

Municipality of Colchester

Expense Policy for Members of Council and CAO

Purpose

The purpose of this policy is to:

1. Establish a uniform method of reporting, charging, reimbursing and accounting for Council members and Chief Administrative Officer (CAO) expenses;
2. Identify allowable expenses that will be reimbursed; and
3. Facilitate the management and control of business travel and training expenses incurred by Council Members.

Definitions

Municipality - means the Municipality of Colchester.

Council - means the Council for the Municipality of Colchester.

Council Member – means an elected member of Council.

Expense - The actual cost incurred, supported by proof of payment, up to the amount judged by the CAO or designate (or by the Mayor if incurred by the CAO) to be reasonable, based upon experience of what such cost should be in the circumstances.

Expense Voucher – The form used to report and submit expenses for reimbursement (available from administration).

Claimant – Person claiming reimbursement for eligible travel or training related expenses.

Terms of Policy

The Municipality recognizes that, from time to time, it may be necessary for Council members and the CAO to incur travel and training expenses while conducting business on behalf of the Municipality. This policy is not intended to provide for reimbursement of expenses incurred in providing services as an individual Council Member. The Municipality will reimburse Council members and the CAO or designate for customary expenses directly related to approved business travel and training expenses upon submission of an Expense Voucher.

1. The following expenses will be eligible for reimbursement by the Municipality:
 - a. Personal vehicle kilometrage at the rates equal to the current Provincially prescribed amount, as follows:
 - i. Council Members travelling to and from any meeting of Council, or any Committee or Board to which the Council member has been appointed by Council, or when called upon by the Mayor to represent the Municipality.
 - ii. Council Members travelling to and from a conference, training or meeting pre-approved by resolution of Council or approved by the CAO or designate.
 - iii. Council Members travelling for work on behalf of the Municipality in response to a concern or opportunity expressed within the County, or to a meeting or event

that directly benefits the Municipality by having a Member representative present, may be reimbursed by approval of the CAO or designate. Travel to elective or optional community events, gatherings or meetings will not be eligible for reimbursement.

- iv. CAO or designate travel to and from all meetings, conferences and training related to Municipal business as approved by the Mayor.

b. Expenses associated with out of town travel while on approved Municipal business:

- i. Accommodation (including taxes) that is in a safe environment, conveniently located, comfortably equipped and priced at a fair market value in relation to other comparable options in the same vicinity (receipt required). When planning trips, representatives of the Municipality will make efforts to stay at establishments offering special or government rates. A deviation from the above noted guidelines will not be reimbursed unless pre-approved when no other alternative is available.
 - ii. Meals not to exceed the allowances prescribed by the Federal Government (National Joint Council) effective as of April 1 of the fiscal year inclusive of tax and gratuities. When attending a conference or professional development event where the registration fee includes any meal, that meal or any optional meal taken cannot be claimed on an expense report unless the meal was missed due to circumstances beyond their control and related to business of the conference. An itemized receipt is required with all meal expense claims. Where it is only feasible to have meals at the place of accommodation, it is permitted to reasonably exceed the meal allowance as set out above, subject to approval by the CAO or Mayor.
 - iii. Reasonable tips and gratuities for services received;
 - iv. Economy air fare travel (receipt required);
 - v. Economy car rental if applicable (receipt required);
 - vi. Taxi and bus fares (receipt, if available);
 - vii. Parking and highway or bridge tolls (receipt, if available);
 - viii. Registration fees for conferences/ training sessions/ seminars (receipt required).
 - ix. International cellphone packages on the advisement of Information Services and approved by the CAO prior to travel. Charges beyond the preapproved package will not be eligible for reimbursement unless deemed by the CAO as unavoidable and in direct relation to work on behalf of the Municipality.
2. When there are several transportation options available, the claimant may travel by the mode of their choice, but the Municipality shall pay no more than the value of the most economical, reasonable airfare option.
 3. When travelling outside of Canada, daily expenses must be itemized on the Expense Voucher in foreign currency and the total amount converted into Canadian dollars.
 4. There will be no reimbursement for any amounts of alcoholic beverages, sightseeing and/or other personal entertainment unless applicable to the Hospitality Policy.
 5. Any personal expenses, or expenses related to a spouse or non-Municipal travel partner, incurred during, before, or after official Municipal business are the responsibility of the claimant.

6. If permission to take a Municipal-owned cell phone out of country is granted for work on behalf of the Municipality, Information Services may add an appropriate international package to the device. Charges beyond the international package will be the responsibility of the traveller unless deemed by the CAO (or by the Mayor in case of the CAO) as unavoidable and in direct relation to work on behalf of the Municipality.

Accountabilities

The **CAO** or designate will approve all business travel and training expenses for Council Members in adherence to this Policy and will forward on to the Director of Corporate Services for processing. In circumstances where the CAO is satisfied that a meal could not be obtained within the allowances provided within section 1. b. ii, the CAO has discretion to approve an amount outside the parameters set within section 2 of this Policy.

The **Mayor** will approve all business travel and training expenses of the CAO in adherence to this Policy and will forward on to the Director of Corporate Services for processing.

The **Director of Corporate Services** or designate will process payment of approved business and training expenses for Council Members and the CAO and ensure payments are in accordance with established procedures. The Director of Corporate Services will prepare an expense report within 90 days of the end of each fiscal quarter to be posted on the Municipality's website and file an annual summary report with the Minister of Municipal Affairs by September 30th.

The **Claimants** must complete an Expense Voucher within three months of incurring eligible expenses and submit to the CAO (or to the Mayor in case of the CAO) with applicable receipts for approval. Claims must be submitted within the same fiscal year that an expense is made, no later than 15 days following the year end date. All claimants who submit expenses for reimbursement are stating that their request is consistent with this Policy.

Review

By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review the Expense Policy and, following a motion by Council, either re-adopt the Policy or amend the Policy and adopt as amended.

Clerk's Annotation for Official Policy Book	
Date of Notice to Council Members of Intent to Consider (7 days minimum): <u>January 10, 2020</u>	
Date of Passage of Current Policy: <u>January 30, 2020</u>	
I certify that this Policy was adopted by Council as indicated above.	
<u>Rob Simonds</u> Municipal Clerk	<u>February 14, 2020</u> Dated

*amended January 30, 2020
adopted March 28, 2018*