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**MEMORANDUM**

**AC-C 4-2023**

**Subject: Consideration of Submitted Expense under Regional Council  
Expense Policy – Regional Councillor Gale**

**Date: February 13, 2023**

**To: Audit Committee**

**From: Ann-Marie Norio, Regional Clerk**

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On January 4, 2023, the Regional Clerk received an expense submission from Councillor Gale for reimbursement of legal expenses incurred as a result of a Code of Conduct complaint made against him, specifically a legal invoice from Sullivan Mahoney LLP that specified it was for an Integrity Commissioner Complaint (attached as Appendix 1).

In accordance with the Regional Council Expense Policy (attached as Appendix 3), specifically section 4.9 (a), legal costs arising from or in any way related to complaints under the Code of Conduct are ineligible expenses. As a result the Regional Clerk advised Councillor Gale that the expense was not eligible for reimbursement based on section 4.9 (a) of the Policy (Appendix 2).

The Expense Policy includes a provision for Audit Committee to consider reimbursements from Members when they are in disagreement with staff determination of eligibility. Councillor Gale has requested that this expense of \$8108.00 be brought forward to Audit Committee to make a determination regarding eligibility for reimbursement in accordance with section 5.3(b) of the policy.

Respectfully submitted and signed by

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Ann-Marie Norio  
Regional Clerk

## **Appendices**

Appendix 1 Expense Submission

Appendix 2 Email from Councillor Gale

Appendix 2 Regional Council Expense Policy

# Niagara Region

AC-C 4  
Appendix 1

Jan 4, 2023

## EXPENSE REPORT

Claimant's Name: BOB GALE

Claimant's Address: [REDACTED] St. Catharines, Ont L2R5R4

Period Covered: (Month-Day-Year) From Jan 1/23 To Jan 31/23

Date MM-DD-YY	Personal Car Travel Distance/KM	Other Transportation and Parking	Per Diem	Hotels	Meals	Misc./ Special Events	Destination and/or Explanation
01/03/23		\$	\$	\$	\$	\$8,108.00	See attached explanation -
TOTALS	KM ONLY	\$	\$	\$	\$	\$8,108.00	

All claims must be substantiated by receipts where applicable

Claimant's Signature: Bob Gale Date: Jan 4/23

Explanation:

Due to a number of allegations formally filed against me by [REDACTED] [REDACTED] in terms of a conflict of interest, in collusion and assistance from Regional CAO Ron Tripp, I was required to retain legal counsel in defence of the allegations and participation in the proceedings. These expenses are eligible under the Regional Expense Policy (BY-LAW NO. 2017-99) as the legal expenses were not a result of an "opinion" (as deemed ineligible under clause 4.9b).

The legal expenses were incurred as a result of a proceeding permissible under the Municipal Act and the Municipal Conflict of interest Act. The legal costs, as identified in the attached invoice, are described in detail and should not be interpreted as a legal opinion, but rather legal counsel in a proceeding.

A handwritten signature in black ink, appearing to read "B. Gule", is centered on the page.

SULLIVAN MAHONEY LLP  
LAWYERS

Please respond to the Niagara Falls Office

January 3, 2023

Mr. Bob Gale

[REDACTED]  
St. Catharines, Ontario  
L2R 5R4



Dear Mr. Gale:


RE: GALE, Bob re: Integrity Commissioner Complaint by [REDACTED]

Enclosed please find our Statement of Account for services rendered to date on your behalf regarding the above referenced matter, which we trust you will find to be satisfactory.

If you have any questions or concerns, please do not hesitate to contact this writer.

Yours very truly,

SULLIVAN MAHONEY LLP

  
Rocco Vacca

RV/sb

Encls.

Client Confidential - Community Related

40 Queen Street, P.O. Box 1360, St. Catharines, ON L2R 6Z2 ☎ 905.688.6655 ☎ 905.688.5814

4781 Portage Road, Niagara Falls, ON L2E 6B1 ☎ 905.357-3334 ☎ 905.357.3336

sullivanmahoney.com



Official Counsel

RETURN TO

RV Account # 1160871

Sullivan Mahoney LLP  
40 Queen Street  
P. O. Box 1360  
St. Catharines, ON  
L2R 6Z2

File No. 131224

December 19, 2022

SUMMARY OF THIS ACCOUNT

Total Fees	\$	7,165.00
Total Disbursements	\$	10.22
Total Taxes		932.78
<hr/>		
<b>AMOUNT TO BE PAID</b>	<b>\$</b>	<b>8,108.00</b>
TRANSFERRED FROM TRUST		0.00
<hr/>		
<b>BALANCE DUE</b>	<b>\$</b>	<b>8,108.00</b>

**PLEASE RETURN THIS SUMMARY WITH PAYMENT**

Re: GALE, Bob re: Integrity Commissioner Complaint by [REDACTED]

ACCOUNTS DUE WHEN RENDERED

Please make payment to our St. Catharines Office

NOTICE: In accordance with Section 33 of the Solicitors Act, commencing one month from the date of this invoice interest will be charged at 0.50% per year, as allowed by the Courts of Justice Act, on any unpaid fees and disbursements.

IN ACCOUNT WITH

AC-C 4  
Appendix 1  
RV Account# 1160871  
File# 131224

**SULLIVAN MAHONEY LLP**  
LAWYERS

40 QUEEN STREET, BOX 1360, ST. CATHARINES, ON L2R 6Z2  
4781 PORTAGE ROAD, NIAGARA FALLS, ON L2E 6B1

Bob Gale

December 19, 2022

[REDACTED]  
St. Catharines, ON L2R5R4

RE: GALE, Bob re: Integrity Commissioner Complaint by [REDACTED]

FOR PROFESSIONAL SERVICES RENDERED, including

Meeting with client; conference call with Bob Gale; review of material provided by Mr. Gale re: conflict on interest; Review of file and prior decisions and materials; preparation of compliant submissions to Integrity Commissioner; continued preparation of submissions; discussions with Mr. Gale; Meeting with client; conference call interview with client with Integrity Commissioner, Michael Maynard; Review of e-mails from client and response to e-mails; Phone discussion with client; Review of Integrity Commissioner's Decision and discussions with client; phone discussion with client and review of file; e-mail to Mr. Maynard; Exchange of e-mails with client;

Fees	\$7,165.00
Plus Tax on Fees	931.45
<u>Taxable Disbursements</u>	
Telephone Charges	10.22
Total Taxable	\$10.22
Plus Tax on Disbursements	1.33
<b>Total Fees, Disbursements &amp; Taxes</b>	<b>\$8,108.00</b>

ACCOUNTS DUE WHEN RENDERED  
Please make payment to our St. Catharines Office

NOTICE: In accordance with Section 33 of the Solicitors Act, commencing one month from the date of this invoice interest will be charged at 0.50% per year, as allowed by the Courts of Justice Act, on any unpaid fees and disbursements.

**Total Due and Owing**

**\$8,108.00**

Total Tax: \$932.78 HST # R123010118

This is our account herein

SULLIVAN MAHONEY LLP

Per: 

Rocco Vacca

E&OE

**ACCOUNTS DUE WHEN RENDERED**  
**Please remit payment to our St. Catharines Office**

NOTICE: "In accordance with Section 33 of the Solicitors Act, commencing one month from the date of this invoice, interest will be charged at 0.50% per annum as allowed by the Courts of Justice Act on any unpaid fees and disbursements."

**From:** [Gale, Bob](#)  
**To:** [Norio, Ann-Marie](#)  
**Subject:** Re: Legal Defence Invoice  
**Date:** Wednesday, January 18, 2023 1:10:17 PM

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Thanks

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**From:** Norio, Ann-Marie <Ann-Marie.Norio@niagararegion.ca>  
**Sent:** Wednesday, January 18, 2023 12:54 PM  
**To:** Gale, Bob <Bob.Gale@niagararegion.ca>  
**Subject:** RE: Legal Defence Invoice

Good afternoon Councillor Gale,

Thank you for your patience on a response with respect to the total cost regarding the referenced Integrity Commissioner complaint.

The total cost of the investigation was \$28,919.52. Due to the length of the investigation it was billed over more than one reporting period. Below is the breakdown of the reporting of these costs on the Integrity Commissioner's Annual Report:

Integrity Commissioner's Annual Report provided to Council on November 18, 2021 (August 17, 2020 - August 16, 2021) (attached as CL-C 83-2021) - Costs included in total of Invoice # 7219

Integrity Commissioner's Annual Report provided to Council on September 22, 2022 (August 17, 2021 - August 16, 2022) (attached as CL-C 136-2022) - Costs included in total of Invoice # 8094

An additional cost for this matter was provided on Invoice # 8410, dated October 6, 2022. This cost would be included on the report provided to Council in August or September of 2023.

If you require any additional information, please let me know.

Ann-Marie

**Ann-Marie Norio, BA, Dipl. M.A., CMM III**  
Regional Clerk  
Phone: 905-980-6000 ext 3220

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**From:** Gale, Bob <Bob.Gale@niagararegion.ca>  
**Sent:** Monday, January 09, 2023 2:26 PM  
**To:** Norio, Ann-Marie <Ann-Marie.Norio@niagararegion.ca>  
**Subject:** Re: Legal Defence Invoice

Hello Ann-Marie:

Yes, please forward my expense sheet to the Audit Committee along with this below communication.

Given that I am a member of the Audit Committee, I will be declaring a conflict of interest on the matter.

The Audit Committee should be aware, that although the Integrity Commissioner did not substantiate any of [REDACTED] multiple complaints, he classified the report as “confidential” and therefore did not publish the report to either the Regional Clerk or to Council.

What I can advise the Audit Committee is that [REDACTED] filed a multi-faceted complaint to the Integrity Commissioner. The complaint was based on five parameters of the Code of Conduct, where one of the parameters of the Code of Conduct includes references to conflicts of interest. The complaint itself contained 17 supporting attachments and was over 52 pages.

Further, [REDACTED] prepared his complaint in collusion with CAO Ron Tripp. In this collusion between the two, [REDACTED] wanted to make me “sweat a little” at a cost to taxpayers as reported in the local media.

To reduce the cost of the investigation to taxpayers, I offered mediation to [REDACTED]. He refused.

I was left with no alternative but to retain legal counsel and defend against the multitude of complaints.

Due to the confidentiality of the report, I cannot advise the Audit Committee or regional staff of the detailed circumstances in which I seek reimbursement for my legal costs. However, I submit my expenses are eligible as per the expense policy and as per my responsibilities as a Board member of the corporation.

Should the Audit Committee require further information, they can ask the Integrity Commissioner to publicly release the report. If not, they should authorize my expense claim. The final cost of this investigation has not been given to Council as it ended November 2021 and was not included in last years Oct 2022 IC report. If you have it available I would appreciate it being disclosed to Audit Committee.

Thanks

Bob

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**From:** Norio, Ann-Marie <[Ann-Marie.Norio@niagararegion.ca](mailto:Ann-Marie.Norio@niagararegion.ca)>

**Sent:** Friday, January 6, 2023 2:53:54 PM

**To:** Gale, Bob <[Bob.Gale@niagararegion.ca](mailto:Bob.Gale@niagararegion.ca)>

**Subject:** RE: Legal Defence Invoice

Good afternoon Councillor Gale,

I confirm that I consulted with the Director of Legal and Court Services in providing this response to your email. In accordance with the Regional Council Expense Policy, specifically section 4.9(a) legal costs arising *from or in any way related to* complaints under the Code of Conduct are Ineligible Expenses.

The legal expenses submitted are related to a Code of Conduct complaint filed against yourself; as expressly indicated on the invoice from your legal counsel that you provided and as indicated in your email.

Section 4.9 (a) (reproduced below for your reference) is clear that these expenses are ineligible expenses.

#### **4.9. Legal Expenses**

**a) Legal costs arising from or in any way related to complaints under the Code of Conduct are Ineligible Expenses.**

Section 5.3 (b) (reproduced below for your reference) identifies the role of the Audit Committee in relation to expenses and states the following:

**Role of Audit Committee is to:**

**5.3 b) Consider reimbursements from Members when they are in disagreement with staff determination of eligibility.**

If you are in disagreement with the determination that these expenses are not eligible for reimbursement, please advise and they will be put forward to the Audit Committee at its next meeting scheduled for Monday, February 13.

Thank you

Ann-Marie

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

Regional Clerk

Phone: 905-980-6000 ext 3220

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**From:** Gale, Bob <[Bob.Gale@niagararegion.ca](mailto:Bob.Gale@niagararegion.ca)>  
**Sent:** Wednesday, January 04, 2023 5:36 PM  
**To:** Norio, Ann-Marie <[Ann-Marie.Norio@niagararegion.ca](mailto:Ann-Marie.Norio@niagararegion.ca)>  
**Subject:** Legal Defence Invoice

Hello Ann-Marie:

I am still puzzled that my invoice for legal defence on the integrity Complaint has to go to audit.

As per Paragraph 4.9 “d” of the Regional Council Expense Policy, any legal costs outside the policy are to be forwarded to the Audit Committee. However, it is my interpretation that the legal expenses I incurred are within the policy parameters.

If you could kindly check with legal services and advise, that would be appreciated.

Regards,  
Bob

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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

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Alan Caslin, Regional Chair

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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

<b>Policy Owner</b>	Administration –Office of the Regional Clerk, Regional Clerk
<b>Approval Body</b>	Council
<b>Approval Date</b>	November 16, 2018
<b>Effective Date</b>	November 17, 2018
<b>Review by Date</b>	August 31, 2019
<b>Cross-Reference</b>	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.