

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON DECEMBER 10, 2013
FROM:	MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER
SUBJECT:	AMENDMENT TO COUNCIL POLICY 28(1) TRAVEL AND BUSINESS EXPENSES

RECOMMENDATION

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the attached proposed by-law (Appendix "A") **BE INTRODUCED** at the Municipal Council meeting on December 17th, 2013 to delete and replace subsection 5 of section VIII of Council Policy 28(1) entitled "Travel and Business Expenses" in order to add a provision that addresses bereavement.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Item # 5 - Finance and Administrative Services Committee – March 26, 2012 – Changes to Council Policies 28 (1) and 28 (2) Travel and Convention and Council Members' Expense Account.

Item # 8 - Finance and Administrative Services Committee – February 6, 2012 – Changes to Council Policies 28(1) and 28 (2) Travel and Convention and Council Members' Expense Account.

Item #7 - Finance and Administrative Services Committee – December 12, 2011 – Changes to Council Policies 28(1) and 28 (2) Travel and Convention and Council Members' Expense Account.

BACKGROUND

The attached proposed by-law amends the Municipal Council's "Travel and Business Expense Policy" in order to add a provision for bereavement.

On November 29, 2012, the Operations Management Team proposed an amendment to the Travel and Business Expense Policy to permit Human Resources to send flowers on behalf of the Corporation in the event of the death of an employee, an employee's spouse or child. An additional proposed amendment was brought forward to permit Human Resources to send a \$100 donation in lieu of flowers. The current policy does not provide for this expenditure.

In addition to the above, the City Clerk's Office proposed an amendment to permit the City Clerk's Office to send flowers or a donation in lieu of flowers in the event of a death of a Council member, Council member's spouse, a Council member's child, a current local Member of Parliament or a current local Member of the Legislative Assembly of Ontario.

Minor wording changes were also made to this subsection to provide more consistency and clarity.

PREPARED BY:	REVIEWED AND SUBMITTED BY:
MELISSA MCERLAIN MANAGER, ACCOUNTS PAYABLE	MIKE TURNER DEPUTY CITY TREASURER
RECOMMENDED BY:	
MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER	