

THE REGIONAL MUNICIPALITY OF NIAGARA

BY-LAW NO. <>

A BY-LAW TO AMEND BY-LAW NO. 2017-99, BEING A
BY-LAW TO PROVIDE FOR THE REIMBURSEMENT OF
EXPENSES OF THE MEMBERS OF COUNCIL FOR THE
REGIONAL MUNICIPALITY OF NIAGARA

WHEREAS Memorandum CSC-C 26-2017 was received by Regional Council on November 16, 2017, recommending that Regional Council 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 By-law No. 2017-99 was passed by Regional Council on November 16, 2017, being a by-law to provide for the reimbursement of expenses for the members of Council for The Regional Municipality of Niagara; and,

WHEREAS Regional Council deems it advisable to amend the policy as set out in Schedule "A" of By-law No. 2017-99, The Councillors' Expenses By-law;

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

1. That Section 4.1 of Schedule "A" of By-law 2017-99 be deleted and replaced with the following:

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.

2. That Section 4.3 (d) of Schedule "A" of By-law 2017-99 be deleted and replaced with the following:

- 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.
3. That Section 4.5 (a) of Schedule "A" of By-law 2017-99 be deleted and replaced with the following:

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.
4. That Section 4.5 (c) of Schedule "A" of By-law 2017-99 be deleted and replaced with the following:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00
Incidentals	<u>\$10.00</u>
	\$75.00
5. That Section 4.5 (f) of Schedule "A" of By-law 2017-99 be deleted and replaced with the following:

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.
6. That Section 4.5 of Schedule "A" of By-law 2017-99 be amended by adding the following:
 - (h) The per diem rate may increase once per term of council based on the Consumer Price Index.
7. That Schedule "A" of By-law 2017-99 be amended by adding the following Section:
 - 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). Payment will be made to Members in Canadian dollars.
8. That Section 4.7(d) of Schedule "A" of By-law 2019-77 be deleted.

9. That Section 4.7(g) of Schedule “A” of By-law 2017-99 be deleted and replaced with the following:

(g) 407 ETR, public transportation ticket
10. That Section 4.9(a) of Schedule “A” of By-law 2017-99 be deleted and replaced with the following:

a) Legal costs arising from or in any way related to complaints under the Code of Conduct are Ineligible Expenses.
11. That Section 4.11(a) of Schedule “A” of By-law 2017-99 be deleted and replaced with the following:

a) Members shall submit expense reports with itemized receipts attached at least on a monthly basis.
12. That Section 5.2 of Schedule “A” of By-law 2017-99 be amended by adding the following:

h) Delegate approval of Councillor expenses to the Regional Clerk and to the CAO for the Regional Chair.
13. That Section 5.3 of Schedule “A” of By-law 2017-99 be deleted and replaced with the following:

Role of Audit Committee is to:

- 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 or the Legal Indemnification Policy; and
- e) Provide recommendation(s) to Council respecting reimbursements.

14. That this by-law shall come into force and effect on January 1, 2020.

THE REGIONAL MUNICIPALITY OF NIAGARA

James Bradley, Regional Chair

Ann-Marie Norio, Regional Clerk

Passed: <date>