

STAFF REPORT: Finance & IT Services



REPORT TO: Finance & Administration
MEETING DATE: July 26, 2011
REPORT NO.: FIT.11.32
SUBJECT: 2011 Council Expense Guidelines
PREPARED BY: Robert Cummings, CMA
Director of Finance & IT Services

A. Recommendations

THAT Council receive Staff Report FIT.11.32 "2011 Council Expense Guidelines" for information purposes; and,

THAT Council direct Staff to develop a policy as identified in Staff Report CAO.05.14 for review every four years, by March 31 of each election year.

B. Background

Council enacted By-law 2006-06, being a By-law to establish a Compensation and Expense Policy for the Mayor and Members of Council, on January 9, 2006.

The guidelines attached to that By-law have been revised since its enactment with changes to mileage rates.

Attached to this Report are the revised Guidelines dated July 2011. Staff is in the process of reviewing the guidelines and developing a policy for use by all members of Council. The Policy will be brought back to a subsequent Finance & Administration Committee meeting for recommendation to Council.

C. The Blue Mountains' Strategic Plan

Ensuring long-term financial sustainability

D. Environmental Impacts

N/A

E. Financial Impact

Nil

F. Attached

July 2011 Guidelines for the Reimbursement of Expenses for Mayor and Council

Respectfully submitted,

Robert Cummings, CMA
Director of Finance & IT Services

For more information, please contact:

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Guidelines for the Reimbursement of Expenses for Mayor and Council

July 2011

The following Guidelines are provided as general information for use by Mayor and Council. All expenses will be reimbursed at 100% of cost unless otherwise noted.

A. General Principles

1. Reimbursement for per diem allowances and expenses will only be made to the Mayor and Councillors based on these guidelines. (See By-law 2006-06 for authority)
2. Per Diem allowances or expenses not covered by these guidelines will not be reimbursed by the Town unless approved by Council.
3. All expenses being reimbursed are to be based on "reasonable actual costs" incurred; per diems are for actual days of the event.
4. If there is a misunderstanding with any reimbursement request, the Director of Finance and the Mayor will determine a reasonable solution.

B. Conferences and Seminars

1. Members of Council are encouraged to attend two (2) conferences or seminars per calendar year.
2. Additional conferences or seminars may be attended with specific approval of Council.

C. Per Diems

1. For attendance at out of Town conferences and seminars.
2. For attendance at out of Town "Council Approved" Committees, including those listed below:
 - Blue Mountain Watershed Trust Foundation
 - Grey Sauble Conservation Authority
 - Georgian Triangle Tourist Association
 - Collingwood General & Marine Hospital
 - The Blue Mountains & Meaford Physician Recruitment & Retention
3. For attendance at Boards or Committees of the following Municipal Associations subject to Council's prior approval of seeking appointments to these Boards or Committees:
 - Federation of Canadian Municipalities (FCM)
 - Association of Municipalities of Ontario (AMO)
 - Ontario Small Urban Municipalities (OSUM)

- Ontario Good Roads Association/Rural Ontario Municipal Association (OGRA/ROMA)
 - Great Lakes / St. Lawrence Cities Initiatives (GLSLCI)
4. For attendance at other meetings or events outside of the Town boundaries as approved by Council.
 5. Town per diem will not be paid or “is not available” if the Committee or Board pays a per diem directly to the members, ie. NVCA
 6. The daily allowance is \$110; the half day allowance is \$75.

D. Accommodation

1. Costs for hotel room while attending Conferences or Seminars.

E. Meals

1. Costs for meals while attending conferences or seminars including food, all refreshments, gratuities and taxes.

F. Travel

1. Costs for travel for business purposes such as mileage at current Town rates; train, bus and taxi fares; economy airfare. Current mileage rate is \$0.45 per kilometre.

G. Other

1. Costs for meals while entertaining Town guests.
2. General promotional items are available from the Administration Department for Town guests or special events on a reasonable, as needed basis (Town pins, hats, pens, clothing)
3. Costs for tickets for special events when Council has approved the purchase of the tickets.