



**THE REGIONAL MUNICIPALITY OF PEEL
COUNCIL EXPENSE POLICY REVIEW COMMITTEE**

AGENDA

CEPRC - 2/2017

DATE: Thursday, September 7, 2017

TIME: 1:30 PM – 3:30 PM

LOCATION: 5th Floor Boardroom
Regional Administrative Headquarters
10 Peel Centre Drive, Suite A
Brampton, Ontario

MEMBERS: F. Dale; A. Groves; M. Palleschi; C. Parrish; K. Ras; P. Saito;
B. Shaughnessy

Chaired by Councillor C. Parrish or Vice-Chair Councillor B. Shaughnessy

1. **DECLARATIONS OF CONFLICTS OF INTEREST**
2. **APPROVAL OF AGENDA**
3. **DELEGATIONS**
4. **REPORTS**
 - 4.1. Council Expense Policy Comparisons (For information)
5. **COMMUNICATIONS**
6. **IN CAMERA MATTERS**
7. **OTHER BUSINESS**
8. **NEXT MEETING**

To be determined
9. **ADJOURNMENT**

For Information

DATE: August 29, 2017

REPORT TITLE: **COUNCIL EXPENSE POLICY COMPARISONS**

FROM: Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer

OBJECTIVE

To provide a summary of comparisons of the Business Expense Policy as per the local municipalities and other Regional Ontario municipalities.

REPORT HIGHLIGHTS

- An environmental scan has been prepared and is attached as Appendix I. A review of the Peel Councillor expenses for 2015, 2016 and 2017 (6 months) has been prepared and the largest expenditure pertains to conferences, followed by community events.

DISCUSSION

The first meeting of the Council Expense Policy Review Committee was held on June 29, 2017 and the Committee directed staff to complete an environmental scan of existing council expense policies of other Greater Toronto Area Regional municipalities.

Appendix I of this report provides a comparison between the Region of Peel policy and other municipalities' policies. The reimbursement of Councillor related business expenses varies from municipality to municipality.

It should be noted that the policy information provided as a comparison does not constitute best practice amongst the municipalities.

The largest component of the Region of Peel expenses pertain to conferences, workshops, training, seminars, courses and conventions which includes travel and meal costs; followed by community events and office supplies.

Year	Conferences (%) (Note 1)	Community Events (%)	Office Supplies (%)	Other (%)	Total (\$)
2015	45%	19%	14%	22%	\$ 85,797
2016	48%	17%	6%	29%	\$108,561
2017 (6 months)	55%	25%	2%	18%	\$ 49,346

Note 1: Conferences include workshops, training, seminars, courses and conventions.

COUNCIL EXPENSE POLICY COMPARISONS

CONCLUSION

Expenses under the Peel Business Expense Accounts, Members of Council Policy will be reviewed by the Council Expense Review Committee.



Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer

Approved for Submission:



For D. Szwarc, Chief Administrative Officer

APPENDICES

Appendix I – Comparison of Council Expense Policies

For further information regarding this report, please contact Monique Hynes at extension 4212.

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APPENDIX I – COUNCIL EXPENSE POLICY COMPARISONS

Comparison of Council Expense Policies

Prepared by the Region of Peel, Finance, Accounting Services

Items/Region of Peel	Comments	Mississauga	Brampton	Caledon	Hamilton	Waterloo	Durham	York	Niagara	Halton
<p>Purpose: This Policy provides Members of Council with guidelines for reimbursement of expenses for business travel and incidental business expenses.</p>		<p>Elected officials are accountable to the public, and are responsible for ensuring that their expenses are reasonable, appropriate, and within budgeted amounts. This policy outlines the expenses which will be paid by the City and provides information on payment and approval method. Any expenses not explicitly identified in this policy are not eligible for funding by the City.</p>	<p>The purpose of this Policy is to ensure only eligible expenses are reimbursed.</p>	<p>It is recognized that the primary reason for individuals seeking municipal public office is public service. However, it is important to ensure that appropriate and equitable compensation for expenses is provided to individuals who serve on the Town Council.</p>	<p>This policy governs the reimbursement of travel, hospitality and other business expenses incurred during the conduct of approved City of Hamilton business. It is the City of Hamilton’s policy to reimburse employees for ordinary, necessary and reasonable expenses when directly related to the transaction of approved City of Hamilton business.</p>	<p>N/A</p>	<p>No Councillor Expense Policy. Covered under Employee policy.</p>	<p>No Councillor Expense Policy. Covered under Employee policy “Reimbursement for Use of Personal Vehicles”. York Region only reimburses AMO, FCM and conferences with direct regional committee involvement.</p>	<p>No Councillor Expense, Policy – in development.</p>	<p>No Councillor Expense Policy.</p>
<p>Scope: This Policy applies to Members of Council.</p>		<p>This policy applies to all expenses incurred annually, unless otherwise noted in this policy, by the Mayor and councillors while conducting official</p>	<p>This Policy applies to all Members of Brampton’s City Council including the Mayor, City Councillors and Regional Councillors. Family members of the</p>	<p>This policy applies to all members of Council.</p>	<p>All employees of the City of Hamilton, Hamilton Police Service, City Housing Hamilton (CHH) Corporation and the Hamilton</p>	<p>Members of Regional Council.</p>	<p>This policy applies to all employees.</p>			

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Items/Region of Peel	Comments	Mississauga	Brampton	Caledon	Hamilton	Waterloo	Durham	York	Niagara	Halton
		City business and performing their duties as elected officials.	Mayor and Councillors are not eligible to receive benefits or payments in relation to the expenses covered by this policy.		Public Library are to follow this travel policy as amended and approved by their individual boards. All members of Council will follow and uphold the requirements of this policy.					
<p>Policy statement: Members of Council are accountable to the public and are responsible for ensuring that their expenses clearly and directly relate to the business of the Region of Peel. Members of Council may attend Regional business related event(s), travel on Regional business at the Region’s expense and be reimbursed for Regional constituent related expenses. Members of Council may travel to promote the economic development of the Region of Peel. The Region of Peel provides a term allowance to reimburse Councillors for reasonable business expenses incurred while travelling on Regional business and incidental business expenses.</p>		Expenses incurred by elected officials, while acting as members of Council, are paid by the City, subject to the limitations and restrictions outlined in this policy.	The Mayor and Councillors may incur expenses which are of relevance to their duties. This policy provides guidelines regarding the authorization and types of expenses that may be incurred by the Mayor and Councillors of the City of Brampton in carrying out their duties as a Member of City Council.	The Town of Caledon shall provide Members of Council with fair remuneration, allowances, benefits, resources and reimbursement for reasonable permitted expenses incurred while carrying out their respective roles and responsibilities. Council remuneration shall be adjusted in accordance with this policy and shall be subject to Council	Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the City of Hamilton, the employee is actively engaged in a business meeting or activity necessary to the performance of the employee’s job duties, or, in the case of hospitality, there is a clear business purpose.	This policy applies to all travel requests from Members of Regional Council. This policy provides for the provision of a separate communication s expenditure allowance and a separate community events expenditure allowance for each member of Regional Council. The policy further defines the permitted uses for these funds.	The total budget allocation for Conference and Conventions for all Regional departments shall be approved by each department’s annual operating budgets.			

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Appendix A shows the current term allowance for each Councillor. If the Councillor is elected or appointed after the term has officially commenced, the term allowance will be pro-rated.				approval.						
Authorization: Councillors: Chair Chair: CFO		Councillors: Commissioner of Corporate Services & Treasurer	Councillors: Treasurer or Deputy Treasurer	Councillors: Director of Administration / Town clerk	Council Approval for conference	Council Approval for international conference (except USA)	Department Head	Councillors: Chair Chair: CAO		
Definitions: Defined terms that are used in this policy		No mention	No mention	No mention	No mention	No mention	No mention			
Car mileage: Yes (CRA rate)		Yes	Yes (approved rate)	Yes	Yes (approved rate)	Yes	Yes (CRA rate)	Yes (CRA rate)		
Business travel: Members of Council will make reasonable efforts to travel using the most economical cost alternative while being consistent with good business practices; and giving consideration to the impact on Peel's reputation.		Elected officials may charge expenses incurred to attend functions such as conference, seminars, workshops, courses, conventions and formal study tours related to City business, including transportation, parking, trip cancellation insurance, registration fees for tickets, meals	Travel expenses under the Corporate Representation category are charged to the Mayor's or Councillors' respective expense accounts unless specifically approved by City Council to be charged to the Corporate Representation Account.	A Training/ Development/ Seminar and associated travel and meals is an eligible individual expense applied to the Corporate Expense Budget.	Attendance by Elected Officials at any conference, seminar or other business travel requires Council Approval where applicable.	Councillors may attend up to 3 conferences per year of two or more days in duration requiring an overnight stay. The Annual General Meetings of the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) would be included in	The Region reimburses employees and Councillors for actual cost of attending meetings in the same manner as conferences and convention be controlled by the budget process and allocated and controlled by the Department Head.			

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		and accommodation and incidental expenses.				this 3 conference limit.				
Meals: Yes (List attendees)		Yes (List attendees)	Yes	No mention	Yes	Yes	No mention			
Per diem: \$60 (Either actual costs or per diem with no receipts required)		\$75	\$60	\$60	\$75 (Canada) \$100 (outside of Canada)	\$75	\$75			
Registration cost: Yes (exclude the extra costs of personal entertainment, golfing, tours or meals associated with ancillary events such as sightseeing excursions or evening outings)		Yes (copy of registration form)	Yes (based on receipt, excluding meals)	Yes (actual costs for registration fees)	Yes (excluding meals)	Yes	Yes (actual cost)			
Business card: Yes		Yes	Yes	Yes	No mention	No mention	No mention			
Home office equipment: Yes		Yes (\$2,000 one time limit)	Yes	Yes (excluding office furniture)	No mention	Yes	No mention			
Constituent communication: Yes		Yes	Yes	Yes	No mention	Yes (\$3,250 per year)	No mention			
Newsletter: Yes		Yes	Yes	Yes	Yes	No mention	No mention			
Local travel: Within 60 km		Within 100 km	Within 160 km	No mention	No mention	No mention	Within 160 km			
Event: Conference, convention, annual meeting, workshop, seminar, training session, investigational or promotional travel, course, study tour, correspondence course, community ratepayer meeting, community relation event,		Elected officials may charge expenses incurred to attend functions such as conference, seminars, workshops, courses, conventions and	Travelling on City business includes attendance by the Mayor and Members of Council at: external technical skills development programs; external professional	Priority of the budget will be given to members of council attending the following conferences and training sessions: AMO, OGRA and	Conferences, seminars and special events.	All Regional Councillors may choose to attend conferences related to their duties as a Regional Councillor and/or matters	Conferences, conventions and meetings.	AMO, FCM and conferences with direct regional committee involvement.		

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charity fundraising function, retirement dinner and other business meeting.		formal study tours related to City business.	development programs; conference/symposiums/seminars/workshops; Trade/economic development missions; research trips; other city business or travel approved by City Council.	FCM.		of Regional significance and/or matters within the Regional government mandate, and must register as Regional Councillor.				
Conference limit: No mention		No mention	One event per year and no more than four events per term of Council, excluding FCM and AMO.	No mention	No mention	Three conferences per year	\$10,000 (2014 - 2018 term) for conferences and conventions	Under \$5,000 per year		
Air transportation rate: Economy class fare		Economy class fare (business class if flight in excess of 5 hours)	Economy class fare	Economy class fare	Economy class fare (business class if travel times involved)	Economy class fare	Economy class fare			
Accommodation rate: Single room rate		Standard room rate	Best rate available	Single room rate	Single room rate	Single room rate	Single room rate			
Responsibilities: Defined responsibilities for member of Council, reviewer and Corporate Finance division		No mention	Defined accountability to resolve dispute	Defined accountability to resolve dispute	No mention	No mention	No mention			
Public reporting: Quarterly , by category with one line detailed description		Quarterly by category with one line high level description	Quarterly by category and transaction level	Quarterly by category without details	Monthly by category without details	April, August and December, by category without details	No	No	No	No
Expense amount: \$22,380 (2014 - 2018 term)		Varies from \$26,800 to \$29,800 (Annual) – Allow carried forward	\$45,000 (2014 - 2018 term)	\$27,500 (2016) budgeted for all Councillors	No mention	No mention	No mention			
Loyalty programs:		Not in Councillor	Yes	No mention	No mention	Yes	No mention			

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<p>Yes</p> <p>If reward programs are used, only paid costs (fees + taxes) are submitted, not the full value of the airfare or other items.</p> <p>Note: Employee PCard Policy “For personal benefit, gain or use which includes collecting reward points such as Air Miles” is prohibited.</p>		<p>policy.</p> <p>PCard policy which includes Council: The redemption of loyalty points/miles earned in conjunction with the use of a PCard or Business Unit PCard may be considered by the CRA to be taxable income.</p> <p>Purchases should not be made in order to take advantage of loyalty cards. In accordance with the Conflict of Interest policy, Employees must not personally benefit in any way by virtue of their employment.</p>	<p>When incurring expenses related to this Expense Policy, the Mayor and Councillors may not acquire or accumulate, either directly or indirectly, where the benefit does not accrue to the City of Brampton, points through loyalty programs such as Air Miles, Aeroplan, etc.</p>			<p>Travel booked using aero plan miles or reward points accumulated on personal credit cards.</p>				
<p>Donation:</p> <p>No mention</p>		<p>Yes(\$750 per group per year)</p>	<p>Yes(\$1,000 per year)</p>	<p>No mention</p>	<p>No mention</p>	<p>No mention</p>	<p>No mention</p>			
<p>Community event:</p> <p>No mention</p>		<p>Yes</p>	<p>Yes</p>	<p>No mention</p>	<p>No mention</p>	<p>Yes (\$1,200 per year)</p>	<p>No mention</p>			
<p>Exceptions to policy:</p> <p>If appointed and endorsed by Council as committee members or officers of municipal organizations shall be reimbursed for</p>		<p>Council approval</p>	<p>Council approval</p>	<p>Council approval</p>	<p>City Manager approval</p>	<p>Chair and CFO approval</p>	<p>Department Head and CAO approval</p>			

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<p>expenses incurred. Where the Regional Chair has approved a supplementary allowance for a Councillor to attend an event or act on the Chair's behalf, expenses incurred in carrying out Council's direction shall be in addition to the term allowance. Members of Council appointed as Members of the Police Services Board shall charge police related event costs to the PSB cost centre. (Note: Waste Committee Tour costs and/or Social Housing events have been absorbed by the department in prior years.)</p>										