



## County of Brant Council Report

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**To:** To the Mayor and Members of County of Brant Council  
**From:** Alysha Dyjach, Director of Council Services/ Clerk  
**Date:** November 22, 2022  
**Report #:** RPT-352-22  
**Subject:** Councillor General Expense Account Policy  
**Purpose:** For Approval

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### **Recommendation**

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That RPT-352-22 "Councillor General Expense Account Policy" be received as information;  
And that the General Expense Account Policy for Councillors be approved.

### **Strategic Plan Priority**

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Strategic Priority 6 - Stable and Responsive Governance

### **Impacts and Mitigation**

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#### Social Impacts

Members of Council are stewards of County resources and providing an outline for their general expenditures encourages accountability to the public.

#### Environmental Impacts

None

#### Economic Impacts

The Expenses accounts have been approved by Council and will be included in the 2023 Mayor and Council budgets in the amount of \$500.00 per Councillor per year and \$1000.00 per year for the Mayor.

## **Report**

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### **Background**

At it's meeting of July 26<sup>th</sup>, 2022, County of Brant Council approved the following:

“That the remuneration by-law be amended to include a General Expense line totaling \$1000 for the Mayor and \$500 per Councillor annual for reimbursement of items related directly to their role;

And that staff be directed to develop a policy to oversee the use and reimbursement of this expense line.”

The 2023 Mayor and Council budget will include a newly created general expense line in amount noted above. Prior to this occurring, a policy has been prepared to outline the proper usage of the account.

### **Analysis**

The Councillor General Expense Account Policy outlines the parameters surrounding the proper use of the newly created expense account. Uses of the account are limited to expenditures incurred by Councillors directly related to their roles as Councillors. Some examples of appropriate use could be office supplies, paper, upgrading home internet, etc. Expenses must be submitted to the Director of Council Services/ Clerk on the appropriate expense form with accompanying receipts. Approved expenses will be forwarded on to accounts payable by the Clerks Department for approval.

### **Summary and Recommendations**

In accordance with Council direction, staff have created a policy surrounding the use of the Councillor General Expense Account. Staff recommend that Council approve the attached policy prior to the 2023 budget so that any questions or concerns can be answered prior to any expenses being incurred.

### **Attachments**

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Corporate Services Policy- Councillor General Expense Account  
Mileage and Expense Form

### **Reviewed By**

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H. Boyd- General Manager Corporate Services

### **Copied To**

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### **By-law and/or Agreement**

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By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No