

Advisory Committees Participation Expense Policy

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Policy Statement

The Participation Expense Policy is a City of Ottawa policy regarding reimbursement of expenses incurred by voting members of Advisory Committees and Built Heritage Sub-Committee and Transit Commission. Reserve Members are eligible for reimbursements.

Purpose

The purpose of the Advisory Committee Participation Expense policy is to define what expenses shall be reimbursed. This policy also provides conditions for reimbursements and identifies who is eligible to receive reimbursements, and any applicable limits.

Application

This policy applies to public members of advisory committees, Built Heritage Sub-Committee and Transit Commission.

Policy Requirements

1.0 Reimbursement Policy

To be eligible for reimbursement for expenses incurred for a particular meeting:

- A)** The member must be a voting member
- B)** The meeting must be an official meeting (defined below)
- C)** The member's attendance must be recorded in the confirmed minutes for that meeting
- D)** The member must submit proof of payment as described in this policy.

The following expenses are eligible for reimbursement:

- 1.1 Parking expenses. Members are encouraged to park at City facilities so that their parking can be validated by the Committee Coordinator. Because proof of payment is required, parking meters that do not issue a ticket or receipt are not eligible.
- 1.2 Dependant care expenses, up to a maximum of \$15.00 per hour. The amount payable will be calculated by the start and end time of the meeting, recorded in the confirmed minutes, plus up to a maximum of one hour for traveling time. The calculation is the same regardless of the number of dependents.
- 1.3 Specialized dependant care expenses (for persons with exceptional needs), up to a maximum of \$40.00 per hour. The amount payable will be calculated by the start and end time of the meeting, recorded in the confirmed minutes, plus up to a maximum of one hour for traveling time.
 - 1.3.1 Conventional transit single-ride fare / Para Transpo single-ride fare. Conventional transit passes or ParaPasses are not eligible. A bus transfer or copy of a Presto e-Purse usage report must be provided as proof of payment for a conventional transit fare.
 - 1.3.2 A copy of a ParaPurse usage report must be provided as proof of payment for a Para Transpo fare. For cash fares, written details of the trip (including client number, date, time, pick-up and drop-off locations) are also accepted. The details may be validated with Para Transpo Customer Service prior to issuing a reimbursement.
- 1.4 As an accommodation for members with mobility limitations that would ordinarily take Para Transpo, reimbursement of an AccessibleTaxi or Private Transportation Company (PTC) fare will be provided if a member is unable to secure Para Transpo. Proof of payment is required.
- 1.5 Mileage for members using a personal vehicle to attend official meetings will be eligible at the rate provided to City of Ottawa staff (currently the rate of \$0.54/km). The relevant mileage form must be submitted.

- 1.6 Members are expected to consider the most economical modes of travel as may be practical for their particular situation.
- 2.0 Out of pocket expenses not provided for within this policy are not eligible for reimbursement. Specifically, the following expenses are not eligible:
 - 2.1 Meals or refreshments.
 - 2.2 Costs incurred for meetings with Community Groups, Members of Council, staff, citizens or otherwise. Some form of reimbursement may be available from the meeting's host. However, as noted under the definition of "official meeting," below, Chairs may claim eligible expenses listed in Section 1 for meetings where they were requested to attend on behalf of their committee/Commission.
 - 2.3 Reimbursement for other expenses incurred to perform the duties of the members will not be eligible, including reimbursement for office supplies, technology or telephone expenses.
- 3.0 **Limitations of the Policy**
 - 3.1 The staff of the Office of the City Clerk shall review and may refuse to reimburse any expenses submitted if they do not comply with this policy.

If a member submits fraudulent claims for participation expenses, the Office of the City Clerk may refuse to reimburse the specific individual; and/or may refer the incident to Corporate Security or the appropriate authorities.

Responsibilities

Advisory Committee Members must provide an original receipt or mileage form before they are reimbursed.

All Committee Coordinators are responsible for administering the policy and ensuring that Members who submit expenses comply with the Policy.

In the event of a dispute, the City Clerk, or their designate, shall review the reimbursement request and advise the requesting member of the City Clerk's final decision.

Monitoring/Contraventions

All reimbursement claims are submitted on a form, which must be authorized for payment by the Manager, Committee and Council Services.

The Office of the City Clerk shall monitor and audit claims on an *ad hoc* basis to ensure the policy is being applied consistently and to assist in ensuring that reimbursement requests are not fraudulent.

Any fraudulent claims shall be referred to the City's Corporate Security office and/or other appropriate authority(ies).

References

N/A

Legislative and Administrative Authorities

- *Proposed Advisory and Quasi-Judicial Committee and Task Force Structure (ACS2001-CRS-SEC-0016)* as approved by City Council March 28, 2001
- *Status of External Boards, Commissions and Authorities (ACS2001-CRS-SEC-0015)* as approved by City Council March 28, 2001
- *Status of External Boards, Commissions and Authorities – Update (ACS2002-CRS-SEC-0015)* as approved by City Council April 10, 2002
- *Annual Review of Advisory Committees – Structure, Policies and Process (ACS2002-CRS-SEC-0061)* as approved by City Council August 28, 2002
- *Council Governance Review – 2003-2006 Council (ACS2003-CRS-SEC-0059)* as approved by City Council December 3, 2003 and December 10, 2003.
- *Advisory Committee Procedure By-law, Appointment Policy and Participation Expense Policy Mid-Term Review (ACS2006-CRS-SEC-0005)* as approved by City Council January 25, 2006.
- *2006-2010 Council Governance Review (ACS2006-CMO-OCM-0012)* as approved by City Council December 6, 2006
- *2010-2014 Council Governance Review (ACS2010-CMR-CCB-0106)* as approved by City Council December 8, 2010
- *Advisory Committee Renewal to Support Term of Council Priorities (ACS2012-CMR-CCB-0032)* Council September 12, 2012
- *2018-2022 Council Governance Review (ACS2018-CCS-GEN-0028)* as approved by City Council December 5, 2018

Definitions

- i. **Official Meeting:** is defined as one of the following:
 - a. a regular or special meeting of the Advisory Committee, called pursuant to the *Advisory Committee Rules of Procedure*,
 - b. a meeting where a motion and/or minutes exist(s) that show the member (typically the Chair) was specifically requested to attend on

behalf of the Committee on a day and time outside of a regularly scheduled Advisory Committee meeting;

- c. a Standing Committee meeting where an official designate of the Advisory Committee makes a presentation to the standing committee; or
- ii. **Attendance:** A public member is present at a meeting if they attend the meeting and their attendance is recorded in the confirmed minutes.
- iii. **Dependant care with exceptional needs:** A dependant, whether an adult or a child, who has exceptional needs if the member provides a certificate signed by a physician, which states that the dependant requires specialized care during the member's absence from the home.
- iv. **Disabled persons' expense:** is defined as an expense, which must be incurred in order to provide a service without which the Member cannot participate in the meeting because of the Member's disability. Such expenses include the cost of intervenors, interpreters, real-time captioning or Braille text.
- v. **Bus Fare/Para-Transpo Fare:** Any extra single-ride transit fare incurred by a member to attend the meeting. A bus transfer or receipt is acceptable proof of payment.
- vi. **Mileage:** Mileage claimed shall be validated by the Committee Coordinator on the basis of the shortest distance to and from the meeting from work, home, or the next closest destination of the member.
- vii. **Parking:** Parking includes the cost of storing a personal vehicle, and excludes parking tickets incurred as a result of parking contraventions.
- viii. **Reserve Member:** means a resident who was approved by Council as a reserve members who may be later appointed to fill a vacancy on the committee for which they are on the reserve list. A Reserve Member may request to participate in a meeting, but participation is purely voluntary.

Enquiries

For more information on this policy, contact:

Manager, Committee and Council Services

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Appendices

N/A