

Council Policy No.:	CP2026-015
Council Policy Name:	Council Expense Policy
Date Approved by Council:	March 24, 2026 CR2026-091
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	Council Computer Policy

Policy Statement and Rationale:

The Corporation of the City of Kawartha Lakes recognizes that City Council members will incur reasonable expenses when conducting the business of the City. It is deemed appropriate that a policy establishing allowable expenses and the process for claiming for reimbursement be established. Exceptions in any category must be approved by the Mayor.

Scope:

All Members of Council of the City of Kawartha Lakes.

Responsibility for enforcement of and adherence to this policy is detailed in the sections below.

Policy:

General Principles

- 1.1 Members of City Council will be reimbursed for reasonable expenses incurred while attending functions or meetings on behalf of the City or in conduct of City business.
- 1.2 The most practical and economical arrangements for expenses is required.
- 1.3 Expenses incurred in relation to a spouse/companion must be deducted prior to submitting an Expense Report. These costs are the responsibility of the Council member.

- 1.4 Members of Council are responsible for the payment/repayment of any expense they incur or authorize that is not in accordance with this policy.
- 1.5 A detailed receipt, documenting the item(s) purchased, is required.
- 1.6 Where a member of Council serves as a representative on a committee, board or agency, on behalf of the City of Kawartha Lakes, no per diems shall be paid to the member of Council in fulfilling their responsibilities as a committee, board or agency appointee.
- 1.7 Where a member of Council serves as a representative on an agency, board or committee (ABC), on behalf of the City of Kawartha Lakes, mileage incurred in fulfilling their core responsibilities will be compensated through the established Council budget. An ABC may reimburse mileage and travel costs for members directly for unique circumstances (where a member is requested to represent that organization outside of core responsibilities).
- 1.8 Committees, boards and agencies that currently budget mileage and/or per diems as compensation to City of Kawartha Lakes Council Members for core responsibilities are requested to eliminate this compensation from their budgets annually.
- 1.9 Out of Province travel must be pre-approved by the Mayor for members of Council.

2.0 Approval

- 2.1 Expense forms are to be signed by the member of Council and submitted to the Mayor for review and authorization.
- 2.2 The Mayor shall authorize all expenditures for each Member of Council; the Chief Administrative Officer shall review all expenditures paid either to or on behalf of the Mayor.
- 2.3 Expense claims must be submitted no later than three months from the date in which the expenses were incurred. Q4 expenses must be submitted and approved by the Mayor no later than the City's year-end close date in the following year (January) as determined by Treasury.

3.0 Responsibilities

- 3.1 The Mayor is responsible to ensure that the principles and mandatory requirements contained in this policy are applied consistently; and for authorizing expenses for members of Council.

- 3.2 Corporate Services is responsible for developing and updating this policy, in consultation with the CAO and the Mayor and presenting changes to City Council and to ensure that the principles and mandatory requirements contained in this policy are applied consistently and highlight any inconsistencies to the CAO as appropriate.
- 3.3 Members of Council are responsible for reading the policy to ensure that they understand their rights and obligations; exploring the most economical and practical mode of incurring expenses under this policy and obtaining approval from the Mayor or CAO if there is a question as to the validity of the expense.

4.0 Eligible and Ineligible Expenses:

4.1 Travel

- 4.1.1 The City will reimburse for transportation using the most economical method, regardless of actual transportation used. It is recommended that a rental car be retained from the City contracted company for distances exceeding 150 km.
- 4.1.2 The kilometer reimbursement rate will be updated annually based on the Canada Revenue Agency automobile allowance rates.
- 4.1.3 Fuel is considered an eligible expense only if a rental car is used.
- 4.1.4 A Council members residence will be accepted as the first reporting base for mileage reimbursement.
- 4.1.5 In the event that more than one person is traveling in a single vehicle, only the person incurring the expense may claim for reimbursement.

4.2 Accommodation

- 4.2.1 Where possible, all accommodations are to be booked at the “government, conference or corporate rate.”
- 4.2.2 Allowable expenses include: parking, standard accommodation, required work related telephone calls and/or faxes and Wi-Fi charges if work is required to be performed.
- 4.2.3 Ineligible expenses include: entertainment, in-suite service including movies and bar services, alcohol, sightseeing expenses, and incidental charges to access hotel facilities.

4.3 Conferences

- 4.3.1 The City will reimburse for the actual cost of registration for all conventions, seminars, or other events.
- 4.3.2 Entertainment expenses are not eligible.

4.4 Meals

- 4.4.1 Where meals are not included in the program attended, the daily aggregate maximum rate shall be \$125.00, including meals and tips and/or gratuities. Original receipts are required.

4.5 Business Meeting Expenses

- 4.5.1 Reasonable business meeting expenses are permissible under this policy. Business meetings shall not be claimed when only City Staff are involved. Business meetings are strictly to be used for the purposes of doing business on behalf of the City.
- 4.5.2 Costs incurred for alcoholic beverages are not eligible expenses.

4.6 Donations to Community Groups

- 4.6.1 Community groups seeking donations or support should be directed to the various grant programs that the individual City departments offer. No donations shall be made to community groups outside of these parameters.

4.7 Memorial Donations/Flowers

- 4.7.1 Memorial donations/flowers are not permitted under this policy. Human Resources is responsible to make memorial donations on behalf of the City.

5.0 Office Administration Expenses

- 5.1 It is acknowledged that Council members may incur specific expenses associated with their duties and responsibilities as a member of Council.
- 5.2 Office supplies (paper, nominal computer supplies, postage, business cards), and expenses covered under the Council computer policy shall be considered eligible up to the maximum limit amount set by Council, however, the Mayor may challenge a member's expenses should he/she deem them to be excessive.
- 5.3 Expenses covered under section 5.0 of the policy are considered to be in lieu of having an office at City Hall, and therefore will not be separately disclosed on the

annual Statement of Remuneration and Expenses under section 284 of the Municipal Act.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	March 24, 2026	Approved to replaced Policy CP2021-013	