



# Corporate Services

**SUBJECT:** Councillor General Expense Account

<b>Policy #:</b>	
<b>Effective date:</b>	
<b>Amendment date:</b>	
<b>Replaces:</b>	

## Purpose

The purpose of this Policy is to provide guidelines for expenditures that support Members of Council in performing their diverse roles and in representing their constituents.

This Policy is intended to:

- a) Provide Members of Council with the ability to allocate resources in the most efficient way to meet their own particular requirements; and,
- b) Recognize Members of Council’s accountability for managing County resources allocated to them.

## General Guidelines

- Councillors receive a \$500 per year expense account to reimburse them for items purchased that are directly related to their role.
- The Mayor receives a \$1000 per year expense account for the same purpose.

Expenses submitted for reimbursement by Members of Council will be included in a report to Council by the Treasurer in accordance with Section 284 of the Municipal Act, 2001.

Reimbursement claims for expenses must follow the following principles:

- i. Members of Council have discretion to decide how they spend their Council General Expense Account with the understanding that expenses must be required as a direct result of their role as Councillor/ Mayor;
- ii. Expenses must be directly incurred. Expenses incurred by third parties cannot be claimed;

- iii. Reimbursement of expenses should not result in a Member of Council receiving any product, service or asset for personal use, benefit, or gain;
- iv. The Mayor and Councillors are not to exceed their annual budget amount without approval from Council.
- v. Invoices must include a description of the goods purchased or services rendered, the cost, taxes and HST;
- vi. Expenses must be submitted for the year in which they were incurred, expenses cannot be carried forward to subsequent years;
- vii. Any assets purchased with County funds remain the property of the County of Brant.

### Submission of Expenses

- Expenses shall be submitted on the County of Brant Statement of Mileage and Expenses form (see Attachment).
- Expenses shall be submitted to the Director of Council Services/ Clerk for approval with proper documentation provided including original receipts, and invoices.
- The Director of Council Services/ Clerk shall review submitted expenses against this policy and, if the expenses comply with the policy requirements, shall approve the expense form, and forward to Accounts Payable for reimbursement.