

Amendments to the Regional Council Expense Policy

Current Wording	New wording	Added Provisions
<p>Section 4.1: All expenses submitted for reimbursement must be accompanied by supporting documentation and itemized receipts, except for mileage.</p>	<p>4.1. All expenses submitted for reimbursement must include the following:</p> <ul style="list-style-type: none"> a) Itemized receipts b) Supporting documentation, including: <ul style="list-style-type: none"> i. A brief description of the nature of Regional business; and ii. A Google map print out as back up to a mileage expense. 	
		<p>Roles and Responsibilities ADD: Approved expenses shall be limited to an annual amount for each Councillor and the Regional Chair, as per the applicable annual budget.</p>
<p>Section 4.3: d) Calculation of Mileage i) Mileage calculation will be based on the lesser of the actual distance being either from the Member's home to the destination, or the distance from the Member's normal work location to the destination. ii) The mileage rate applied will be in accordance with Canada Revenue Agency guidance.</p>	<p>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.</p>	

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<p>Section 4.5 – Per Diem amount \$85.00</p> <p>Breakfast \$15.00</p> <p>Lunch \$20.00</p> <p>Dinner \$35.00</p> <p>Incidentals \$15.00</p>	<p>New Per Diem:</p> <p>Breakfast \$15.00</p> <p>Lunch \$20.00</p> <p>Dinner \$30.00</p> <p>Incidentals \$10.00</p> <p>Total \$75.00</p>	
<p>Section 4.5 (f)</p> <p>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 based on the explanation provided by the Member which must accompany the receipt.</p>	<p>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.</p>	
		<p>Meals/Per Diem</p> <p>ADD:</p> <p>Monetary exchange costs will be allowed at the prevailing rates in order to convert Canadian dollars to other currencies (primarily to U.S. dollars). Payment will be made to Members in Canadian dollars.</p>

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<p>Section 4.8:</p> <p>d) Promotional material related to Regional Business</p> <p>g) 407 ETR, GO TRAIN ticket</p>	<p>d) Promotional material related to Regional Business, including newsletters;</p> <p>g) 407 ETR, public transportation ticket;</p>	
		<p>Ineligible Expenses:</p> <p>ADD - Reimbursement to mayors for Association of Municipalities of Ontario (AMO) and Federation of Canadian Municipalities (FCM) Conferences;</p>
<p>Section 4.9 Legal Expenses:</p> <p>a) Legal costs arising from or in any way related to complaints under the Code of Conduct are Eligible Expenses.</p>	<p>Legal costs arising from or in any way related to complaints under the Code of Conduct are Ineligible Expenses.</p>	

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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.	d) Requests for reimbursement of legal costs outside this policy or the legal indemnification policy may be submitted to the Audit Committee for recommendation to Council.	
		<p>Election Year Restrictions ADD:</p> <p>d) In an election year, no newsletters or promotional materials shall be distributed nor any expenses reimbursed relating to newsletters or promotional material from May 1 to the end of the Council term.</p>
<p>Section 4.11:</p> <p>a) Members shall submit quarterly expense reports with itemized receipts attached within 30 days after the end of each quarter to allow time for staff to verify and reconcile expenses before posting online; and</p>	<p>a) Members shall submit monthly expense reports with itemized receipts attached within five (5) days after the end of each month to allow time for staff to verify and reconcile expenses before posting online.</p>	

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		<p>Regional Administrative Staff ADD: Approval of Councillor expenses shall be delegated to the Regional Clerk for Councillors and to the CAO for the Regional Chair</p>
<p>Audit Committee</p> <p>a) Review any expenditures submitted by Members but not processed by Regional Administrative Staff as per this policy</p> <p>b) Provide recommendation(s) on reimbursement to Council who will make the final decision</p> <p>c) Consider reimbursements forwarded from staff when they are unable to determine eligibility.</p>		<p>a) Consider reimbursements forwarded from staff when they are unable to determine eligibility;</p> <p>b) Consider reimbursements from Members when they are in disagreement with staff determination of eligibility;</p> <p>c) Review costs involving legal proceedings against Members to ensure they are reimbursed in accordance with the current Legal Indemnification Policy as required;</p> <p>d) Consider any requests for reimbursement of legal costs that fall outside of this policy or the Legal Indemnification Policy; and</p> <p>e) Provide recommendation(s) to Council respecting reimbursements.</p>