

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON DECEMBER 1, 2015
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 8, 2015 to repeal Council Policy 28(1) entitled "Travel and Business Expenses" and replace it with a revised Council Policy 28(1) attached as Schedule "A", in order to incorporate the following amendments to the policy:

- a) revise the Expense Review Officer for the Mayor;
- b) revise the local mileage provisions to exclude Council Member's (with the exception of the Head of Council) who now have local mileage expenses provided for under Council Policy 28(2);
- c) revise the provision for out of town mileage reimbursement for individuals who receive a monthly vehicle allowance when travel exceeds 150km; and,
- d) revise the Risk Management Policy appendices for personal and rented vehicles to reflect more current terminology.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Item #2 – Corporate Services Committee - October 6, 2015 - Amendment to Council Policy 28(2) Council Members' Expense Account

Item #8 – Corporate Services Committee – December 10, 2013 - Amendment to Council Policy 28(1) Travel and Business Expenses.

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 repeals and replaces the Municipal Council Policy 28(1) - Travel and Business Expenses. The revision reflects the following changes:

- 1) An administrative change which transfers the Expense Review Officer responsibility for the Mayor from the City Clerk to the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer. The responsibilities of an Expense Review Officer are detailed within the Travel and Business Expense Policy.
- 2) Section 4) c) i) Local Mileage – this section was revised to exclude Council Member's (with the exception of the Head of Council) who now have provisions for in-town vehicle expense claims included with recent revisions under Council Policy 28(2) "Council Members' Expense Account". Revisions to Policy 28(2) was approved by Council on October 13, 2015.
- 3) Section 4) c) ii) Out of Town Mileage – this section was revised to allow out of town mileage reimbursement for individuals who receive a monthly vehicle allowance when the distance travelled exceeds 150 km (previously 200 km). This change ensures the policy is more consistent as an overnight stay is permitted when travel exceeds 150km and ensures

clarification that the full distance travelled will be reimbursed at the applicable rate when travel exceeds 150km.

- 4) The Travel and Business Expenses Council policy Appendix A and B have had minor revisions for language updated by the Manager of Risk Assessment to reflect more recent terminology.

Acknowledgements

This report was prepared by Melissa McErlain, Manager, Accounts Payable. The Appendices were updated by Jason Wills, Manager, Risk Management.

SUBMITTED BY:	CONCURRED:
ANNA LISA BARBON DIRECTOR, FINANCIAL SERVICES	ART ZUIDEMA CITY MANAGER
RECOMMENDED BY:	
MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER	