

# SYNOPSIS

## Expense Policy

---

A new Expense Reimbursement Policy was passed in November in order to ensure compliance with revised Provincial legislation. Since that time, staff have put a procedure in place to manage the claims process which has identified a few areas within the Policy that require additional modification.

1. It has been an administrative challenge to manage claims for the incidental amount of \$30. It is recommended that this simply be removed from the policy for ease of managing the claims process;
2. The policy has also been adjusted to ensure inclusion of Committee members and Commissioners to whom the policy applies;
3. The section on credit cards created some confusion, so the language has been made clearer; and
4. It has been adjusted to reflect language changes due to the changes to the way Council remuneration is taxed by the Federal government.

The recommended changes to the policy comply with all requirements of the Provincial legislation and regulations.

### **MOTION:**

**That the attached Expense Reimbursement Policy be amended as proposed.**