

**BY-LAW NUMBER 2019-180**

**OF**

**THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE**

**BEING A BY-LAW TO ADOPT THE TOWNSHIP OF UXBRIDGE  
COUNCILLOR EXPENSE POLICY**

**WHEREAS** it was established by council to provide clarification and consistency relating to what Councillors are eligible to receive for reimbursement expenses they incur while carrying out their duties while serving their term of Council;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE HEREBY ENACTS A BY-LAW AS FOLLOWS:**

1. THAT the Township of Uxbridge adopt the Township of Uxbridge Councillor Expense Policy attached hereto as Schedule 'A'.
2. THAT said policy to come into full force and effect upon the date of passing of this by-law.

**READ a FIRST, SECOND and THIRD time and finally passed this 9<sup>th</sup> day of December, 2019.**

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DAVE BARTON  
MAYOR

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DEBBIE LEROUX  
CLERK



**December 2019**

**Updated:**

## **Township of Uxbridge Council Expense Policy**

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### **Policy Statement**

The Council Expense Policy provides Members of Council with guidelines for eligible expenses incurred while fulfilling their duties.

### **Purpose**

The purpose of this policy is to provide consistent rules and guidelines for Members of Council on expenditures that support Members of Council in fulfilling their duties as elected officials.

### **Scope**

This policy applies to the Mayor and Members of Council.

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## 1 Definitions

- 1.1 **Election Year** shall mean the calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>) during which a regular municipal election is held in accordance with the Municipal Elections Act.
- 1.2 **Eligible Expense** means an expense that the Township will reimburse or pay directly.
- 1.3 **Ineligible Expense** means an expense that is not provided for in this Policy and will not be reimbursed or paid by the Township.
- 1.4 **Members** shall include the Mayor and all Members of Council.

## 2 Responsibilities

- 2.1 Members are to:
  - a) Adhere to this policy;
  - b) Sign-off on all expenses submitted or paid by the Township directly; and,
  - c) Meet all financial, legal, and income tax obligations; and
  - d) Ensure that their spending does not exceed their approved budgets.
- 2.2 Chief Administrative Officer to:
  - a) Support the implementation of this policy.
- 2.3 Treasurer (or designate) to:
  - a) Approve expenditures in accordance with this policy;
  - b) Advise Members of the status of their budget through a quarterly report. If the Member's budget is exceeded, at the Mayor's discretion, require Members to personally pay the over expenditure;
  - c) Advise Members if any submitted or proposed expenditures are ineligible or breach this policy; and
  - d) Make sure that supporting documentation is in place, and that expenditures conform to this policy.

## 3 Annual Budget

- 3.1 Each Councillor will have an annual expense limit as approved in the annual budget which will not include conferences and seminars attend by the member.
- 3.2 Each Member shall allocate their expenses within the limit

established, based on their business needs, in accordance with what constitutes an eligible expense as per this policy.

- 3.3 Allocations are not transferrable between calendar years and cannot be accumulated and carried over.
- 3.4 If a Member exceeds their annual expense limit, at the discretion of the Mayor, the Member may be required to personally pay for the over-expenditure.

#### **4 Excluded Expenses**

- 4.1 Council remuneration in the form of salary and benefits are excluded from this policy as these items are accounted for through other Township of Uxbridge corporate policies, by-laws or budget provisions.
- 4.2 Defence of court action brought against a Member, as such expenses are subject to and in accordance with the Indemnification By-law and/or Township's insurance coverage.

#### **5 Expense Guidelines**

- 5.1 Appendix 1 - Guidelines for Expenses for Members of Council forms part of this policy and provides Members with a detailed guideline of what expenses are eligible and ineligible.
- 5.2 Reimbursement or payment for an expense by the Township will not be made if it is not specifically provided for in this policy unless approved by the Mayor.
- 5.3 Expense reimbursements submitted by Members or expenditures incurred by the Township on behalf of Members will be charged to the Members' budget.
- 5.4 Member of Council claims for expenses must follow basic accounting and audit principles:
  - Expenses must relate to the direct business of the Township of Uxbridge and/or the member was directed by the Mayor to incur the expense;
  - A Member or the Township must directly incur the expense. Expenses incurred by third parties cannot be claimed;

- Expenses must be consistent with what is permitted in this policy (see Appendix 1 – Guidelines for Expenses for Members of Council);
- Members must provide proper documentation, including detailed original receipts, invoices or e-bills for all expense claims. Credit card receipts or statements alone are not sufficient and will not be accepted.
- Invoices must include a description of the goods purchased or service rendered, the cost, taxes and HST registration number, if applicable;
- Expenses must be charged for the year in which they were incurred. Expenses cannot be carried forward to subsequent years; and,
- Expenses must be submitted for reimbursement as soon as reasonably possible.

## **6 Election Year Restrictions**

- 6.1** In accordance with the Municipal Elections Act, the Township cannot provide a subsidy to any candidate's election campaign. Therefore, special conditions for expense reimbursement for all Members of Council apply during an Election Year and, in the event of a by-election, for sitting Members of Council who are nominated in a by-election.
- 6.2** Members of Council shall adhere to the Use of Corporate Resources for Election Purposes Policy and shall not use corporate resources for campaigning as defined and specified therein.
- 6.3** In an Election Year or in the event that a by-election is held and a sitting Member of Council is nominated to run in the by-election, the following conditions shall apply to all Members of Council during an Election Year and to sitting Members who are nominated in a by-election effective at the start of the nomination period until the day after Election Day:
- Eligible Expenses under the heading "Communications, Advertising and Constituency Meetings" in Appendix 1 will not be paid or reimbursed by the Township; and,
  - Other expense restrictions may apply as specified within Appendix 1.

## **7 Interpretation**

- 7.1** Members of Council may consult with the Treasurer for guidance with respect to the eligibility of an expense and/or any interpretation on the application of this policy.

## **8 Reporting**

- 8.1** Eligible expenses annually incurred by each Member shall be reported publicly in accordance with the requirements of the Municipal Act, as amended.

## **9 Policy Review**

- 9.1** This policy shall be reviewed every four years prior to the budget meetings that follow the general municipal election, or as directed by Council.

## **10 Related Documents**

- Council Code of Conduct
- Remuneration for Council Term 2018-2022 (TR-25/18)
- Use of Corporate Resources for Election Purposes Policy
- Conference Policy
- Mobile Device Policy

## **Appendices**

- Appendix 1** Guideline for Expenses for Members of Council

## APPENDIX 1



# **Guidelines for Expenses for Members of Council**

**December 2019**

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**Resources Available to Council** – Items in this category are resources provided and paid for directly by the Township in order to facilitate the necessary conditions for Members to exercise their duties and are not considered to be expenses and will not be reported as such. The items below are **complimentary**.

**Office Space and Operations**

Office Space	<ul style="list-style-type: none"> <li>Office space for the Mayor and shared office space for Members of Council in the Councillor's Office.</li> </ul>
Office Supplies	<ul style="list-style-type: none"> <li>General office supplies for use by the Mayor and Councillor's Office that are not intended for the exclusive use of a particular Member.</li> </ul>
Staffing	<ul style="list-style-type: none"> <li>Administrative support for Members is provided through the Clerk's Department, by the Communications Officer at a level that is in accordance with the annual operating budget and staffing resources allocated on that basis.</li> </ul>

## Council Expenses

<b>Event Tickets</b>	
<b>Township Organized Event Tickets</b>	
Eligible Expenses	<ul style="list-style-type: none"> <li>• A ticket for a Member which shall be recorded as an expense based on the face value of the ticket.</li> <li>• A ticket for a Member's spouse or family member as approved in advance by the Mayor. The Member must have sufficient funds remaining in their budget for the cost of the ticket.</li> </ul>
Ineligible Expenses	<ul style="list-style-type: none"> <li>• Additional tickets other than those for the Member and the Member's Spouse or family member as approved by the Mayor.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• Tickets must be purchased through the Clerk's Department for events approved by Council.</li> </ul>
<b>Community Event Tickets</b>	
Eligible Expenses	<ul style="list-style-type: none"> <li>• A ticket for a Member who has committed to attend a charitable or fund-raising event organized by a charitable/non-profit organization or government organization where funds raised will support services provided to the residents of Uxbridge and/or the Region of Durham.</li> </ul>
Ineligible Expenses	<ul style="list-style-type: none"> <li>• Additional tickets other than those for the Member (with the exception of any unused or extra tickets may be used by a member's spouse at no charge).</li> <li>• Raffle tickets, silent auctions and table prize tickets.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• Members should provide a copy of the event notice/flyer/ e-mail/correspondence with information on the purpose of the event and event organizer.</li> <li>• Proof of ticket payment when seeking reimbursement.</li> </ul>

<b>Books and Subscriptions</b>	
Eligible Expenses	<ul style="list-style-type: none"> <li>Books, magazines, newspapers and periodicals that are related to the business of the Township or municipalities in general, or support Members in serving as elected officials.</li> </ul>
Ineligible Expenses	<ul style="list-style-type: none"> <li>Books, magazines, newspapers and periodicals that have no demonstrated relation to municipal affairs, the Township, or to the role of Members as elected officials. Examples of ineligible books and subscriptions may include lifestyle or entertainment magazines such as sports, cooking, fashion, celebrity, and travel.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>Title of the publication should be included on the invoice.</li> <li>Members shall identify the business purpose for the book, magazine, newspaper and/or periodical when the business reason is not evident.</li> <li>Delivery address should be Township Hall or to a Township email address.</li> <li>Members shall provide an original subscription invoice or renewal notice indicating delivery address of publication.</li> </ul>

<b>Office Supplies</b>	
Complimentary	<ul style="list-style-type: none"> <li>• Letterhead and business cards where design and content is in accordance with the Township's standards for accessibility and branding.</li> <li>• General office supplies such as pens, paper clips, envelopes and notepads are available at Town Hall.</li> </ul>
Ineligible Expenses	<ul style="list-style-type: none"> <li>• Stationary and office supplies for personal use. Supplies purchased by a member outside of the Township's procurement process.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• Office supplies are available through the Clerk's Department.</li> </ul>
<b>Advice from the Integrity Commissioner</b>	
Eligible Expenses	<ul style="list-style-type: none"> <li>• Advice from the Integrity Commissioner regarding the application of any procedures, rules and policies of the Township governing the ethical behaviour of Members, including the Council Code of Conduct.</li> <li>• Advice from the Integrity Commissioner pursuant to the Municipal Conflict of Interest Act for the purpose of determining whether or not the Member has a pecuniary interest in accordance with the Act prior to making a decision or declaring a conflict at a meeting.</li> </ul>
Ineligible Expenses	<ul style="list-style-type: none"> <li>• Advice is not available from the Integrity Commissioner if it pertains to a matter that is already being investigated by the Commissioner, is under review by a court, or is about an issue for which a formal complaint has been received.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• Members must notify the Director of Legislative Services/Clerk that the Integrity Commissioner has been contacted to obtain information or advice so that the Clerk may ascertain the associated costs.</li> <li>• Advice from the Integrity Commissioner is only available where the Commissioner has indicated they are willing to provide such advice or is contractually required to do so.</li> </ul>

<b>Township Attire</b>	
Complimentary	<ul style="list-style-type: none"> <li>• Clothing widely distributed to a group for the purpose of attending or organizing a Township event (i.e. staff, volunteers, Members of Council) shall be recorded as an expense against the Member. The eligible cost shall not exceed \$400.00 per Council term and must be within the budget.</li> </ul>
Ineligible Expenses	<ul style="list-style-type: none"> <li>• Clothing that a Member purchases outside the Township promotional attire inventory.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• Clothing will be provided through the promotional attire inventory held by a Township department, or ordered based on pre-defined catalogue of available garments sourced by the Township through a preferred supplier and not incurring additional setup and/or design fees.</li> </ul>

<b>Training, Seminars, and Conferences</b>	
Eligible Expenses	<ul style="list-style-type: none"> <li>• Upon approval in advance of the Mayor to attend the training, seminar or conference, members will be eligible for reimbursement as follows: <ul style="list-style-type: none"> <li>• Registration cost.</li> <li>• Transportation (air (economy class), train or bus) or mileage to the conference or seminar and ground transportation (car rental, taxi, uber or public transit) while attending the training, seminar or conference.</li> <li>• Parking fees and highway toll charges.</li> <li>• Hotel at a single or double occupancy room rate (conference rates where possible).</li> <li>• Per diem for meals; <ul style="list-style-type: none"> <li>- Breakfast - \$15</li> <li>- Lunch - \$25</li> <li>- Dinner - \$45; or,</li> <li>- \$50.00 per full day if meals are not provided – no receipts are required.</li> </ul> </li> <li>• Individual training for Members (e.g. media relations, leadership training, etc.) as per the Conference Policy.</li> </ul> </li> </ul>

Ineligible Expenses	<ul style="list-style-type: none"> <li>• Personal or spousal expenses.</li> <li>• Sightseeing expenses.</li> <li>• Alcohol</li> <li>• Meal expenses incurred outside the approved meal per diems</li> <li>• Additional nights spent in the hotel over and above what is required for the training, seminar or conference.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• A portion of expenses can be shared with a municipal, local or regional body to which the member is also appointed or elected.</li> <li>• An original hotel invoice itemizing room costs and other incidentals must be submitted. Where a Member has requested a room above the double occupancy rate, the Township shall only reimburse the portion of costs associated with the advertised double occupancy rate (i.e. where a Member requests a suite to accommodate their accompanying family, the cost difference between the suite rate and the advertised double occupancy room rate shall be the responsibility of the Member).</li> <li>• Receipts are required to claim for meals. The meal reimbursement may only be claimed when a meal is not provided as part of the seminar or conference package or registration.</li> </ul>

<b>Communications, Advertising and Constituency Meetings</b>	
Eligible Expenses	<ul style="list-style-type: none"> <li>• Meeting rooms/facilities to conduct constituency meetings if the Township facility is available.</li> </ul>

Ineligible Expenses	<ul style="list-style-type: none"> <li>• Advertising or communications, regardless of the media, that promotes organizations, political parties and candidates or is partisan in nature.</li> <li>• Advertising or communications found to be in violation of the Council Code of Conduct as determined by an Integrity Commissioner appointed by Council, or in lieu thereof, by Council.</li> <li>• Advertising or communications that criticize Members of Council or the decisions of Council.</li> <li>• Advertising through print media, radio or television stations that have general circulation, listeners or viewership in the Township for the purpose of supplementing advertising by the Township to promote specific programs or events.</li> <li>• Rental fees for facilities not owned by the Township.</li> <li>• Catering and refreshments, venue set-up fees, and additional cleaning charges for constituency meetings.</li> <li>• Newsletters/constituent letters.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• Use of the Township logo or branding shall be approved by the Director of Legislative Services/Clerk</li> <li>• Township Staff and internal resources shall not be used to assist the Member with preparing and/or distributing advertising or communications without first obtaining the approval of the CAO.</li> <li>• Election year Restrictions outlined in Use of Corporate Resources for Election Purposes.</li> </ul>

<p><b>Mobile Phone Expenses</b> – A Member will be issued a Corporate Mobile Phone which will be charged to the Member as an eligible expense or receive a monthly stipend up to 50% of the cost that the Township pays for Corporate mobile phones as compensation for using their existing personal plan for Township business .</p>	
Eligible Expenses – Corporate Devices and Phone Plans	<ul style="list-style-type: none"> <li>• Peripherals such as chargers or carrying cases.</li> <li>• Standard mobile phone plan to meet the Member’s communication needs, including data.</li> <li>• Roaming charges, where not incurred for personal use, or add-on travel plans. Prior to leaving the Country an approved travel plan must be obtained through the Township’s provider.</li> </ul>
Corporate Expense - Corporate Devices	<ul style="list-style-type: none"> <li>• A mobile phone in accordance with a predetermined list of mobile phone options made available through the Township’s selected supplier.</li> </ul>

<p>Ineligible Expenses – Corporate Devices and Phone Plans</p>	<ul style="list-style-type: none"> <li>• Pay-per use calls.</li> <li>• Personal usage that incurs additional fees.</li> <li>• Campaign or election related usage.</li> <li>• Out of country roaming charges where an approved Township plan was not obtained prior to leaving the Country.</li> </ul>
<p>Conditions – Corporate Devices and Phone Plans</p>	<ul style="list-style-type: none"> <li>• No replacement mobile phone shall be purchased or leased for a Member unless it is lost or stolen, or no longer operates and cannot be repaired to its initial operating specifications. The old equipment must be returned, and/or written confirmation provided that the equipment has been lost or stolen.</li> <li>• Device support is limited to the business functions for which the device is intended to be used (i.e. sending/receiving emails and use of the e-agenda app) and support will not be provided for personal use (i.e. third party apps and personal email).</li> <li>• The Member agrees to the application of established security protocols for mobile devices.</li> <li>• If the Member is not re-elected or did not seek re-election, the Member shall have the option of paying to transfer the corporate phone number and/or plan for the Member's personal use at the end of the Council term and receive as a taxable benefit the mobile phone and peripherals at fair market value.</li> <li>• Occasional or incidental personal use that does not incur additional fees is expected within reasonable limits. Members of Council are responsible for exercising good judgement regarding the reasonableness of personal use.</li> </ul>
<p>Ineligible Expenses – Use of Personal Phone</p>	<ul style="list-style-type: none"> <li>• Use of a personal mobile phone and plan for Township business, unless the Member opts to use their personal plan, instead of receiving a corporate mobile phone.</li> </ul>



<p><b>Vehicle Mileage Allowance:</b>  The Township pays a monthly mileage allowance in the amount of \$200.00 for Councillors and \$385.00 for the Mayor (which is reviewed and updated in the year prior to a Municipal Election). The intent of the mileage allowance is to reimburse Members for the costs of using personal vehicle for Municipal Business. The allowance is meant to cover a portion of all vehicle costs (ie lease, purchase, gas, repair, maintenance, insurance costs etc. )</p>	
Eligible Expenses	<p>The following reasonable costs will be reimbursed (as submitted with supporting documentation), when incurred on municipal business the Member is required/directed to attend:</p> <ul style="list-style-type: none"> <li>- parking costs;</li> <li>- highway toll charges.</li> </ul>
Ineligible Expense	<ul style="list-style-type: none"> <li>• Personal or spousal vehicle expenses;</li> <li>• Sightseeing expenses;</li> <li>• Highway traffic fines or parking infraction fines;</li> <li>• Vehicle costs incurred from your home to municipal facilities (this is considered to be a personal expense).</li> </ul>
Conditions	<p>For Members who consider their mileage allowance to be insufficient, the Member may submit a request for additional funds for reimbursement of travel costs. In order to support that the mileage allowance is insufficient, the Member must provide detailed mileage records for the year and the records must indicate (at a minimum) the date, location (address), reason/event, number of kilometers driven etc. Any additional mileage requests, will be assessed for the full calendar year in question.</p> <p>The detailed mileage records must contain only mileage undertaken for municipal business, which the Member was required/directed to attend and must exclude personal kilometers (ie distance from home to municipal facilities). The Treasurer will review the detailed records and the mileage paid to the Member and will make a recommendation to the Mayor. Final approval for additional mileage reimbursement is at the discretion of the Mayor.</p> <p>The Township will pay any additional approved mileage at the 'mileage reimbursement rate' for the Township, which is the same rate as per Canada Revenue Agency's 'Automobile Limits and Rates' for the year in which the travel took place.</p>

<b>Computer Hardware, Software and Accessories</b>	
Corporate Expense	<ul style="list-style-type: none"> <li>• The Member will be given the following options with respect to laptops or tablets (computing devices) to be used for Municipal purposes during their term of Council.               <ul style="list-style-type: none"> <li>• The Township will provide the Member with a computing device for municipal purposes in order to fulfill municipal duties, during the Members' term of Council. The Township will pay for the computing device and any required software or updates to software. The Township's Information Technology (IT) Representative will provide support to the Member for any issues with the Member's computing device or software issues. Should the Member's computing device need to be replaced (due to regular wear and tear) during the Member's term of Council, this cost will be incurred by the Township. The computer device will remain the property of the Township and will be returned to the Township at the end of the Member's term of Council.</li> </ul> </li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• The Township will provide the Member with a monthly allowance of \$40 per month in lieu of a computing device during the Member's term of Council. Total reimbursement shall not exceed the value of the device.</li> </ul>
Eligible Expense	
Ineligible Expenses	<ul style="list-style-type: none"> <li>• Personal computing devices, hardware, software and accessory expenses outside the monthly approved expenses.</li> </ul>

<p>Conditions</p>	<ul style="list-style-type: none"> <li>• Computing devices, software and accessories remaining in Township ownership during the election period (i.e. when the Member elects not to transfer ownership) shall not be used for campaigning or election related purposes.</li> <li>• For Members with Township owned devices, no replacement computer hardware, software and accessories shall be purchased or leased for Member unless it is lost or stolen, or no longer operates and cannot be repaired to its initial operating specifications. The old equipment must be returned, and/or written confirmation provided that the equipment has been lost or stolen. Equipment issued in the Council term must be returned to the Township's Clerk's Department at the end of the Council term and may not be used for campaigning or election purposes.</li> <li>• Occasional or incidental personal use that does not incur additional fees is expected within reasonable limits. Members of Council are responsible for exercising good judgement regarding the reasonableness of personal use.</li> <li>• Where a Member opts to purchase their own computer equipment and receive the reimbursement the following shall apply: <ul style="list-style-type: none"> <li>• The Member will use this allowance to purchase a computing device as well as any related software or updates to software that the Member will require to carry out municipal business. Under this option, the computing device that is purchased will be owned by the Member (not owned by the Township) and should the computing device need to be fixed or replaced, it will be the member's responsibility to fix or replace at their own cost. Before the Member purchases their computing device, it is highly recommended that the Member obtains the approval of the Township's IT Representative of the Member's proposed computing device to make sure it is compatible and has sufficient capacity to conduct/perform municipal business. The Township will support the Member's computing device only as it relates to Municipal business. Under this option, it will be up to the Member to ensure that their device is password protected and has installed antivirus software. The Township's IT Representative will require that antivirus software be installed on the Member's computing device, prior to configuring the Township's email on the Member's computing device. Payments of the allowance to the member will start the later of a) June, 2019 or b) the month that the Member presents the Township with proof of an invoice. Note – the Member may need to be surrender documents from their computing device to the Township for any Freedom of Information (FOI) requests.</li> </ul> </li> </ul>
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