

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: COUNCIL EXPENSE

PURPOSE: To identify the types of expenses that are eligible for funding, and to confirm the budget allocation and approval processes.

AUTHORITY: Council Resolution # 2007-07-06 dated April 23, 2007

COUNCIL EXPENSE POLICY

Policy Statement

Each year in its annual budget Council will identify budget dollars to fund or reimburse members of Council for expenses incurred in performing their duties as Mayor or Councillor for the City of Whitehorse.

Definitions

"Council expenses" include, but are not limited to:

- mileage
- air fares
- registration fees
- meals and lodgings
- per diems

"Per Diem" means a daily stipend paid to Councillors in recognition of time spent while representing the City.

Eligible Expenditures

As a general statement, for an expense to be funded it must be incurred in order to assist the Council member in performing the duties of Mayor or Councillor for the City of Whitehorse, and there must be a perceived benefit to the citizens of Whitehorse. Types of eligible expenditures would normally include costs incurred for training, travel, events, functions, promotion and other direct out-of-pocket expenses.

Eligible criteria will include training, events or functions that:

- (a) maintain Council's profile in the community;
- (b) demonstrate Council's interest in community issues;
- (c) maintain and/or enhance Council's ability to make informed decisions on community issues;
- (d) maintain and/or enhance the skills required by individual Council members to effectively serve the community;

- (e) involve liaising with other elected officials;
- (f) involve representing the Corporation on City business; and
- (g) any other travel approved by the Mayor and/or Council.

Allocation of Budget Dollars

Each year during annual budget discussions Council will set the amount determined as appropriate for council expenses. Subject to change at that time, the current allocation of funding is as follows:

Mayor's Expenses	\$10,500.00
Council Expenses	\$28,500.00

Each Councillor may be funded for eligible expenditures initiated by the Councillor to a maximum of \$3,750.00 annually. Included in this \$3,750.00 is a \$300.00 annual allocation for miscellaneous expenses that do not require approval of the Mayor and/or Council. All costs incurred by a Councillor that are in excess of his or her annual allocation will be the personal responsibility of said Councillor unless prior approval of Council is received authorizing the use of another Councillor's unexpended allocation.

The \$6,000.00 balance of the Council Expenses budget is to be used to reimburse Councillors for expenses incurred when an invitation or obligation of the entire Council is delegated to one or more of its members. Unless agreed otherwise by the Mayor and/or Council, where all Council members have an invitation or obligation to attend a scheduled local meeting or function and no specific Council member is delegated to attend on Council's behalf, no expenses shall be funded.

Councillors shall be paid a per diem in accordance with the provisions of the current Council Remuneration Bylaw. All per diem claims shall be paid from Councillor-initiated funds, even when the claim is made with respect to a city representative function or event.

The Mayor and Councillors shall be reimbursed for travel expenses in accordance with the provisions of the current Administrative Directive governing travel expenses.

Approval Process for Councillors

Subject to amendment of the Council Remuneration Bylaw, the current bylaw provides that in order for any per diem to be paid to any Councillor, prior approval of Mayor and/or Council is required.

The Mayor's approval is reserved for:

- (a) situations where timing prohibits Council approval; and
- (b) local training, events or functions.

Council members requesting funding or reimbursement of expenses incurred under the Mayor's approval are required to give prior notification of the training, event or function to all members of Council. Should any member of Council oppose the request, it must be brought forward for approval by resolution of Council prior to the funding or reimbursement being paid out.

Prior approval by resolution of Council is required for all requests for funding or reimbursement of expenses incurred in conjunction with travel outside the City of Whitehorse.

Approval Process for the Mayor

Prior approval of Council is required for funding or reimbursement of expenses incurred in conjunction with travel by the Mayor outside the City of Whitehorse.

Application Procedures

In order to claim reimbursement of expenses other than per diems, members of Council shall submit to the City Clerk's department a "City of Whitehorse Travel Expense Claim" as required under the City of Whitehorse Administrative Directive for Travel Expenses.

In order to claim reimbursement of expenses for per diems, Councillors shall submit to the City Clerk's Department a "Council Per Diem Claim".

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