

Subject: Expense Policy for Advisory Committee and Task Force Members

Prepared by: Legal and Clerks Services

Issue Date: November 9, 2020

Policy #:

Review Date: June 1, 2021

Revision Date: -----

1. Introduction

This policy allows for the reimbursement of eligible expenses incurred by volunteer members of advisory committees and task forces. This policy aligns with the City's commitment to improving equitable access and reducing systemic barriers to members of the public participating in local government through advisory committees and task forces.

2. Definitions

- 2.1 Attendance:** A Member shall be deemed present at an Official Meeting if the minutes of the meeting so indicate.
- 2.2 Child Care Expenses:** Expenses incurred to provide care for one or more child during the time required to travel to and attend an Official Meeting.
- 2.3 Specialized Dependant Care Expenses:** A dependant is deemed to have specialized needs if the Member provides a certificate signed by a health care practitioner, which states that the dependant requires specialized care during the Member's absence from the home. This clause allows for the reimbursement of dependant care expenses in excess of the normally permitted Child Care Expenses. This exception is available for people caring for children or adults requiring specialized care (e.g. a partner, parent or adult child).
- 2.4 Member:** A Council-appointed volunteer member of a City advisory committee or task force.
- 2.5 Official Meeting** means one of the following:
- i. A meeting of an advisory committee, task force, pillar committee, or sub-committee which the Member is appointed to.
 - ii. A meeting of City Council, Budget Standing Committee, or any pillar committee, advisory committee, task force, or sub-committee, where a motion and / or minutes exist that show that the Member was specifically requested to attend on behalf of the pillar committee, advisory committee, task force, or sub-committee.
- 2.6 Staff liaison:** The staff member or department that provides administrative

support for an advisory committee, task force, or sub-committee, as per the applicable terms of reference.

3. Eligible Expenses

Upon submission of any required documentation, Members are eligible to be reimbursed for the following expenses, in accordance with this Policy:

3.1 Child Care Expenses

Child Care expenses for one or more child between 0 and 12 years of age incurred to attend Official Meetings are eligible to a per hour maximum of the hourly minimum wage as set by the Province of Ontario. The amount of time eligible for reimbursement will be calculated by the length of Attendance at an Official Meeting plus up to a maximum of a quarter hour for travel time in each direction.

3.2 Specialized Dependant Care Expenses

Specialized Dependant care expenses (for persons with exceptional needs) incurred to attend Official Meetings are eligible to a maximum of \$40.00 per hour. The amount of time eligible for reimbursement will be calculated by the length of Attendance at an Official Meeting plus up to a maximum of a quarter hour for travel time in each direction.

A certificate signed by a health practitioner is required to be eligible for reimbursement of Specialized Dependent Care Expenses. Existing certificates obtained for other purposes may be sufficient documentation and the Member should consult with the staff liaison prior to obtaining a certificate.

3.3 Travel-Related Expenses

i. Public Transit / Paratransit

Public Transit and Paratransit fares to and from Official Meetings are eligible expenses. The amounts reimbursed will be solely for any single-use or cash fares paid. The Policy does not reimburse the expense of purchasing monthly passes or multi-ride cards, but rides used on multi-ride cards may be eligible.

- a) A bus transfer or time-stamped multi-ride card must be provided as proof of payment for a Transit fare.
- b) A copy of the confirmation of ride must be provided as proof of payment for a Paratransit fare, or approved alternative documentation.

As an accommodation for Members with mobility limitations that would ordinarily take Paratransit, reimbursement of an AccessibleTaxi or Private Transportation Company fare will be provided if the Member is unable to secure Paratransit due to availability of Paratransit. Members

are expected to take all reasonable steps to arrange for Paratransit. Proof of payment must be provided.

ii. Mileage

Members who are required to travel to sites as part of their work on an advisory committee or task force may be eligible to be reimbursed for mileage, at the same rate as paid to City employees; these expenses should be discussed in advance with the staff liaison to confirm eligibility.

Members are expected to consider the most economical modes of travel as may be practical for their particular situation.

4. Ineligible Expenses

4.1 The following are examples of expenses that are not eligible for reimbursement under this Policy:

- i. Expenses which are paid directly by the City, including:
 - a) Parking expenses which are ordinarily provided through passes that are provided to Members for City parking lots for Official Meeting times.
 - b) Training which Members are required to take in order to serve on an advisory committee or task force.
- i. Mileage for Members to attend Official Meetings is not eligible for reimbursement.
- ii. Expenses incurred to prepare or support claims forms, including the cost to obtain any required documentation (e.g. certificates required from health care practitioners).
- iii. Expenses such as meals, office supplies, technology, phone expenses, and other out of pocket expenses are not eligible for reimbursement.

4.2 Members that are appointed by virtue of their appointment to, affiliation with, or employment by, another organization or body, are not eligible to be reimbursed by the City for Eligible Expenses if the Member would ordinarily be reimbursed by the other organization or body.

5. Administration

5.1 The Office of the City Clerk is responsible for administrative oversight of this Policy, including creating and maintaining any forms and procedures required to support the implementation of this Policy, which may include requirements to provide documentation or proof of expenditure. These forms and procedures must be complied with in order to have eligible expenses reimbursed under this Policy.

- 5.2 The Staff Liaison for each advisory committee or task force is responsible for receiving and reviewing expense submissions and arranging for reimbursement, if claims are approved.
- 5.3 Financial Management Services is responsible for arranging payment of approved claims.
- 5.4 The City Treasurer is responsible for any reporting required by Section 284(1) of the *Municipal Act, 2001*, or any other Act.
- 5.5 The City reserves the right to review and / or refuse any expenses submitted by a Member, with reasonable cause and justification.
- 5.6 The City reserves the right to provide alternatives to reimbursement, such as providing or paying directly for the eligible expense.
- 5.7 The ability to have eligible expenses reimbursed under this Policy is dependent upon annual approval of funding within the City's Operating Budget, or alternative. If funding is not approved in any given year, eligible expenses may not be reimbursed and the application of this Policy may be temporarily suspended without notice.

6. Reporting

In accordance with Section 284(1) of the *Municipal Act, 2001*, an itemized statement of the expenses paid to each Member will be submitted to Council annually. This report will be publically available and will contain information including Members names, types of expenses claimed, and amounts.

7. Compliance

Misuse of this Policy, including submission of fraudulent claims, may result in any or all of the following actions:

- 7.1 Refusal to reimburse the Member for the claimed expenses.
- 7.2 The Member being ineligible to submit claims in the future.
- 7.3 The Member reimbursing the City for such claims and any related costs.
- 7.4 The Member being removed from any or all advisory committees, task forces, sub-committees, pillar committees or boards.
- 7.5 The incident being referred to the appropriate authorities for potential legal action.

8. Questions

Questions concerning the interpretation of this policy should be addressed to the Office of the City Clerk.