(905) 234-8325
Dalhousieyachtclub.com

June 9, 2022
12:00 PM
Rachel

Receipt (Mrs)
Authorization 009493

MasterCard
AID AU 00 00 00 04 10 10

FOR HERE

| | |
|--------------|---------|
| Rotary Lunch | \$21.68 |
|--------------|---------|

| | |
|----------|---------|
| Subtotal | \$21.68 |
| HST | \$2.82 |

| | |
|-----------------|---------|
| Total | \$24.50 |
| MasterCard 4/39 | \$24.50 |
| (Contactless) | |

Thank you for dining with us!
Please come again soon

APPROVED

Rotary Luncheon - Thursday July 14, 2022

Invoice #000550

July 11, 2022

Customer

Mike Britton

Date of service

July 14, 2022

Message

Rotary Luncheon - Thursday July 14, 2022

Invoice summary

| | |
|--------------|---------|
| Rotary Lunch | \$21.68 |
|--------------|---------|

| | |
|----------|---------|
| Subtotal | \$21.68 |
|----------|---------|

| | |
|-----|--------|
| HST | \$2.82 |
|-----|--------|

| | |
|------------------|----------------|
| Total Due | \$24.50 |
|------------------|----------------|

Invoice #000585

AC-C 3-2023

Appendix 1

August 23, 2022

Customer

Mike Britton

Date of service

August 25, 2022

[Download Invoice PDF](#)

Message

Rotary Luncheon - August 25, 2022

Invoice summary

| | |
|---------------------|----------------|
| Rotary Lunch | \$21.68 |
|---------------------|----------------|

| | |
|----------|---------|
| Subtotal | \$21.68 |
|----------|---------|

| | |
|-----|--------|
| HST | \$2.82 |
|-----|--------|

| | |
|------------------|----------------|
| Total Due | \$24.50 |
|------------------|----------------|

Rotary Luncheon - September 8, 2022

Invoice #000628

September 7, 2022

Customer

Mike Britton

Date of service

September 8, 2022

[Download Invoice PDF](#)

Invoice summary

| | |
|---------------------|----------------|
| Rotary Lunch | \$43.36 |
| (\$21.68 ea.) x 2 | |

| | |
|----------|---------|
| Subtotal | \$43.36 |
|----------|---------|

| | |
|-----|--------|
| HST | \$5.64 |
|-----|--------|

| | |
|------------------|----------------|
| Total Due | \$49.00 |
|------------------|----------------|

Invoice #000669

September 24, 2022

AC-C 3-2023
Appendix 1

Customer

Mike Britton

Date of service

September 29, 2022

[Download Invoice PDF](#)

Message

Rotary Luncheon - September 29, 2022

Invoice summary

| | |
|--------------|---------|
| Rotary Lunch | \$21.68 |
|--------------|---------|

| | |
|----------|---------|
| Subtotal | \$21.68 |
|----------|---------|

| | |
|-----|--------|
| HST | \$2.82 |
|-----|--------|

| | |
|------------------|----------------|
| Total Due | \$24.50 |
|------------------|----------------|

Rotary Luncheon - Thursday October 13, 2022

AC-C 3-2023
Appendix 1

Invoice #000696

October 9, 2022

Customer

Mike Britton

Date of service

October 13, 2022

[Download Invoice PDF](#)

Message

Rotary Luncheon - Thursday October 13, 2022

Invoice summary

| | |
|--------------|---------|
| Rotary Lunch | \$21.68 |
|--------------|---------|

| | |
|----------|---------|
| Subtotal | \$21.68 |
|----------|---------|

| | |
|-----|--------|
| HST | \$2.82 |
|-----|--------|

| | |
|-------------------|----------------|
| Total Paid | \$24.50 |
|-------------------|----------------|



Dalhousie Yacht Club
Reservations@dalhousieyachtclub.com | 905-934-8325

Invoice #000744

Issue date
Nov 8, 2022

Rotary Luncheon - Thursday November 10, 2022

Rotary Luncheon - Thursday November 10, 2022

Customer
Mike Britton

Invoice Details
PDF created November 10, 2022
\$24.50
Service date November 10, 2022

Payment
Due November 9, 2022
\$24.50

| Items | Quantity | Price | Amount |
|--------------|----------|---------|---------|
| Rotary Lunch | 1 | \$21.68 | \$21.68 |
| Subtotal | | | \$21.68 |
| HST | | | \$2.82 |

Total Paid **\$24.50**

Payments
Nov 9, 2022 (Visa 8518) **\$24.50**

Let Links for Greener Learning know
how your experience was

\$75.00

Eco Fashion Show Ticket August 26/2022 × \$75.00

1

Total

\$75.00



Order Summary

Order #4573406159 - 15 September 2022

\$32.61 paid by MasterCard

Last 4 digits: 4739

Appears on your card statement as EB *Spotlight Series w

| | | |
|--------------|--|----------------|
| Mike Britton | 1 x General Admission (Discounted 25.00% - GNCCIceDogs22) | \$28.86 |
| GST | | \$3.75 |
| | | \$32.61 |

View and manage your order online

Contact the organizer for any questions related to this purchase.

This order is subject to **Eventbrite** Terms of Service and Privacy Policy, and Cookie Policy.

RCL Branch 24 Armistice Dinner

Saturday November 5, 2022

15 George Street, Lower Hall

5:30 pm - Social

6:15 pm - Dinner

Buffet -Ham, potatoes, veggies, salad, dessert,
coffee/tea

\$10 per person



ON-LINE PURCHASE CONFIRMATION EMAIL

AC-C 3-2023
Appendix 1

THIS IS NOT AN ACTUAL TICKET, PLEASE BRING THIS LETTER TO BOXOFFICE
TO PICKUP YOUR TICKET

CONFIRMATION RECEIPT

| <p>Greg Frewin Theatre 5781 Ellen Ave, Niagara Falls, ON L2G 3P8 PHONE: LOCAL: 905-356-0777 TOLL FREE: 1-866-779-8778</p> | | | |
|---|-----------------------|-----------------------|--------------|
| <p>SHOW NAME : Big Band for Veterans SHOW DATE : Sunday, November 6, 2022 SHOW TIME : 7:00PM</p> | | | |
| Your Confirmed Ticket Class - Seating | Adult/Child | Quantity (x Price) | Total CAD |
| Level 3 Seating | Adult | 1 x \$45.00 | \$45.00 |
| | Sub Total | | \$45.00 |
| | Ticket Processing Fee | | \$2.75 |
| | Total HST | | \$6.21 |
| | Grand Total | | \$53.96 |

GRIG FRESH THEATRE
5701 ELLEN AVE L25106
NIZALADA FALLS
21343574
GM2134357415

AC-C 2023
Appendix 3

1111

PURCHASE

1111

11-04-2022 20:57:57

Acct # *****8518 95

Card Type VI

10000000011010

Visa Credit

Trace # 133

Inv. # 208

Auth # 027235 99M 001155/95

Purchase \$19.72

Tip \$2.96

Total \$22.68

(001) APPROVED-THANK YOU

Retain this copy for your
records

Customer copy

SUB TOTAL

Gratuity

CHECK TOTAL

19.72

You have been served by CynthiaG

THANK YOU

Tax Number 877729509RT0001

Elvis Dean Z Christmas Show

Dec 14th 2022

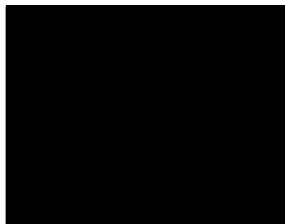
www.grigfreshtheatre.com

Tax Invoice

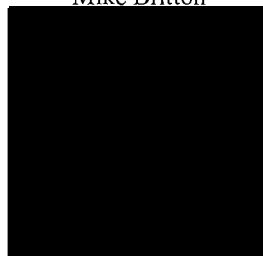


| | | |
|------------------------|-------------|-------------------------------|
| Invoice Number: | 0202027709 | Vistaprint Canada Corporation |
| Invoice Date: | 2022-07-11 | 333 Bay Street, Suite 2400 |
| Payment Date: | 2022-07-11 | M5H 2T6 |
| Shipped Date: | 2022-07-11 | Toronto |
| Order Number: | VP_NHMN3FQP | Canada |
| | | HST/GST #: 75761 0928 RT0001 |

Billed to:
Mike Britton



Shipped to:
Mike Britton



Order Summary

| Item | Qty | Net Amount |
|--|--------------|-----------------|
| Sport-Tek® Micropique Sport-Wick® Polo - | 1 | \$41.21 |
| FeatherLite® Value Polyester Sport Shirt | 1 | \$28.59 |
| Embossed Gloss Business Cards | 100 | \$46.06 |
| <hr/> | | |
| | Subtotal | \$115.86 |
| | Shipping | \$0.00 |
| | HST | \$15.07 |
| | Total | \$130.93 |

This document is for your tax records only and does not represent a balance due.

All products & services are provided by VistaPrint Canada Corporation,
333 Bay Street, Suite 2400, Toronto, ON M5H 2T6
a CIMPRESS company

1000105498 Ontario Inc o/a Impact Promotions Niagara INVOICE

32 Front St S
Thorold, Ontario L2V 1W9
nikki@impactpromotions.ca

Invoice No.: 08032022
Date: 08/03/2022
Ship Date:
Page: 1
Re: Order No.

Sold to:
Mike Britton Campaign

Ship to:
Mike Britton Campaign

Business No.: 749252607

| Item No. | Unit | Quantity | Description | Tax | Unit Price | Amount |
|--|------|----------|---------------------------------------|-----|--------------|--------|
| | | 1 | GOLF SHIRT WITH LEFT CHEST DECORATION | IH | 39.55 | 39.55 |
| | | | Subtotal: | | | 39.55 |
| | | | IH - HST @ 13%, included HST | | 4.55 | |
| 1000105498 Ontario Inc o/a Impact Promotions Niagara HST: #749252607 | | | | | | |
| Shipped By: Tracking Number: | | | | | Total Amount | 39.55 |
| Comment: | | | | | Amount Paid | 0.00 |
| Sold By: | | | | | Amount Owing | 39.55 |



From: [REDACTED]
Subject: [Norio, Ann-Marie](#)
Date: Re: Expense Submission
Wednesday, December 07, 2022 3:24:57 PM

CAUTION EXTERNAL EMAIL: This email originated from outside of the Niagara Region email system. Use caution when clicking links or opening attachments unless you recognize the sender and know the content is safe.

Hi Ann-Marie,

Should be no problem for most of that. Is there a specific form to fill out as I didn't see room for any of that on the expense form provided? Barring that, I'll just provide explanations here in the body of this email and you can let me know if you need it changed into a different format.

Kilt and Clover – itemized receipt and supporting details

- they didn't give an itemized receipt; it says on the bottom of the submitted receipt "Retain this copy for your record" as it is the only one they give out
- Constituent meeting with St. Catharines resident [REDACTED] about the Code of Conduct update

Dalhousie Yacht Club – ALL – itemized receipt and supporting details

- there is no itemized receipt; it is a set fee for attendance as described in the invoice
- I put these under 'special events' as the cost is the price for admission as opposed to just the meal and therefore not bound by Section 4.5 (f)

Rozie's Breakfast Cafe– itemized receipt and supporting details

- Constituent meeting with St. Catharines resident [REDACTED] about the Niagara Greek Community
- they didn't give an itemized receipt

Merchant Ale House – itemized receipt and supporting details

- Constituent meeting with St. Catharines Resident and Liuna Regional Organizer Ryan Perkins about union issues
- receipt attached

UYDF Gala – receipt required

- the ticket was the receipt; the price is on the ticket

Tim Horton's– supporting details

- Constituent meeting with Niagara resident [REDACTED] about firearms issues

Starbucks – supporting details

- Constituent meeting with Niagara resident [REDACTED] about connections within the Niagara Indian Community

Let me know if you need anything else,

On Wed, Nov 30, 2022 at 1:44 PM Norio, Ann-Marie <Ann-Marie.Norio@niagararegion.ca> wrote:

Good afternoon Former Councillor Britton,

Upon review of your expense submission, there are some clarifications needed:

- Kilt and Clover – itemized receipt and supporting details
- Dalhousie Yacht Club – ALL – itemized receipt and supporting details
- Rozie's Breakfast Cafe– itemized receipt and supporting details
- Merchant Ale House – itemized receipt and supporting details
- UYDF Gala – receipt required
- Tim Horton's– supporting details
- Starbucks – supporting details

Some of your submitted receipts have the debit receipt covering the itemized receipt which is what needs to be visible in order to approve. As well I will note that in accordance with the Expense Policy (Section 4.5 (f) **Members must provide the names of all attendees and Regional business reason for the meeting on the meal receipt.**

Please provide at your earliest convenience.

Thank you

Ann-Marie

Ann-Marie Norio, BA, Dipl. M.A., CMM III
Regional Clerk

Administration - Office of the Regional Clerk

Niagara Region

Phone: 905-980-6000 ext. 3220 Toll-free: 1-800-263-7215

Fax: 905-687-4977

www.niagararegion.ca

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--

Mike Britton

Cell: [REDACTED]

Website: [REDACTED]

THE REGIONAL MUNICIPALITY OF NIAGARA

BY-LAW NO. 2017-99

A BY-LAW TO PROVIDE FOR THE REIMBURSEMENT OF EXPENSES OF
THE MEMBERS OF COUNCIL FOR THE REGIONAL MUNICIPALITY OF
NIAGARA

WHEREAS subsection 283(2) of the *Municipal Act, 2001*, (the “Act”) provides:

Despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

- (a) the expenses are actually incurred; or
- (b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred;

WHEREAS subsection 283(4) of the Act provides that no part of the remuneration of a member of a council or local board paid under Section 283 of the Act is deemed to be for expenses incidental to his or her duties as a member and a municipality or local board shall not provide that any part of the remuneration is for such deemed expenses;

WHEREAS Section 284 of the Act requires the municipal treasurer provide to council a public report on the remuneration and expenses paid to each member of council in the previous year and such report shall identify the by-law under which the remuneration or expenses were authorized to be paid;

WHEREAS Memorandum CSC-C 26-2017 was passed by Regional Council on November 16, 2017 to authorize the passing of a by-law related to the reimbursement of expenses of the members of Council for The Regional Municipality of Niagara (Niagara Region); and,

WHEREAS Regional Council deems it expedient to adopt a policy to define the reimbursement of expenses of members of Regional Council.

NOW THEREFORE the Council of The Regional Municipality of Niagara enacts as follows:

1. That the expense reimbursement policy for members of Council for The Regional Municipality of Niagara attached hereto as Schedule “A” to this by-law be and is hereby approved and authorized;

2. That the Clerk of The Regional Municipality of Niagara is authorized to effect any minor modifications, corrections or omissions solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law; and,
3. That this by-law shall come into force and effect on the day upon which it is passed.

THE REGIONAL MUNICIPALITY OF NIAGARA

Alan Caslin, Regional Chair

Frank Fabiano, Acting Regional Clerk

Passed: November 16, 2017

Schedule "A"



Corporate Policy

C-RC-001

| | |
|------------------------|--|
| <i>Policy Category</i> | <i>Name of Policy</i> |
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 1 of 13

| | |
|------------------------|--|
| Policy Owner | Administration –Office of the Regional Clerk, Regional Clerk |
| Approval Body | Council |
| Approval Date | November 16, 2018 |
| Effective Date | November 17, 2018 |
| Review by Date | August 31, 2019 |
| Cross-Reference | By-law No. 2017-99 |
| | By-law No. 2018-44 |
| | By-law No. 2019-103 |

1. Policy

- 1.1. The Regional Council Expense Policy governs the reimbursement of expenses incurred by Members during activities related to the Regional Business of Niagara Region.

2. Purpose

- 2.1. The objective of this policy is to provide consistent rules and guidelines to Members with respect to Eligible Expenses incurred in performing their duties.
- 2.2. The policy provides specific and clear direction regarding diverse expenses, and clarifies what are Eligible Expenses and Ineligible Expenses.
- 2.3. The policy establishes the provision of public access to expense information of Members.

Schedule "A"



Corporate Policy

C-RC-001

| <i>Policy Category</i> | <i>Name of Policy</i> |
|------------------------|--|
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 2 of 13

2.4. The policy captures the following principles:

- a) Maintain Integrity of Council
 - i. The integrity of Council as a whole and the offices of the Members must be protected; and
 - ii. The interest of Council as a whole takes precedence over the personal interest of individual Members.
- b) Maintain Accountability
 - i. Members are the stewards of resources and are ultimately accountable to the public for the type and level of expenses they incur;
 - ii. Since members use public funds when they perform their duties, the public expects public funds to be used solely for fulfillment of their public duties;
 - iii. Members' expenses should be reasonable and reflect what the public expects of an elected official; and
 - iv. Members' personal expenses must be kept separate from expenses related to Regional Business.
- c) Maintain Transparency
 - i. The public has a right to know how public funds allocated to Members are spent; and
 - ii. The public's right to Members' expense information must be balanced against the need to protect personal information, and the need to allow time for proper account and reconciliation of expenses.

3. Scope

3.1. This policy applies to all Members and establishes the basis upon which the Members will be reimbursed or have payment coverage for Eligible

Schedule "A"



Corporate Policy

C-RC-001

| | |
|------------------------|--|
| <i>Policy Category</i> | <i>Name of Policy</i> |
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 3 of 13

Expenses incurred while undertaking activities related to Regional Business while acting in their role as an elected official.

4. Roles and Responsibilities

4.1. All expenses submitted for reimbursement must include the following:

- a) Itemized receipts
- b) Supporting documentation, including:
 - i. A brief description of the nature of Regional business; and
 - ii. A Google map print out as back up to a mileage expense.

4.2. Members may attend conferences, conventions, meetings and other events using allocated funds in the current budget for registration fees and Eligible Expenses.

4.3. Transportation

- a) Members shall make every attempt to use the most economical and efficient mode of transportation including:
 - i. economy airfare, first class rail fare including taxi fares to and from terminals or parking where required, or
 - ii. mileage rate for personal automobile usage and parking, or
 - iii. rented automobile and actual fuel cost.
- b) Members shall make efforts to share travel costs when travelling to the same destination.
- c) If a more expensive means of transportation is chosen, only the most economical equivalent charges will be allowed. For example,

Schedule "A"



Corporate Policy

C-RC-001

| | |
|------------------------|--|
| <i>Policy Category</i> | <i>Name of Policy</i> |
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 4 of 13

if a Member chooses to drive to a destination where it is more economical to use air transportation, only the equivalent air transportation charge will be permitted.

d) Calculation of Mileage

- i. Mileage will be reimbursed for trips related to Regional business (specifically, for attendance at official Regional functions) and calculation will be based on the lesser of the actual distance from the Member's home to the destination, or the distance from the Member's normal work location (Regional headquarters is the normal work location for the Regional Chair only) to the destination; and
- ii. The mileage rate applied will be one year behind the current year's Canadian Revenue Agency (CRA) rate.

4.4. Accommodation

- a) Where overnight accommodation is required, the single room rate will be paid and must be accompanied by appropriate receipts.

4.5. Meals/Per Diem

- a) A \$75.00 per diem rate represents the maximum that will be paid to each Member attending a conference, convention, or other event when an overnight stay is required.
- b) Where all meals are included in registration fees, the per diem rate is not applicable.
- c) Where some meals are included in registration fees, the allocation for included meals shall be deducted from the per diem using the following guideline:

Schedule "A"



Corporate Policy

C-RC-001

| | |
|------------------------|--|
| <i>Policy Category</i> | <i>Name of Policy</i> |
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 5 of 13

| | |
|-------------|----------------|
| Breakfast | \$15.00 |
| Lunch | \$20.00 |
| Dinner | \$30.00 |
| Incidentals | \$10.00 |
| | <u>\$75.00</u> |

- d) There shall be no reimbursement for any meal expenditure incurred during the time that a Member is entitled to a per diem allowance.
 - e) The daily rate allowance is to be calculated on a 24-hour basis and not a working day basis. It shall be paid from the time of leaving for the function until the time of arrival home, to the nearest 1/2 day.
 - f) Notwithstanding (b), (c) and (d), actual expenditures incurred may be reimbursed in lieu of the per diem rate; however, such expenditures must be reasonable in the circumstances and Members must provide the names of all attendees and Regional business reason for the meeting on the meal receipt.
 - g) Members may be reimbursed for reasonable Eligible Expenses related to meals incurred during the course of Regional Business and shall include the following:
 - i. Meals while travelling on behalf of Niagara Region; or,
 - ii. Meals required where circumstances warrant.
 - h) The per diem rate may increase once per term of council based on the Consumer Price Index.
- 4.6. Monetary exchange costs will be allowed at the prevailing rates in order to convert Canadian dollars to other currencies (primarily to U.S. dollars).

Schedule "A"



Corporate Policy

C-RC-001

| <i>Policy Category</i> | <i>Name of Policy</i> |
|------------------------|--|
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 6 of 13

Payment will be made to Members in Canadian dollars.

4.7. The following is a list, though not exhaustive, of Eligible Expenses:

- a) Memorabilia and souvenirs for constituents
- b) Mobile devices in accordance with the current information technology mobile device policy. While engaged in Regional business, Members shall arrange an appropriate out of country mobile device plan in order to avoid excessive roaming charges.
- c) Office supplies (e.g. paper, pens, printer cartridges, etc.)
- d) [Deleted]
- e) Subscriptions related to Regional Business or municipalities in general
- f) A maximum of one ticket for a Member when representing Niagara Region at an event of a public nature (e.g. community dinners, events with proceeds going to charity, etc.).
- g) 407 ETR, public transportation ticket
- h) Parking related expenses save and except parking fines.

4.8. The following is a list, though not exhaustive, of Ineligible Expenses

- a) Additional accommodation for days outside a formal Conference
- b) Alcohol and alcoholic beverages are ineligible expenses unless purchased or provided as a matter of hospitality for protocol while conducting Regional Business
- c) Mobile devices outside the current information technology mobile device policy
- d) Companion registration fees and expenses at Conferences
- e) Personal entertainment (e.g. sight-seeing, concerts, sporting events, etc.)
- f) Personal services (e.g. shoe shine, valet service, spa treatments, etc.)
- g) Personal vehicle costs beyond mileage (e.g. maintenance, repair, etc.)

Schedule "A"



Corporate Policy

C-RC-001

| <i>Policy Category</i> | <i>Name of Policy</i> |
|------------------------|--|
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 7 of 13

- h) Traffic and parking fines

4.9. Legal Expenses

- a) Legal costs arising from or in any way related to complaints under the Code of Conduct are Ineligible Expenses.
- b) Legal costs related to personal conflict of interest opinions are Ineligible Expenses.
- c) Costs involving certain legal proceedings against Members shall be reimbursed in accordance with the current legal indemnification policy and are subject to review by the Audit Committee for recommendation to Council.
- d) Requests for reimbursement of legal costs outside this policy or the legal indemnification policy shall be submitted to the Audit Committee for recommendation to Council.

4.10. Election Year Restrictions

Note: Revision 1.0 - April 12, 2018, section 4.10 subsections (a) and (b) were repealed (see Report GM 5-2018).

Note: Revision 1.0 – April 12, 2018, section 4.10 was amended by adding the following clause (see Report GM 5-2018):

- c) Regional Councillors shall be directed by the *Use of Municipal Resources During the Election Campaign Period* policy.

4.11. Timelines

- a) Members shall submit expense reports with itemized receipts attached at least on a monthly basis.
- b) Expense report information will be posted online on a quarterly basis and for a rolling period of 7 years plus current year.

Schedule "A"



Corporate Policy

C-RC-001

| <i>Policy Category</i> | <i>Name of Policy</i> |
|------------------------|--|
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 8 of 13

5. Roles and Responsibilities

5.1. Members of Council

- a) Adhere to this policy;
- b) Submit expenses on a regular monthly timeline;
- c) Sign-off on all expenses submitted to or paid by Niagara Region;
- d) Meet all financial, legal and tax obligations; and,
- e) Consult with Regional Administrative staff for guidance with respect to the eligibility of an expense and/or any interpretation on the application of this policy.

5.2. Regional Administrative Staff

- a) Ensure consistent application of this policy;
- b) Process expenses in accordance with this policy;
- c) Ensure the supporting documentation is in place and that expenditures conform to this policy;
- d) Advise Members if any submitted or proposed expenditure is an Ineligible Expense or a breach of this policy;
- e) Track actual expenses against approved budget;
- f) Each year, incorporate budget dollars in the annual budget for Council to consider for funding or reimbursing Members' Eligible Expenses;
- g) Complete the yearly Councillor Remuneration Report as required by the Act; and
- h) Delegate approval of Councillor expenses to the Regional Clerk and to the CAO for the Regional Chair.

5.3. Audit Committee

Role of Audit Committee is to:

Schedule "A"



Corporate Policy

C-RC-001

| <i>Policy Category</i> | <i>Name of Policy</i> |
|------------------------|--|
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 9 of 13

- a) Consider reimbursements forwarded from staff when they are unable to determine eligibility;
- b) Consider reimbursements from Members when they are in disagreement with staff determination of eligibility;
- c) Review costs involving legal proceedings against Members to ensure they are reimbursed in accordance with the current Legal Indemnification Policy as required;
- d) Consider any requests for reimbursement of legal costs that fall outside of this policy of the Legal Indemnification Policy; and
- e) Provide recommendation(s) to Council respecting reimbursements.

6. References and Related Documents

6.1 Legislation

- a) Section 283 of the Act provides the authority for councils to pass by-laws to pay remuneration and expenses to members of council and local boards.
- b) Section 284(1) of the Act requires that in each year, on or before March 31, the treasurer provide to council a statement on remuneration and expenses paid to members of council and local boards in the previous year.
- c) Section 284(2) of the Act requires the identification of the by-law under which the remuneration or expenses were authorized.

Schedule "A"



Corporate Policy

C-RC-001

| | |
|------------------------|--|
| <i>Policy Category</i> | <i>Name of Policy</i> |
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 10 of 13

- d) Council and board members' remuneration and expenses are provided for in the operating budget of Niagara Region, or the budget of the agency, board or commission.

6.2 By-laws

- a) By-law No. 2017-99
- b) By-law No. 2018-44
- c) By-law No. 2019-103

6.3 Related Policies

- a) Expenses – Reimbursement of Policy (Corporate Policy C3.E02)
- b) Training and Development - Approval for Workshops/Seminars/Conferences Policy (Corporate Policy C3.T01.7)

7. Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

| Approver(s) | Approved Date | Effective Date |
|------------------------|-------------------|-------------------|
| Council – Version 1.0 | November 16, 2017 | November 17, 2017 |
| Council – Revision 1.0 | April 12, 2018 | May 3, 2018 |
| Council – Revision 2.0 | December 12, 2019 | January 1, 2020 |

Schedule "A"



Corporate Policy

C-RC-001

| | |
|------------------------|--|
| <i>Policy Category</i> | <i>Name of Policy</i> |
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 11 of 13

Revision History

| Revision No. | Dated | Summary of Change(s) | Changed by |
|--------------|-------------------|--|--|
| 1.0 | April 12, 2018 | Section 4.10 clauses (a) and (b) were repealed. Section 4.10 was then amended by adding the existing clause. | Council, CL 5-2018, April 12, 2018 |
| 2.0 | December 12, 2019 | Section 4.1 deleted and replaced with the existing clause. Section 4.3(d) deleted and replaced with the existing clause. Section 4.5(a) deleted and replaced with the existing clause. Section 4.5(c) deleted and replaced with the existing clause. Section 4.5(f) deleted and replaced with the existing clause. Section 4.5 amended by adding (h). Schedule "A" amended by adding Section 4.6. Section 4.7(d) deleted. Section 4.7(g) deleted and replaced with the existing clause Section 4.9(a) deleted and replaced with the existing clause Section 4.11(a) deleted and replaced Section 5.2 amended by adding (h) Section 5.3 deleted and replaced with the existing clause | Council, CL 20-2019, December 12, 2019 |

Schedule "A"



Corporate Policy

C-RC-001

| <i>Policy Category</i> | <i>Name of Policy</i> |
|------------------------|--|
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 12 of 13

8. Appendice

8.1 Appendix 1 – Glossary of Terms

Schedule "A"



Corporate Policy

C-RC-001

| | |
|------------------------|--|
| <i>Policy Category</i> | <i>Name of Policy</i> |
| <i>Administrative</i> | <i>Regional Council Expense Policy</i> |

Page 13 of 13

Appendix 1 – Glossary of Terms

For the purpose of this policy,

- a) "Act" means the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended from time to time;
- b) "Chair" means the head of Council;
- c) "Council" means the Council of Niagara Region;
- d) "Councillor" means a person elected or appointed as a member of Council;
- e) "Eligible Expense" means one incurred by a Member while engaged on Regional Business or Representing Niagara Region;
- f) "Ineligible Expense" means one incurred by a Member while not reasonably understood to be engaged on Regional Business or representing Niagara Region, or one incurred in contradiction with established policy;
- g) "Member" means a member of Council, including the Chair;
- h) "Niagara Region" means The Regional Municipality of Niagara;
- i) "Regional Business" means attendance at an event as a representative of Niagara Region, to derive a benefit for Niagara Region or to advance the interests of Niagara Region.