

SECTION: Finance		Policy: 13.3.6
SUBJECT: Mayor and Councillors' Expense Policy		
EFFECTIVE: February 4, 2015	REPLACES: Policy dated June 1, 2014	PAGE: 1 OF 21
APPROVED BY: Council Resolution C165-2014 (Recommendation CW224-2014); CS 024-2015	PROCEDURAL UPDATES:	APPROVAL DATE: February 4, 2015

POLICY STATEMENT:

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.

PURPOSE:

The purpose of this Policy is to ensure only eligible expenses are reimbursed.

SCOPE:

This Policy applies to all Members of Brampton's City Council including the Mayor, City Councillors and Regional Councillors. Family members of the Mayor and Councillors are not eligible to receive benefits or payments in relation to the expenses covered by this policy.

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.

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PROCEDURE:

INTRODUCTION

This Policy covers the following general categories of expenditures related to the duties of the Mayor and Councillors of the City of Brampton:

1. **Councillors' Term of Council Expense Account** - Expenses eligible to be charged to the Councillors' Term of Council Expense Account Budget.
2. **Mayor's Business Expenses Accounts** – Expenses eligible to be charged to the Mayor's Business Cost Centre 0116.
3. **Corporate Account** - Expenses eligible to be charged to a Corporate Account

Standard technology, equipment and City Hall office furniture provided to the Mayor and Councillors are not expenses and are not reported on the Annual Statement of Remuneration and Expenses because these assets are part of the City's pool of corporate assets. The Mayor and Councillors may purchase non-standard technology, equipment and furniture they require to conduct the business of the Mayor and Councillors with such purchases to be charged to their respective Expense Accounts. Eligible expenses for this category are described in and are subject to the Corporate policy titled "Mayor and Councillors' Technology and Office Equipment and Furniture Policy"

Expenses incurred in category 1: **Term of Council Expense Account**, category 2: **Mayor's Business Expenses Accounts** and category 3: **Corporate Account** and non-standard technology, equipment and furniture purchases are reported on the Annual Statement of Remuneration and Expenses in accordance with Section 284 of the *Municipal Act, 2001*.

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This Policy comprises the following major Guideline Sections:

- A. Expenditure Guidelines
- B. Application Guidelines
- C. Administration

A. EXPENDITURE GUIDELINES

1. Councillors' Term of Council Expense Account

Each Councillor may incur eligible expenses which are of relevance to a Councillors' role/duties, up to a maximum of \$60,000 for the 2010-2014 term of Council and up to a maximum of \$45,000 per four –year term of Council commencing the 2014-2018 term. Councillors may purchase non-standard technology, equipment and furniture for their home office.

a. Business Office Expenses

Eligible expenses under this category that are of relevance to a Councillor's role/duties may include but are not limited to:

- i. Business cards
- ii. Stationery
- iii. Home phone and/or internet service for home office
- iv. Cost of business related long-distance charges incurred on a Councillors' home telephone service
- v. Monthly charges and usage charges for mobile devices (provided under Appendix A of this Policy)
- vi. Supplies for home office fax machine and printer
- vii. Courier service

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b. Community Involvement

Councillors may support and sponsor community organizations providing services in the Brampton community. Eligible organization and eligible expenses are as following:

- i. Eligible organization includes not-for-profit Corporations, charitable or non-charitable organization or City of Brampton based community organizations.
- ii. Memberships in Brampton based community organizations, sponsorships and community events or functions that support the Brampton Community, excluding corporately authorized expenditures for participation at community events as approved by City Council.
- iii. Cash donations to an eligible organization shall be authorized for equal to or less than \$500 for each request (\$1000 per year maximum) with supporting document from the requestor describing the nature of the request.
- iv. Merchandise donations (i.e. City souvenir/promotional items) to eligible organization shall not exceed \$200 in value, provided the total of all related merchandise donations to each organization does not exceed \$400 per year to the same group. Religious and Political organizations and their affiliations are eligible to receive merchandise donations subject to the same limit.

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Exclusion:

1. Religious organizations are not eligible to directly receive a financial donation/sponsorship under this policy unless it is for a Brampton community event/fundraiser.
2. Individuals are not eligible to directly receive a financial donation/sponsorship under this policy unless he/she is a member of an eligible organization and the donation is for a Brampton community event/fundraiser. Therefore the donation/sponsorship is to the eligible organization.
3. Political organizations are not eligible for a financial donation/sponsorship under this policy.
4. Purchase of seasonal sponsorships or tickets to Rose Theater performances is not permitted.
5. Purchase of sports event tickets is not permitted.

c. Subscriptions

Members of Council are not permitted to purchase magazine and newspapers. Eligible expenses under this category may include books purchases that are relevant to his/her duties as a Councillor.

The Council office subscribes to newspapers for reference copies for the entire Council Office. This office expense will continue to be an eligible expense.

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d. Professional Development

Councillors may attend the following programs that are of relevance to his/her role/duties:

- i. Conferences and seminars:. A maximum of three (3) Councillors, determined on a "first come, first served" basis may attend. conferences/seminars that are at a location that is greater than 160 km from Brampton and last more than one day. Conferences of the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM) are not subject to this limitation
- ii. Professional education and development programs
- iii. Skills development programs
- iv. All other business travel including attendance at AMO and FCM. Expenses incurred shall be permitted to be paid by the Corporate account if specifically approved by a Council resolution.

e. Hospitality and Entertainment

Hospitality or entertainment expenses may be incurred by Councillors provided that the expenses are reasonable and were incurred as a result of conducting City business, also provided that notwithstanding any provision of this policy, any Member of Council may purchase only one (1) ticket for attendance at any lunch, dinner or other event from their term of Council expense account budget for their individual use only

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f. Miscellaneous

Eligible expenses under this category that are of relevance to a Councillor's role/duties may include but are not limited to:

- i. Newsletters (ward reports) printing and distribution
- ii. Corporate business meals
- iii. Employee retirement dinners where tickets or gift may be required
- iv. Parking fees
- v. Photographs and slides
- vi. Internal printing
- vii. Highway toll charges

Exclusion:

1. All media advertising purchases including notes of congratulation in newspapers are not permitted. Purchases of this nature shall be administered by Corporate Strategic Communications.
2. Purchases of bags, pens, pins and similar items, or any promotional materials with Councillors' name on the same are not permitted.
3. Professional fees, professional memberships and insurance are not permitted.
4. Purchase or rental of clothing is not permitted.

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2. Mayor's Business Expenses Accounts

The Mayor is provided with an annual budget within the Mayor's Business Cost Centre (# 0116) in recognition of the Mayor's responsibilities as the Head of Council as set out in the *Municipal Act, 2001*. The Mayor may incur expenses in the Mayor's Business Cost Centre, which are of relevance to the role/duties of the Mayor. Expense accounts in the Mayor's Business Cost Centre include but are not limited to:

- i. Office Expenses
- ii. Vehicle Costs
- iii. Telephone
- iv. Contracted Services
- v. Mayor's Initiatives
- vi. Communications
- vii. Public Relations
- viii. Newsletter
- ix. Mobile Communications

The annual budgets for the accounts within the Mayor's Business Cost Centre are established as part of the City's annual budget process.

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a. Community Involvement

The Mayor may support and sponsor community organizations providing services in the Brampton community. Eligible organization and eligible expenses are as following:

- i. Eligible organization includes not-for-profit Corporations, charitable or non-charitable organization or City of Brampton community organization.
- ii. Memberships in Brampton based community organizations, sponsorships and community events or functions that support the Brampton Community, excluding corporately authorized expenditures for participation at community events as approved by City Council.
- iii. Cash donations to an eligible organization shall be authorized for equal to or less than \$500 for each request (\$1000 per year maximum) with supporting document from the requestor describing the nature of the request.
- iv. Merchandise donations (i.e. City souvenir/promotional items) to eligible organization shall not exceed \$200 in value, provided the total of all related merchandise donations to each organization does not exceed \$400 per year to the same group. Religious and Political organizations and their affiliations are eligible to receive merchandise donations subject to the same limit.

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Exclusion:

1. Religious organizations are not eligible to directly receive a financial donation/sponsorship under this policy unless it is for a Brampton community event/fundraiser.
2. Individuals are not eligible to directly receive a financial donation/sponsorship under this policy unless he/she is a member of an eligible organization and the donation is for a Brampton community event/fundraiser. Therefore the donation/sponsorship is to the eligible organization.
3. Political organizations are not eligible for a financial donation/sponsorship under this policy.
4. Purchase of seasonal sponsorships or tickets to Rose Theater performances is not permitted.
5. Purchase of sports event tickets is not permitted.
6. Purchase of magazines and newspapers is not permitted.
7. Purchase of bags, pens, pins or any promotional materials with the Mayor's name are not permitted.
8. All media advertising purchases including notes of congratulation in the newspaper are not permitted. Purchases in this nature shall be administered by the Corporate Communications.
9. Professional fees, professional memberships and insurance are not permitted.
10. Purchase or rental of clothing is not permitted.

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b. Professional Development

The Mayor may attend the following programs that are of relevance to his/her role/duties:

- i. Conferences and seminars
- ii. Professional education and development programs
- iii. Skills development programs
- iv. All other business travel including attendance at AMO and FCM. Expenses incurred shall be permitted to be paid by the Corporate account if specifically approved by a Council resolution.

c. Hospitality and Entertainment

Hospitality or entertainment expenses may be incurred by the Mayor provided that the expenses are reasonable and were incurred as a result of conducting City business, also provided that notwithstanding any provision of this policy, the Mayor may purchase only one (1) ticket for attendance at any lunch, dinner or other event from the Mayor's Business Cost Center account budget for his/her individual use only.

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3. Corporate Representation

Eligible expenses under this category that are of relevance to the role/duties of the Mayor and Councillors may include but are not limited to:

- i. Attendance at AMO and FCM conferences as approved by City Council. .
- ii. The Mayor and Councillor attendance on a trade mission or a research trip must be approved by City Council in advance of the trip
- iii. The Mayor and Councillor attendance at Board related functions must be approved by City Council. (i.e. separate from Board appointments approved by Council such as: BDDC)
- iv. Hospitality or entertainment expenses may be incurred by the Mayor and Councillors provided that the expenses are reasonable and were incurred as a result of conducting City business.
- v. The Mayor and Councillors participation in business missions is governed by the Economic Development and Tourism Business Mission Attendance Protocol.

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.

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B. APPLICATION GUIDELINES

1. Travel Expenses

Travelling on City business includes attendance by the Mayor and Members of Council at:

1. External Technical Skills Development Programs
2. External Professional Development Programs
3. Conference/Symposiums/seminars/workshops and other similar events
4. Trade/Economic Development Missions
5. Research Trips
6. Other City Business or other travel approved by City Council

Travel related to attending events 1, 2 and 3 above outside the GTA is limited to one (1) event per year and no more than four (4) events per term of Council, with the exception of travel related to FCM and AMO.

a. Conditions For Payment Or Reimbursement of eligible expenses

Travel expenses will be reimbursed according to the following guidelines:

- i. The City will reimburse the cost of meals based on receipts submitted or alternatively the Mayor and Councillors may elect to claim a meal per diem of \$60.00 (\$15 for breakfast, \$15 for lunch and \$30 for dinner) or any portion of in lieu of submitting receipts for meal expenses.

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- ii. Incidental expenses supported by appropriate receipts or itemized hotel statement of account are eligible for reimbursements. Incidental expenses that are either clearly unrelated or not required to support the Mayor or Members of Council while travelling on City business are ineligible for reimbursements. Example of ineligible incidental expenses under this section of the policy include but not limited to “pay per view” entertainment, alcohol etc.
- iii. Individual per diems are calculated based on actual travel arrangements while traveling away from the City of Brampton. That is, per diems claimed will be calculated based on the same number of days associated with the purpose of the trip including the day of departure and day of return.
- iv. The City will pay air/train fare based on economy class or at the best rate available at the time of making travel arrangements. Purchase of air fare other than economy class (or upgrades) is not permitted unless specifically approved in advance by City Council. Bulk purchase of Flight passes or similar bulk airfare programs is not permitted unless specifically approved by City council.
- v. Should the Mayor or Councillors elect to drive to a destination that is greater than 300km from Brampton in lieu of traveling by air/train, the City will reimburse expenses incurred enroute while driving, including receipted accommodation expenses, meals (per diems or receipts) and rental vehicle charges or mileage charges for use of a personal vehicle provided that all such charges as set out in this paragraph do not exceed the cost of regular economy airfare or lowest rate available at the time of making travel arrangements.

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- vi. The mileage reimbursement shall be calculated based on the driving distance from City Hall to the destination location utilizing an internet based mapping service such as:
- vii. Google Maps: <http://maps.google.ca/maps?hl=en&tab=wl>
- viii. MapQuest: <http://www.mapquest.com/>
- ix. Bing Maps: <http://www.bing.com/maps/>
- x. CAA TripTik:
<http://ww1.aaa.com/scripts/WebObjects.dll/AAAOnline?association=caa&club=282&page=ITTServices>
- xi. Mileage rates will be based on the approved mileage rates in effect at time of travel. Councillors receive a monthly car allowance for business use of their personal vehicles within an 80 km radius of City Hall. Therefore, Councillors shall reduce the total mileage distance claimed by 160 km prior to calculating the mileage reimbursement amount for travel expenses.
- xii. Ground transportation (Taxis, Buses, Airport Shuttles, and Airport Limousines etc.) will be reimbursed based on receipts submitted. No ground transportation will be permitted should the Mayor and Members of Council elect to drive to the destination.
- xiii. The reasonable cost of hotel accommodation providing best value available at the time of making travel arrangements will be reimbursed based on receipts submitted. The Mayor and Councillors are encouraged to use conference sponsored hotels.
- xiv. Registration fees (Conference/Seminar and Programs, etc.) will be reimbursed based on receipts submitted. No meals per diem will be permitted if registration fees include breakfast, lunch or dinner.

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b. Travel Advances

A travel advance may be requested for up to the amount of the estimated costs anticipated to be paid by the attendee. The Mayor and Councillors are required to repay advances not required for travel.

c. Currency

The daily per diem rates shall be based on the following currency guidelines.

Destinations Country(s) Where Travel Occurs	Applicable Currency
Canada	CAD \$
USA & Mexico	USD \$
Western Europe except the United Kingdom*	EUR €
United Kingdom	GBP £
Eastern Europe	USD \$
Asia and Pacific Rim	USD \$
Australia	AUD \$
New Zealand	NZD \$
South America	USD \$
Africa	USD \$

d. Expense Reports

To ensure prompt reimbursement, expense reports, complete with all required receipts, must be submitted to the Treasurer or Deputy Treasurer within 30 calendar days of returning to the City of Brampton. Failure to submit the required documentation may result in no reimbursement.

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2. Entertainment or Hospitality Expenses

a. Receipts:

Receipts are required for all entertainment and hospitality expense claims and receipts submitted must be in accordance with the following requirements:

- i. The expense must be supported by an original receipt or invoice.
- ii. In the case where the receipt/invoice shows the name of the establishment or company providing the service as a numbered company, the operating name of the establishment must be provided.
- iii. The purpose of the expense and attendees must be provided on the reverse side of the invoice or receipt.

b. Alcohol

Alcohol and alcoholic beverages are not eligible expenses unless purchased or provided as a matter of hospitality or protocol while conducting City business.

3. Attendance On Behalf Of Another Member Of Council

Expenses incurred by the Mayor or by a Councillor, in connection with attendance at a function(s) on behalf of the Mayor or another Councillor, shall be charged to the account that would otherwise have been charged for the original attending person. Expenses incurred by the substitute Councillor or the Mayor, that may be charged on behalf of the original attending person, are limited to the guidelines in this Policy.

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C. ADMINISTRATION

1. Councillors' Term of Council Expense Account

a. Relationship To Budget

The budget of \$60,000 is provided for the 2010-2014 term of Council and up to \$45,000 per four-year term of Council commencing the 2014-2018 term. Any funds remaining unspent at the end of the term of Council cannot be carried forward to the next term of Council. A Councillor shall not exceed his/her term of Council budget without the approval of City Council. The Treasurer and/or Deputy Treasurer are authorized to withhold expenses from a Councillor's Expense Account if in the opinion of the Treasurer and/or Deputy Treasurer the Councillor's expense account has or will exceed the term of Council budget after taking into consideration amounts previously expensed and committed to be expensed during the term of Council.

Any Member of Council, with expenses exceeding their budget allocation for the term of Council, must seek prior approval from City Council for authorization of any such additional expenditure during that term of Council and must seek Council's prior authorization for determination of the appropriate source of funding for such additional expenditures.

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Should City Council authorize the Councillor to exceed his/her Councillors Expense Account budget for the term and should Council determine that the Councillor should have to repay the over expenditure personally, in the event that the Councillor is not re-elected in the next term of Council, then such authorization will be conditional upon the subject Member of Council providing to the City a written, irrevocable authorization and direction which gives the City the legal right to set-off the additional expenditures incurred in the term of Council, against any and all amounts owing by the City to the Council Member, including, without limitation, any severance pay, or retirement allowance, or any other salary or benefit payment otherwise owing to the Council Member when his or her office is vacated by that Council Member.

A Councillor who does not return to the subsequent term of Council is personally responsible for any over-budget amounts remaining at the completion of the term of Council, except where City Council, at the request of the individual, waives the requirement for reimbursement. A Councillor who does not return to the subsequent term of Council may not incur expenses in his/her Councillor Expense Account after the date of the Municipal election.

b. Non-Completion of Term of Council

In the case of a Councillor not completing his/her term of Council, the Councillor's term of Council expense budget shall be pro-rated to the end of the term of Council year in which the Councillor leaves office.

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The Councillor shall be personally responsible for amounts spent in excess of the pro-rated budget, except as a result of illness or death. Arrangements for reimbursement shall be made with the Treasurer or Deputy Treasurer within thirty days of the public announcement that the Councillor will be leaving office except where City Council, at the request of the individual (or estate), waives the requirement for reimbursement. The Councillor (or estate) must return all assets purchased with City funds (either from the Councillor's Expense Account or corporate accounts) or purchase any such items from the City, utilizing personal funds, at fair market value in accordance with the requirements set out in this policy.

2. Expense Approval

The Treasurer or Deputy Treasurer shall approve all requests for payment/reimbursement of expenses covered by this Policy. Approved requests for payment/reimbursement shall be submitted with supporting documentation to the Treasurer or Deputy Treasurer for processing.

One time exceptions to this Policy may be considered, and if warranted, approved by City Council. The Mayor and Councillors are individually responsible for initiating a request for an exception to this Policy.

3. Accountability:

The Treasurer and Deputy Treasurer are responsible for approval of all expenses covered by this policy.

4. Reporting:

For Mayor and Councillors' expense reporting, refer to the "*Remuneration & Expenses for Elected Officials Policy*".

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DISPUTE RESOLUTION:

The following steps set out the action to be taken to resolve any disputes or extraordinary circumstances that may arise regarding the application of this Policy.

- i. The Treasurer and/or Deputy Treasurer shall meet with the Councillor(s) and make every reasonable effort to resolve the dispute or extraordinary circumstance.
- ii. The Treasurer and/or Deputy Treasurer shall report to the Committee of the Council to resolve disputes or extraordinary circumstances that cannot otherwise be resolved.

ACCOUNTABILITY:

The Treasurer is authorized to create, amend and delete procedures necessary for the implementation/administration of this policy.

ADMINISTRATION:

Treasury Services will be responsible for keeping this policy up to date.

CONTACT:

Shirley Gannon, Director of Treasury Services & Deputy Treasurer, (905) 874-2235.