



Subject: *Hospitality and Expense Policies - Review*
To: Corporate & Residential Services Committee
Date Prepared: December 6, 2024
Related Motions:
Prepared by: Kim Ramsay, CPA, Chief Administrative Officer
Approved by: Kim Ramsay, CPA, Chief Administrative Officer

Summary

The Municipal Government Act states that by the January 31st immediately following a regular election held under the Municipal Elections Act, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.

Staff have reviewed the Policy and see no need for changes at this time. The Hospitality Policy was adopted in 2022 and the Council Remuneration & Travel Reimbursement Policy was last amended in 2019, with the exception of policy approved increases to remuneration by CPI each year.

Financial Impact Statement

None.

Recommendation

Recommend that the 2024 elected Council review the Hospitality Policy (2022) and the Council Remuneration & Travel Reimbursement Policy (2019) and re-adopt or amend each policy in December 2024.

Recommended Motion

Regular Meeting of Council (Policy & In-Camera) - December 10th, 2024

Move that per Section 23(7) of the Municipal Government Act, the Corporate & Residential Services Committee recommends to Council that Council give notice of intent to re-adopt the Hospitality Policy and the Council Remuneration & Travel Reimbursement Policy, as attached to the Executive Committee agenda dated December 10th, 2024.

Regular Meeting of Council - December 18th, 2024

Move that per Section 23(7) of the Municipal Government Act, the Corporate & Residential Services Committee recommends to Council that Council re-adopt the Hospitality Policy and the Council Remuneration & Travel Reimbursement Policy, as attached to the Executive Committee agenda dated December 10th, 2024.

Background

A review of the expense and hospitality policies is a requirement of Section 23 of the Municipal Government Act:

- (3) Each municipality shall adopt an expense policy and a hospitality policy.
- (4) An expense policy must,
 - (a) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual;
 - (b) identify the persons who have signing authority to authorize the reimbursement of an expense;
 - (c) where applicable, set out rules respecting the use of corporate credit cards;
 - (d) apply to every reportable individual in the municipality; and
 - (e) comply with the regulations.
- (5) A hospitality policy must
 - (a) establish the expenditures, including an alcohol purchase, that may be a hospitality expense;
 - (b) establish the approval process for authorizing hospitality expenses;
 - (c) establish the scope and applicability of the policy; and
 - (d) comply with the regulations.
- (6) An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy.
- (7) By the January 31st immediately following a regular election held under the Municipal Elections Act, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.**

Discussion

Staff have reviewed both the Hospitality Policy (2022) and the Council Remuneration & Travel Reimbursement Policy (2019) and have no recommendations for change at this time.

Alternatives

Council may make changes to the Hospitality Policy (2022) or the Council Remuneration & Travel Reimbursement Policy (2019).

Attachments

Hospitality Policy (2022)

Council Remuneration & Travel Reimbursement Policy (2019)