



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

AGENDA

CEPRC - 3/2017

DATE: Thursday, December 7, 2017

TIME: 11:00 AM – 12:30 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. Update to the Business Expense Accounts - Members of Council Policy
5. **COMMUNICATIONS**
6. **IN CAMERA MATTERS**
7. **OTHER BUSINESS**
8. **NEXT MEETING**

To be determined
9. **ADJOURNMENT**

DATE: November 29, 2017

REPORT TITLE: **UPDATE TO THE BUSINESS EXPENSE ACCOUNTS - MEMBERS OF COUNCIL POLICY**

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

RECOMMENDATION

That the changes to the Region of Peel’s Business Expense Accounts - Members of Council Policy, attached as Appendix I to the report of the Chief Financial Officer titled “Update to the Business Expense Accounts - Members of Council” be approved, effective December 6, 2018, with the new term of Council;

And further, that the recommended changes to the Policy related to ineligible election related expenses resulting from the requirements under the *Municipal Elections Act, 1996*, be approved, effective immediately.

REPORT HIGHLIGHTS

- The Business Expense Accounts - Members of Council Policy governs the types of reimbursement for business travel and incidental business expenses.
- The Council Expense Policy Review Committee, on September 7, 2017, directed staff to evaluate their recommended changes to the Council Expense Policy.
- The proposed amendments to the Policy include: changing the final approval authority to the Chief Financial Officer, adding the requirement of reporting to Regional Council prior to and after attending a conference, introducing a limitation to the number of Members of Council allowed to attend events or conferences, and clarifying the eligibility requirements for hotel and airfare expenses.
- The Committee directed staff to examine certain sections of the current Policy to assess whether changes are needed. These sections included: the per diem rate, kilometre threshold, introducing purchasing cards for Members of Council, reward programs, Regional newsletters, and internal charges for the use of Regional services.
- A new section has been added to the Policy to reflect ineligible election related expenses.
- There are a number of minor administrative changes to the Policy that are recommended by staff.

UPDATE TO THE BUSINESS EXPENSE ACCOUNTS - MEMBERS OF COUNCIL POLICY

DISCUSSION

The Council Expense Policy Review Committee (“the Committee”) met on September 7, 2017 and the Committee directed staff to evaluate their recommended changes to the Business Expense Accounts - Members of Council Policy (“the Policy”). The Committee also discussed certain sections of the Policy that required further investigation by staff to inform potential changes to the Policy.

1. Proposed Direction

The following changes were recommended during the meeting and have been reflected in the updated Policy:

- The Commissioner of Finance and Chief Financial Officer should be the final approval authority, not the Regional Chair.
- Attendance at conferences should be communicated to Regional Council through an information report prior to booking. A further report to Council would be completed after attending the conference.
- Members of Council are permitted to attend a maximum of three events or conferences per year. The Association of Municipalities of Ontario (“AMO”) and Federation of Canadian Municipalities (“FCM”) conferences are exceptions to this rule.
- A maximum of three Members of Council are permitted to attend each event or conference on behalf of the Region of Peel, with the exception of the AMO and FCM conferences. This is self-monitored by the Members of Council.
- If an opportunity arises to attend an event through the work of a Regional Committee, only Committee members are permitted to attend, with any exceptions to be justified in the preliminary report to Council. A Committee member, without Regional Council approval, cannot appoint a designate to attend the event.
- Hotel expenses should be limited to the standard room rate available at any event. Otherwise, any rates above and beyond a standard room rate, the Member of Council would not be reimbursed.
- Flight costs for Members of Council should be limited to economy class rates if the length of one flight is under five hours. If the length of the flight is longer than five hours, Members of Council would be able to access business class rates.
- Alcohol is not eligible for reimbursement.
- The authorized expenses “Over and above allowance” as reported in the quarterly Members of Council Term Allowance statements will be re-named “Other Board or Committee Expenses.”

2. Sections Requiring Further Investigation

The Committee discussed a few areas of the Policy which require further examination to determine what the appropriate change to the Policy should be, if required.

a. Per Diem Rate

The Committee directed staff to review the current per diem rate for Members of Council.

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As reported to the Committee in the Council Expense Policy Comparisons Report (dated August 29, 2017), the per diem rates provided by other municipalities range between \$60 and \$100. Further details are described in Table 1 below:

Table 1: Per Diem Rate Details by Municipality

Municipality	Per Diem Rate	Eligibility Details	Last Date it Was Updated
Region of Peel	\$60 per day	Meals and incidental expenses	Increase of \$10 was approved in 1999
City of Brampton	\$60 per day	Meals only	Removal of \$25 per diem for incidental expenses was approved in 2015
City of Mississauga	\$75 per day	Meals and miscellaneous expenses	Increase of \$15 was approved in 2015
Town of Caledon	\$60 per day	Meals only	Changes in per diem are aligned with the Region's per diem rate change
City of Hamilton	\$75 per day (within Canada) \$100 USD per day (outside of Canada)	Meals and incidental expenses	Increase was approved in 2016

As referenced in Table 1, the Region's per diem rate has not changed since 1999; however food costs have risen significantly over the years. If the Region had indexed the per diem rate in line with inflation, the Region's per diem rate would have been an estimated \$85.85 as of 2018.

Therefore, staff recommend that the per diem rate be increased from \$60 to \$85 per day, as referenced in Appendix A of the draft revised Policy, to align with inflationary increases.

b. Kilometre Threshold

The Committee instructed staff to examine the rationale of 60 km being covered and whether this should be amended in the Policy.

As reported to the Committee in the Council Expense Policy Comparisons Report (dated August 29, 2017), three municipalities reported a threshold for local travel. The details for the Region's and other municipalities' kilometre thresholds are discussed in Table 2 below:

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Table 2: Kilometre Threshold Details by Municipality

Municipality	Kilometre Threshold	Eligibility Details
Region of Peel	60 km	<ul style="list-style-type: none"> - Mileage for business travel within the Region of Peel is eligible for reimbursement. - For business travel up to 60 km, car mileage, registration costs, meal costs and hotel accommodation are eligible for reimbursement. - For business travel exceeding 60 km, travel costs, trip cancellation insurance, vicinity travel costs, registration cost, hotel accommodation and meals are eligible for reimbursement.
City of Brampton	160 km	<ul style="list-style-type: none"> - Any mileage less than 160 km is covered through Councillor's car allowance. - Any mileage over and above 160 km can be claimed.
City of Mississauga	100 km	<ul style="list-style-type: none"> - Any mileage less than 100 km is covered through Councillor's car allowance. - Any mileage over and above the threshold can be claimed.
Durham Region	160 km	<ul style="list-style-type: none"> - Eligible to claim hotel costs for any events greater than 160 km away from Durham Region Headquarters.
Town of Caledon	Not listed	<ul style="list-style-type: none"> - Business mileage is covered by the Councillor's salary. - Mileage for travel to out-of-town functions is reimbursed up to the mileage cost that does not exceed the cost of economy airfare for the same purpose through the Councillor's Term Allowance.

As depicted in Table 2, the current Regional kilometre threshold has no impact on the claiming of mileage or hotel accommodations for Members of Council. Therefore, staff recommend to increase the Region's threshold to 100 km to be in line with the other municipalities.

c. Purchasing Cards ("P-Card")

The Committee asked staff to study the implications for introducing a Regional credit card for Members of Council.

Staff met to discuss the possibility of issuing a Regional P-Card for Members of Council within the context of the current Regional P-Card process and noted the following concerns:

- The current timelines for the P-Card reconciliation process are short, in which reconciliations need to be completed within 10 calendar days of the following month. Staff would have challenges meeting the timelines due to the Members of Council not having an office at a Region of Peel building.

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- The P-Card reconciliation process requires access to the Region's financial system and therefore reconciling between the Region and local municipalities' P-Cards could be difficult without system access.
- There is a risk of error as a result of the use of the wrong P-Card for Regional business expenses, which could result in higher administrative workload to correct the errors.

As a result of the above noted concerns, staff recommend that the current process be continued where Members of Council expenses are processed through Business Expense Claim forms without the issuance of a Regional P-Card.

d. Reward Programs

The Committee discussed the issue of acquiring or accumulating loyalty points for purchases, in which the points should accumulate to the Region of Peel and not to the individual Members of Council.

The current Regional Policy refers to reward programs under section 9.1c, in which paid costs (e.g. fees, taxes) can be reimbursed in the event that reward programs are used to cover the airfare or other items. The current Policy does not speak to the accumulation of reward program points.

As referenced in the Committee report Council Expense Policy Comparisons Report (dated August 29, 2017), the issue of reward programs are addressed in the Mayor and Councillor Expense Policy at the City of Brampton and the P-Card Policy at the City of Mississauga. Both policies indicate either employees or Members of Council may not benefit from the use of reward programs when making business purchases.

Under the Region's current Business Expense Claim process, it is difficult to accumulate loyalty points to the Region of Peel and not the individual Members of Council. Therefore, staff recommend to not include any wording in the Policy related to the accumulation of loyalty points.

e. Regional Newsletters

The Committee directed staff to evaluate the implications of separating the Regional newsletters section of expenses into its own account, with an amount allocated based on a standard-sized newsletter and on the number of households found in the ward.

Table 3 below provides details on the funding sources for Councillor newsletter costs both at the Regional level and the local municipal level.

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Table 3: Councillor Newsletter Details by Municipality

Municipality	Funding Source
Region of Peel	- Annual budget of \$35,000 in the Council Administration operating cost centre issuing one Regional newsletter per Member of Council. - Second newsletter per Member of Council is charged against the Member of Council Term Allowance.
City of Brampton	- Covered under the Councillors Term Allowance
City of Mississauga	- Covered under the Councillors Term Allowance
Town of Caledon	- Covered under the Councillors Term Allowance

The Regional budget for newsletters, as referenced in Table 3 above, has not been adjusted since 2008. The original budget was not based on the number of households at that time. In addition, this budget has not kept pace with the rate of inflation or the increase in the number of households in the Region over the years.

The increase in newsletter costs as a result of inflation and a growing community are evidenced in Council's past spending. For example, in 2015, Council spent \$143,500 in Regional newsletter costs with 611,593 newsletters issued, and in 2016, Council spent \$180,000 with 730,546 newsletters issued. This results in an average cost per issue of \$0.24.

To determine the total estimated 2019 newsletter costs, staff used an average cost per issue of \$0.25 based on 2016 spending and indexed with projected inflation, and an average 1.4 per cent annual household increase, applied to the number of households taken from the 2011 Statistics Canada census data. 2016 household census data information was not available at the time of this report. This resulted in an estimated budget of \$305,603, with an estimated 1,222,410 newsletters issued.

This budget covers the cost of one newsletter issued by each Mayor of each local municipality to its constituents, one newsletter issued by the Regional Chair to all Peel constituents, as well as each Councillor sending a newsletter to constituents in their ward.

Staff recommend that an increase to the Council Administration operating cost centre budget by \$270,603 for 2019, to align the budget with the actual spending on Regional newsletters. This budget will be further broken down by ward for each Member of Council. Any amount spent in excess of the Member of Council's newsletter budget will be charged to their Term Allowance.

In addition, staff propose creating a new section 6.5.2, within the proposed revised Policy, that provides clarification on where the cost of the Regional newsletters can be claimed.

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This new section also includes a new requirement under the *Municipal Elections Act, 1996*, which will move the deadline for newsletters in an election year from June 30th to May 1st.

f. Internal Charges for the Use of Regional Services

At the September 28, 2017 Regional Council meeting (Resolution 2017-759), Council directed the Committee to provide recommendations to Regional Council related to requiring Members of Council to allocate costs for the use of Regional resources and/or property to their expense accounts.

Currently, Members of Council are not charged for the use of Regional resources. All three local municipalities in the Region of Peel allocate internal charges to the Councillors expense accounts for such things as internal printing costs, facility rentals and the use of mobile signs.

To be consistent with the Councillor expense policies at the local level, staff are proposing to add in section 6.5.1 which further describes the internal charge-backs for the use of Regional services.

Currently, the Region's User Fee By-law contains fees for facility room rentals at PAMA, which the rates range from \$312.16 to \$367.25 for 2.5 hours. This could be referenced when staff is developing a price list for the use of Regional services.

3. Ineligible Election Related Expenses

Under the *Municipal Elections Act, 1996*, the Region of Peel cannot provide a subsidy to any candidate in a municipal election. Therefore special conditions for expenses apply to the Members of Council during an election year.

A new section, Section 7, has been added to the updated Policy to comply with this requirement. The section lists the detailed ineligible expenses, which includes constituent related expenses and the use of Regional facilities, property and mobile signs.

4. Other Minor Administrative Changes

The Committee's review of the Policy also provides an opportunity for staff to make recommendations on additional minor administrative changes to the Policy. The proposed minor changes are described below:

- Section 5.9 has been added to the updated Policy in order to provide a definition of the Members of Council. Members of Council include all Regional Councillors and the Regional Chair.
- Section 6.2 has been reorganized to include subsections related to travel arrangements, attendance at conferences, other board or committee expenses and hotel accommodation. The reorganization of this section provides more clarity on the Member of Council requirements in relation to events or conferences expenses.
- Under Section 6.3 Meals, the names of all attendees must be listed on the receipt. Staff propose to add the requirement of listing the purpose of the meeting to be consistent with the requirements of the local municipal Councillor expense policies.

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- Section 9.1 provides details on the responsibilities of Members of Council in relation to their business expense claims. Section 9.1b currently reads “The expense has not otherwise been charged to the Region (including to a Region of Peel P-Card).” Staff are proposing to add “or to the local municipalities, Boards and Commissions” at the end of the sentence, to ensure any expenses charged to the Region were not also charged to any of the local municipalities or Boards or Commissions.

FINANCIAL IMPLICATIONS

There will be a financial impact on the Region’s 2019 operating budget as a result of the increase to the Regional newsletter budget, which will be included during the 2019 budget process. The remaining draft revisions to the Policy are not expected to have a financial impact. The increase in the per diem rates and the increase related to internal charge-backs for the use of Regional services can be accommodated within the current Term Allowance. Members of Council will continue to determine the expenditures they wish to make which are eligible for reimbursement by the Region within the provisions of this Policy and which fall within the budget allocated for this purpose.

CONCLUSION

The Business Expense Accounts, Members of Council Policy has been redrafted based on the input received from the Council Expense Policy Review Committee on September 7, 2017. The draft policy is being tabled for review and discussion by members of the Committee and for direction to staff regarding these revisions.



Stephen VanOfwegen, Commissioner of Finance and Chief Financial Officer

Approved for Submission:


D. Swarc, Chief Administrative Officer

APPENDICES

Appendix I – Business Expense Accounts, Members of Council Policy F30-02

For further information regarding this report, please contact Monique Hynes, extension 4212, via email at monique.hynes@peelregion.ca.

Authored By: Sandy Calandra

Reviewed in workflow by:

Financial Support Unit

CATEGORY:	FINANCIAL MANAGEMENT
SUBCATEGORY:	EXPENDITURES
SUBJECT:	BUSINESS EXPENSE ACCOUNTS – MEMBERS OF COUNCIL

1. PURPOSE

This Policy provides Members of Council with guidelines for reimbursement of expenses for business travel and incidental business expenses.

2. SCOPE

This Policy applies to Members of Council.

3. 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~~ **Members of Council** for reasonable business expenses incurred while travelling on Regional business and incidental business expenses. Appendix A shows the current term allowance for each ~~Councillor~~ **Member of Council**. If the ~~Councillor~~ **Member of Council** is elected or appointed after the term has officially commenced, the term allowance will be pro-rated.

4. AUTHORIZATION

~~Regional Councillors'~~ **Members of Council** Business Expense Claims are reviewed for compliance with this Policy and approved by the ~~Regional Chair and the Regional Chair's claims are reviewed by the~~ **Commissioner of Finance and Chief Financial Officer ("CFO") (or designate)**.

5. DEFINITIONS

5.1. Insurance: Adequate coverage on personal vehicles that the Member of Council is responsible for maintaining.

5.2. Municipal Organizations: Recognized organizations established to represent the collective general interests of municipal corporations.

5.3. Normal Workplace: 10 Peel Centre Drive.

5.4. Per Diem: A daily allowance intended to cover the cost of meals, gratuities, personal telephone charges, and all other expenses of events other than registration, hotel or overnight accommodation, business telephone charges, and transportation. Appendix A lists the per diem guideline.

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5.5. Prepayments: Reimbursable expenses charged to the Member of Council prior to the event which can be expensed directly to the applicable account. Should the event subsequently not be attended, all reasonable efforts shall be made to recover these prepayments and credit them to the same account.

5.6. Receipt: An original document showing the payee, date, amount, Harmonized Sales Tax (“HST”) and description of goods or services paid by the Member of Council. A debit or credit card slip is not an acceptable receipt as it does not show details of the transaction. All claims for reimbursement, with the exception of the per diem, car mileage and public transit costs shall be supported by an original receipt. If the Member of Council does not have an original receipt, an explanation as to why the original receipt has not been submitted shall be provided.

5.7. Regional Business: Attendance at an event as a representative of the Region, to derive a benefit for the Region or to advance the interests of the Region.

5.8. Reward Program: Any program such as Air Miles Collector Program, Aeroplan, Frequent Flyer or other loyalty programs where free airfare, hotel or other items are earned.

5.9. Members of Council: includes all Regional Councillors and the Regional Chair.

6. REIMBURSABLE EXPENSES (What can be claimed)

6.1. Car Mileage Rate

In order to retain its Income Tax free status, the transportation cost reimbursement rates are those set by Canada Revenue Agency shown in [Appendix A](#).

Travel from home to a Member of Council’s normal workplace and back is considered by the Canada Revenue Agency as personal use of the vehicle and is not subject to reimbursement. Subsequent travel to other locations for business purposes is reimbursable but associated side trips for personal purposes such as lunch, personal deliveries, etc., are not.

6.2. Business Travel Events

All Members of Council may choose to attend events or conferences related to their duties as a Member of Council.

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6.2.1 Travel Arrangements

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.

Travel arrangements for ~~Councillors~~ **Members of Council** can be made through the Regional Chair's Office, any Commissioner's Office, an outside agent or an area municipality, as desired. However, in making such arrangements, the ~~Councillor~~ **Member of Council** must ensure that sufficient expense allowance is available to cover the cost of the travel or event. The Manager, Accounting Services, Corporate Finance Division, should be contacted to determine the remaining term allowance. Any amount spent exceeding the term allowance will be paid personally by the ~~Councillor~~ **Member of Council**. Reimbursements exceeding the term allowance will be refunded by the ~~Councillor~~ **Member of Council**.

6.2.2 Attendance at Conferences

~~Members of Council are required to report to Council for informational purposes prior to conference registration. After attending the conference, a report must be submitted to Council for knowledge sharing purposes within 90 days of attendance at conference.~~

~~Members of Council may attend up to three conferences per year. Each conference must be limited to three Members of Council attending on behalf of the Region of Peel. The conferences of the Federation of Canadian Municipalities ("FCM") and the Association of Municipalities of Ontario ("AMO") would be exceptions. Any further exceptions must be sought from Regional Council at that time. This is self-governed by the Members of Council.~~

6.2.3 Other Board or Committee Expenses

~~Councillors~~ **Members of Council** who are appointed and endorsed by Regional Council as ~~direct Regional committee members, or as~~ committee members or officers of municipal organizations, shall be reimbursed for expenses incurred in performing the duties related to their appointment, in addition to the ~~Councillor's~~ **Member of Council's** term allowance for business related events, presuming that the applicable organization has made no provisions.

~~Should an opportunity to attend an event arise through the work of a Regional Committee, then only members of that Committee are permitted to attend, with any exceptions being justified in the preliminary report to Regional Council. A Committee member, without Regional Council approval, could not appoint a designate to attend the event.~~

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Where the Regional Chair has approved a ~~supplementary allowance for a Councillor Member of Council~~ 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 provided for business related events.~~ **shall be charged to the Regional Chair's Term Allowance.**

Members of Council appointed as Members of the Police Services Board shall charge police related event costs to the Police Services Board cost centre.

6.2.4 Hotel Accommodations

Hotel accommodation is normally at the ~~single standard~~ room ~~occupancy~~ rate **available at any event**, excluding meals. Reasonable efforts to arrange moderate rates for accommodation are to be made. **If the conference hotel is fully booked, then a comparative priced hotel standard room must be booked. Otherwise, above and beyond such a standard room rate, the Member of Council would not be reimbursed.**

6.3. Meals

The **purpose of the meeting and the** names of all attendees must be listed on the receipt. All expenses for meals are to be kept to a reasonable amount.

Per diems may be claimed. Appendix A lists the current guideline for meals and incidental expenses (gratuities, personal calls, dry cleaning and other). The per diem can be claimed without receipts.

Alcoholic beverages will not be reimbursed.

6.4. Registration Costs

Registration costs submitted for reimbursement should exclude the extra costs of personal entertainment, golfing, tours or meals associated with ancillary events such as sightseeing excursions or evening outings.

6.5. Other Expenses

~~Councillors~~ **Members of Council** may claim for reimbursement as part of the Regional Council term allowance the following: constituent related expenses, business cards showing the Region of Peel, and home office equipment. ~~and the constituent communication for the Region of Peel share of the newsletter. This constituent communication regarding Regional issues is considered an essential function and related expenses cover postage, letterhead, envelopes, printing, photocopying, photos and slides. The Regional cost is based upon the proportion of space devoted to~~

Red font denotes additions
Blue strikethrough denotes deletions

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~~Regional issues. In the year of an election, the constituent communication expenses shall not be reimbursed after June 30th.~~

Charitable donations shall be made in the Region of Peel's name, as per Canada Revenue Agency best practices.

6.5.1. Internal Charge-back for the Use of Regional Services

Expenses related to the use of Regional resources and/or property will be charged to the Member of Council's expense account based on the Region's price list.

6.5.2. Newsletters

The constituent newsletter communication regarding Regional issues is considered an essential function and related expenses cover postage, letterhead, envelopes, printing, photocopying, photos and slides. The Regional cost is based upon the proportion of space devoted to Regional issues. The Regional cost of one newsletter per Member of Council is covered within a separate account within the Region's Council Administration operating cost centre budget. The budget is allocated by ward for each Member of Council. Any costs spent on newsletters exceeding a Member of Council's budget are charged against the Member of Council's expense account. In an election year, the costs incurred by Members of Council for newsletters shall not be reimbursed after April 30th.

7. INELIGIBLE ELECTION RELATED EXPENSES

Under the *Municipal Elections Act, 1996*, the Region of Peel cannot provide a subsidy to any candidate in a municipal election. Therefore special conditions for expenses apply to the Members of Council during an election year.

An election year begins at the start of the nomination period (May 1 of an election year) and ends with the end of the Council term.

The Members of Council will not be allowed to use their Business Expense Accounts for constituent related expenses after April 30th in an election year.

Constituent related expenses include:

- Brochures
- Newsletters
- Posters
- TV and radio commercials

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- Newspaper ads
- Mail outs
- Postage
- Letterhead
- Envelopes
- Printing
- Photocopying
- Photos
- Slides

Use of Regional facilities, property, vehicles or public spaces (including Regional mobile signs) are prohibited from use and cannot be expensed from Members of Council Business Expenses Accounts.

8. CLAIMING EXPENSES (When it can be claimed)

8.1. Local Travel (Within the Region of Peel)

Car mileage reimbursed.

8.2. Event: A conference, convention, annual meeting, workshop, seminar, training session, investigational or promotional travel, course, study tour, correspondence course, community ratepayer meeting, community relation event, charity fundraising function, retirement dinner and other business meeting.

8.2.1. Local Event or Single Day Meeting: An event within 60 kilometres of the Member of Council's normal workplace.

The following expenses may be reimbursed as required:

- a) Car mileage;
- b) Registration cost;
- c) Cost of a meal; and
- d) Hotel accommodation.

8.2.2. Distant Event: An event held in excess of 60 kilometres from the Member of Council's normal workplace.

The following expenses may be reimbursed as required:

- a) **Travel costs** to and from the event to a maximum of economy airfare, including if a personal vehicle is utilized, the car mileage at the standard

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rate up to the cost of an economy airfare. **If the length of a flight is longer than five hours, the Member of Council may choose business class travel.** Reasonable efforts must be made to travel by the most economical route possible;

- b) Trip cancellation insurance** where advance bookings or other discount fares are utilized;
- c) Vicinity travel costs** such as a car rental or taxi, if required by the nature of the event;
- d) Registration cost;**
- e) Hotel accommodation** for the duration of the event, plus one additional travel day, if required; and
- f) Cost of a meal.**

If advance bookings or other discount fares require an extended stay to qualify for a reduced fare, additional costs may be claimed to the extent that the additional amount plus the actual fare and related trip cancellation insurance is less than or equal to the economy fare, at the time, to the same location.

8.2.2.1. Out of Canada

Claims must be converted at the foreign exchange rate prevailing at the time the costs were incurred, using either:

- a)** the rate issued by the Treasury Section of the Corporate Finance Division for the month when the travel occurred; or
- b)** the actual rate charged to the credit card as evidenced by a credit card statement.

9. RESPONSIBILITIES

9.1. Member of Council will ensure that:

- a)** A business expense claim is submitted within 60 days of completion of the travel or incurrence of the expense;
- b)** The expense has not otherwise been charged to the Region (including to a Region of Peel P-Card) **or to the local municipalities, Boards and Commissions;**

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- c) The business expense has been incurred by the Member of Council. In the event that rewards programs are used, only paid costs (e.g. fees, taxes) are submitted, not the full value of the airfare or other items **paid for by redeemed points**; and
- d) The Member of Council's office completes the Business Expense Claim and the Member of Council signs it prior to submitting the claim. ~~to the Regional Chair, or Chief Financial Officer in the case of the Chair, for review and advice.~~

9.2. Reviewer CFO (or designate) will ensure that:

- a) All items claimed have been verified as conforming to this Policy and all receipts are attached, as required.

9.3. Corporate Finance Division will ensure that:

- a) The Business Expense Claim has been reviewed before reimbursement;
- b) The Business Expense Claim conforms to Policy;
- c) Claims are processed in a timely manner; and
- d) Funds are deposited to the Member of Council's bank account.

10. REPORTING

The ~~Chief Financial Officer~~ **CFO** must report, on an annual basis, the Regional Council remuneration and expenses in respect of services as Members of Council, local boards or other bodies for the preceding year, by March 31st.

Members of Council will receive their individual quarterly statements of expenditures showing term expenses incurred to-date and the ~~Councillor's~~ **Member of Council's** remaining term allowance. Members of Council expenses will be posted on the Region of Peel website by Legislative Services on a quarterly basis. The quarterly statements will include payment information, if available, for Regional Appointees on other bodies such as Conservation Authorities.

This Policy will be reviewed every four years prior to the municipal election.

CATEGORY: FINANCIAL MANAGEMENT

SUBCATEGORY: EXPENDITURES

SUBJECT: BUSINESS EXPENSE ACCOUNTS – MEMBERS OF COUNCIL

11. SUBMISSION DEADLINE

All claims should be submitted to Accounts Payable by March 31st of the following year.

APPROVAL SOURCE:	Resolutions 97-438; 99-822; CAO Directive C05-06; Resolution 07-300; ACP10-01; CAO Directive C12-05; ACP13-06; Resolution 2014-640; 2015-185; 2017-244; ACP14-13
ORIGINAL DATE:	April 1997
LAST REVIEW DATE:	March 30, 2017
LAST UPDATE:	March 30, 2017
EFFECTIVE DATE:	March 30, 2017
RESPONSIBILITY:	Finance Department / Corporate Finance Division / Accounting Services Section

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APPENDIX A

1. Expense Guideline:

The per diem expense guideline ~~of is \$60~~ **\$85** per day for travel on Regional business. ~~can be broken down as follows:~~

- ~~• \$50 for breakfast, lunch and dinner; and~~
- ~~• \$10 for all other incidentals (e.g. dry cleaning, gratuities, personal telephone calls etc.).~~

2. Mileage:

The maximum Canada Revenue Agency car mileage rates for using personal vehicles for Regional business currently set as follows:

- \$0.54 per kilometre up to 425 kilometres per month; and
- \$0.48 per kilometre for any remaining kilometres per month.

3. **Councillor Member of Council Term Allowance:**

For each **Councillor Member of Council**, the term allowance is **\$22,380** to attend Region of Peel business related events, to be reimbursed for Regional constituent related expenses and to cover the cost of constituent communications during the term of office.

The annual increase of the term allowance will be based on the previous year's Consumer Price Index (Canada, All-items) as announced in the federal budget.