

The Corporation of The City of North Bay

By-Law No. 2025-88

**Being A By-Law to Adopt The
Members of Council Expense Policy**

Whereas section 270 of the *Municipal Act, 2001*, as amended, requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its action are transparent to the public;

And Whereas Council passed Resolution 2025-342 at its Meeting held on Monday, September 29, 2025, authorizing that the Members of Council Expense Policy be adopted.

Now Therefore the Council of the Corporation of the City of North Bay
Hereby Enacts as Follows:

1. That the Members of Council Expense Policy attached as Schedule "A" hereto is hereby adopted.
2. This By-Law shall take force and effect upon being passed.

Read a First Time in Open Council this 14th day of October, 2025.

Read a Second Time in Open Council this 14th day of October, 2025.

Read a Third Time in Open Council and Enacted and Passed this 14th day of October, 2025.

Mayor Peter Chirico

City Clerk Karen McIsaac

This is Schedule "A"
to The Corporation of the City of North Bay
By-Law 2025-88

Members of Council Expense Policy

Issued: September 29, 2025	Revision Dates:	Approved by Council: September 29, 2025 Resolution No. 2025-342
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1 POLICY

This policy guides the expenditures that support the Members of Council for The Corporation of the City of North Bay in performing their diverse roles and in representing their constituents.

2 PURPOSE

The purpose of this policy is to establish clear, transparent, and accountable guidelines relating to reimbursement for reasonable permitted expenses incurred by Members of Council while carrying out their respective roles and responsibilities.

In addition, this policy assures timely and accurate data in order to support compliance with related legislation, policies and by-laws as follows:

- a) Section 284(1) of the Municipal Act requires that the Treasurer of a municipality in each year on or before March 31 provide an itemized statement on remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council.
- b) City By-Law 2007-243 and related amendments, outlines Section 270 of the Municipal Act, 2001, which requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public. By-Law 2007-243 was amended by By-Law 2025-68 to include:

Council Members’ expenses – shall be reported on both a quarterly and annual basis. These reports will include detailed transaction level information, specifying the payee, date of payment, amount and a general description of the nature of the expense as it relates to City business.

The quarterly transaction details will be made publicly available on the City’s website under the Mayor and Council page. The annual summary report will be presented through a report to Council and subsequently posted on the City’s website.

3 SCOPE

The following policy, rules and conditions apply to Members of Council incurring expenses on behalf of the City. Expenses are subject to the normal approvals that are contemplated within the City’s various travel, purchasing, and other associated by-laws and policies and must be permissible Business Related Expenses. This policy shall not apply to:

- a) Expenses incurred by Members of Council while serving on agencies, boards, commissions and authorities that operate independently from the City. Members of Council shall be subject to the expense reimbursement policies of the other agencies, boards, commissions and authorities while serving in that capacity.
- b) Remuneration of the Mayor and Councillors of the City that is accounted for through City By-law No. 2016-04, as amended.

4 DEFINITIONS

- 4.01 **"Business Related Expenses"** refers to expenses incurred in the interest of the City, including but not limited to the eligible expenses identified in this Policy.
- 4.02 **"City"** means The Corporation of the City of North Bay.
- 4.03 **"Family Member(s) of the Council Member"** include, but are not limited to:
- a) Spouse or common-law partner
 - b) Parent, stepparent, or legal guardian
 - c) Child, stepchild, or grandchild
 - d) Sibling
 - e) Aunt, uncle, niece, nephew, or first cousin
 - f) In-laws (mother/father, sister/brother, daughter/son)
 - g) Any individual residing with the Member of Council on a permanent basis
 - h) Any individual in a romantic relationship with the Member of Council, regardless of cohabitation
- 4.04 **"Itemized Receipts"** means a document identifying the vendor with the date and amount of each expense item paid by the claimant, the HST charged and the payment method. The name of attendees must be provided for all hospitality expenses. Document can be in an original paper, an original electronic, or a scanned copy format. Credit card or debit machine receipts are not acceptable.
- 4.05 **"Lost Receipt Form"** refers to City-approved form as a substitute for missing receipts. Includes a detailed description of the purchase and a sign-off by the purchaser that the expenditure adheres to applicable City policies.
- 4.06 **"Members of Council"** or **"Council"** refers to all members of the Council of the City.
- 4.07 **"Municipal Credit Card"** refers to a financial tool issued to authorized City employees, and the Mayor to facilitate the payment of Business Related Expenses and purchase of goods or services strictly for official municipal business. Includes credit cards formally referred to as purchasing cards and corporate credit cards.
- 4.08 **"Signing Authority"** means the individuals identified in paragraph 6.10 of this Policy.
- 4.09 **"Travel"** refers to travel outside of the City for City business.
- 4.10 **"Travel Expense Claim Form"** refers to City-approved travel reimbursement forms.

5 GUIDING PRINCIPLES

While interpreting this policy, the following principles should be kept in mind:

- 5.01 **Accountability**
- a) Members of Council are the stewards of City resources and are ultimately responsible to the public and their constituents for the type and level of expenses they incur.
 - b) Expenses must support the attainment of the City's approved goals and objectives.
 - c) Members of Council are required to ensure that expenses are reasonable and reflect what the public expects of an elected official.
 - d) Reimbursement of an expense should not result in a Member of Council receiving any product, service or asset for personal use, benefit or gain.
- 5.02 **Transparency**
- a) The public has a right to know how public funds allocated to Council are spent. Expense reports will be made publicly available to ensure transparency and accountability in accordance with By-law 2007-243,

as amended, or may be subject to public access requests. However, any personal information that is protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) will be redacted prior to disclosure.

- b) All expense claims submitted by Members of Council are subject to the provisions of the MFIPPA. The public's right to Councillors' expense information must be balanced against the need to follow MFIPPA legislation and protect privacy and personal information and allow time for proper accounting and reconciliation of expenses.

5.03 **Compliance**

- a) Corporate Budgets for Members of Council must be administered in accordance with policies and procedures of the City as well as other statutory requirements.
- b) Records of expenses will be retained in accordance with the municipality's records retention policy and MFIPPA requirements. Individuals have the right to request access to their personal information and to request corrections where appropriate.
- c) All accounting, audit and Income Tax Act principles and rules must be followed.

6 GENERAL GUIDELINES

- 6.01 As part of the annual operating budget approval, a budget amount is established for Council. The policies set out herein shall apply to the extent that budgets are available to cover anticipated expenses.
- 6.02 The City shall reimburse Council for expenditures incurred for business related activities to the extent that these expenditures are not reimbursed or otherwise paid by way of (1) Municipal Credit Card purchases/payments; (2) allowances paid by the City to Members of Council (e.g. monthly vehicle allowances); and/or (3) other reimbursements as may be provided by the City or other third parties.
- 6.03 To the extent that the expenditures are eligible for reimbursement from a third party, Council shall seek reimbursement from the third party.
- 6.04 Where Council is provided with an allowance from a third party, such as service partners or other municipal related organizations, for some or all of the expenditures, the amount of any allowance shall be deducted from the amount of reimbursement claimed by Council.
- 6.05 Any Member of Council wishing to Travel outside the province of Ontario, shall first submit a written request stating the business purpose for the Travel to the CAO and Mayor (or delegate (Deputy Mayor or Committee of Council Chair)) for approval.
- 6.06 For liability and budgetary control reasons, Council shall advise the Clerk's department and Mayor's office of their Travel plans to attend an event outside the City prior to leaving.
- 6.07 Members of Council who wish to combine a City business Travel with personal travel may do so if they assume the additional expenses not related to City business. When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable.
- 6.08 Council shall adhere to all provisions within the City's Municipal Credit Card Policy and Purchasing By-law where applicable.
- 6.09 Reimbursement claims for expenses must follow basic accounting and audit principles:
 - a) Members of Council seeking reimbursement of expenses, shall complete and sign all required documents pertaining to the expenses incurred and attach all supporting Itemized Receipts, invoices, and associated forms and submit the request to the Signing Authority for approval. Sufficient information shall be provided to demonstrate that the expense was business related and necessary. The documentation must include the date and purpose of the event/meeting attended. Invoices must include a description of the goods purchased or services

rendered, the cost, taxes and HST registration number, if applicable. On rare occasions where a receipt is lost, a Lost Receipt Form is to be completed and submitted with the Travel Expense Claim Form.

- b) Expenses must be directly incurred. Expenses incurred by third parties cannot be claimed.
- c) Travel, business and mileage expenditures are subject to examination by City administration and/or the City’s external auditors and must be completed with care, accuracy and supported by the appropriate forms, invoices and/or receipts.
- d) Expenses must be charged for the year in which they were incurred. Expenses cannot be carried forward to subsequent years.

6.10 For the purpose of this policy, the Signing Authority will be:

Individual Incurring Expense	Signing Authority
Members of Council	CFO

7 RESPONSIBILITY

7.01 **Council** incurring expenses and/or travelling on City business are responsible to:

- a) Become familiar with, develop an understanding of, and adhere to this policy and related procedures to facilitate compliance.
- b) Become familiar with, develop an understanding of, and adhere to the City’s Municipal Credit Card Policy, as applicable.
- c) Adhere to the Code of Conduct for Members of Council of The Corporation of the City of North Bay and Certain Local Boards and *Municipal Conflict of Interest Act* when conducting business, including Travel, on behalf of the City.
- d) Ensure all purchases are completed in accordance with the City’s Purchasing By-law.
- e) Exercise integrity and good business judgement when incurring expenses.
- f) Ensure public funds are not expended or committed for personal use, non-City business use, campaign or election related purposes. Ensure business expenses and personal expenses are kept separate and are not combined on one receipt.
- g) Complete, sign and submit all expense claims and supporting Itemized Receipts and invoices to the Signing Authority within thirty (30) days of the date the expense was incurred and by January 15 for previous year travel.
- h) In the event of cancellation of intended Travel, promptly obtain all possible refunds for expenses paid but not incurred. Payments made in advance of Travel, such as conference registration fees, shall be refunded back to the City.
- i) Keep safe and maintain all equipment provided by the City or purchased with City funds.
- j) At the conclusion of the term, if not returning to the position, all assets provided by the City or purchased with City funds must be returned within 15 days of the term’s end or upon vacating the role, whichever comes first.
- k) Comply with all financial, legal and Income Tax regulations.

7.02 **CAO or designate** is responsible to:

- a) Ensure all new and existing Council members are aware of the Members of Council Expense Policy and ensure training is provided as part of their onboarding.
- b) Manage formal acknowledgements from Council regarding the review and sign-off of the Purchasing By-law, Members of Council Expense Policy and Municipal Credit Card Policy at the beginning of each term of Council.

- c) Direct the review of this policy at a minimum of once of every term of Council or sooner if required and recommend updates as necessary.

7.03 **CFO or designate** is responsible to:

- a) Review and approve, all travel requests submitted by Council.
- b) Provide guidance to Council regarding appropriate types and levels of expenses.
- c) Ensure that all expenses are properly authorized and that claims are complete and approved.
- d) Follow up with Council to address any deficiencies in expense claims.
- e) Areas of apparent non-compliance will be discussed with the Member of Council that submitted the claim for reimbursement. Any unresolved issues will be brought forward to a meeting of Council for final decision-making regarding the payment or reimbursement of expenses.

7.04 **Finance Department** is responsible to:

- a) Ensure that all expenses are properly authorized and that all claims for reimbursement are approved and appropriately documented.
- b) Follow up with CFO to address potential deficiencies or non-compliance in expense claims.
- c) Reimburse Members of Council in a timely manner.
- d) Annually, report to Council all remuneration and expenses paid to Council and Council appointees as per legislation.
- e) Post an unaccrued expense report quarterly on the City's website of all remuneration and expenses paid to Council as per City By-law.
- f) Conduct random audits to confirm compliance with all relevant policies.

7.05 **Clerks Department and Mayor's Office** are responsible to:

- a) Assist with making travel arrangements.
- b) Maintain records of attendance at events by Council.
- c) Monitor budgets and report as necessary on available funds.

8 PROVISION OF OFFICE SPACE, SUPPLIES, SERVICES AND SUPPORT FOR CITY RELATED BUSINESS PURPOSES

8.01 **The Mayor** is provided with:

- a) A private furnished office space at City Hall, equipped with a telephone.
- b) Municipal-issued technology, including a City owned computer connected to the City's secure internet/network.
- c) Assistance from an Executive Assistant, who also supports the CAO and other members of Council where possible.
- d) A reserved parking space at City Hall.
- e) A City owned and subscribed cell phone.
- f) Necessary office supplies, including access to a printer/copier.

8.02 **Members of Council** receive:

- a) Administrative support from the Clerks Department.
- b) A parking pass for City facilities and on-street parking.
- c) A parking pass may be substituted for a bus pass if requested.
- d) Municipal-issued technology.
- e) Any other tools or resources approved through the City's annual budget.

9 ELIGIBLE ITEMS

9.01 **Transportation**

- a) The most economical and practical method of transportation should be used while considering travel time (personal time/absence from work), accommodation and incremental expenses for each alternative.

- b) City Vehicle
 - (i) Use of a City vehicle is encouraged, if available.
 - (ii) Fuel will be reimbursed with supporting receipts.
- c) Rental Vehicle
 - (i) When renting a vehicle, choose the lowest cost model considering purpose of travel, number of occupants, and safety.
 - (ii) Additional insurance is not required and not eligible for payment. The vehicle should be registered under the name "The Corporation of the City of North Bay – Applicant Full Name/Department" to be eligible for cover under the City's insurance policy.
 - (iii) Fuel will be reimbursed with supporting receipts.
- d) Personal Vehicle
 - (i) When a Member of Council uses his/her own vehicle for business travel on behalf of the City, the individual will be paid mileage based on the per-kilometre rates published by Canada Revenue Agency (CRA) as amended from time to time. See Mileage Allowance Form for submission of expense claim.
 - (ii) Member of Council will be responsible for all vehicular costs, including repairs, fines, insurance deductible, etc.
 - (iii) All Members of Council using their personal vehicle for City business are to obtain advice on coverage from their insurer.
 - (iv) Travel to and from the Member of Council's home to the normal work location is not considered travel for business purposes.
 - (v) Parking expenses for business purposes will be reimbursed.
- e) Air Travel
 - (i) Air travel is permitted when it is the most practical and economical way to travel. Choose the lowest fare available when purchasing a ticket.
 - (ii) Members of Council will not be reimbursed for air tickets purchased using personal frequent flyer miles (e.g. Air Miles, Aeroplan) or other similar reward programs.
 - (iii) Rental vehicles may be acquired at the destination location if it can be demonstrated that the vehicle rental has a justified business purpose that cannot be met by utilizing less expensive transportation such as taxis, ride share or public transit.
 - (iv) All air transportation requires the approval of the CFO prior to making arrangements for air transportation.
- f) Bus and Rail
 - (i) Bus and rail fares incurred as part of City business will be reimbursed with the provision of valid receipts.

9.02 **Accommodation**

- a) Accommodations should be selected based on practical location and reasonable price.
- b) Special rates such as Government, Corporate or Conference rates should be selected when available.
- c) Proof of payment and appropriate documentation is required (i.e. itemized charges/fees and taxes).
- d) An overnight stay in association with a one-day meeting or business event out of town is justified, depending on the start and end times of the meeting, the weather, and if the distance required to be travelled exceeds 150 kilometers from their primary place of business.
- e) Meals and incidental costs charged to hotel rooms (other than those eligible under Section 9.03 of this policy) will not be eligible for reimbursement.

9.03 **Meals**

- a) The City is following the prescribed CRA simplified method for meal allowances and therefore no receipts are required. Finance will publish the amount annually. Personal meal costs over the prescribed CRA rate will not be covered by City operations.
- b) Partial per diem meal allowances may be claimed at the discretion of the Signing Authority, based on the timeframes associated with travel.

9.04 **Incidental Fees**

- a) Normal and reasonable incidental fees for business-related travel such as parking, internet and taxi will be reimbursed with a valid receipt.

9.05 **Travel Companion**

- a) In certain instances, Members of Council may find it necessary or desirable to have a travel companion join them on out-of-town travel. The practice is acceptable provided that the City will not be responsible for any incremental increases in expenses associated with the addition of a travel companion.
- b) Where a travel companion is accompanying the Member of Council on out-of-town travel, a personal vehicle or rental vehicle is to be used for transportation. The Member of Council must ensure that proper insurance coverage is in place to transport a companion passenger.

9.06 **Travellers with Disabilities**

- a) Additional expenses that are required to accommodate the travel needs of a Member of Council with a disability will be reimbursed where they are necessary to accommodate the disability.

9.07 **Training and Development**

- a) Registration for conferences, seminars, and training programs.
- b) Book purchases and other training materials that are relevant to the duties as a Member of Council.

9.08 **Corporate Initiatives**

- a) Subject to annual budgetary approval, the Mayor, through the Office of the Mayor's budget, may support local community initiatives that:
 - (i) Align with the municipality's strategic priorities, vision, or master plans.
 - (ii) Promote community engagement, volunteerism, and partnerships that strengthen the local community.
 - (iii) Enhance access to services and programs that contribute to long-term community development.
 - (iv) Are led by registered non-profit, charitable, or community-based organizations in good standing.

9.09 **Hospitality and Corporate Representation**

- a) It is recognized that there will be occasions when it is appropriate for City funds to be used to offer hospitality as part of the Member of Council's official duties and functions where it is considered to advance the business affairs of the City. These occasions include:
 - (i) When Members of Council are conducting City business with persons other than City employees or fellow Council Members such as representatives from other levels of government, industry, other municipalities, public interest groups, or prospective business investors, etc.,
 - (ii) When the City sponsors conferences,
 - (iii) Protocol events when persons visiting the City are members of international or national organizations, or
 - (iv) When the City hosts special recognition events.
- b) Hospitality expenses incurred by Members of Council must be directly related to official municipal business and conducted in a manner that reflects integrity, fiscal prudence, and transparency. The following principles apply:

- (i) Hospitality may include meals, beverages, or light refreshments provided for the purpose of conducting municipal business, courtesy, diplomacy, or protocol.
- (ii) All hospitality expenses must be pre-approved by the CAO and supported by detailed receipts, including the names of attendees and the purpose of the event. For these events, all expenses must be accompanied by receipts plus a written explanation setting out the following:
 - 1. The purpose of the hospitality;
 - 2. The names of the individuals in attendance and their positions; and
 - 3. The location at which the hosting took place.
- (iii) Hospitality expenses must not promote personal interests, political parties, for-profit organizations, or third-party campaigns.
- (iv) Hospitality provided to external guests must align with the municipality's strategic objectives and be necessary for effective representation or engagement.
- (v) For hospitality events involving Members of Council and third parties, alcohol may be reimbursed with pre-approval from the CAO. Members of Council must consider that hospitality expenses are consistent with City policies and must exercise moderation and responsible use of alcohol. In deciding whether to pre-approve reimbursement for alcohol, consideration will be given to the following:
 - 1. The alcohol portion of the expense will be reasonable in relation to the number of guests and the nature of the function.
 - 2. The expense is appropriate to the business and responsibilities of the individuals involved.
 - 3. All attendees, the business purpose, and location are provided in writing with appropriate documentation for reimbursement.
- c) From time-to-time, Members of Council are expected to attend community events which require paid admission. Where the event has the potential to impact the City's business image the Mayor, Deputy Mayor, and a select representative from Council will be reimbursed for their admission and that of a guest. Receipts will be required with any charitable tax receipt to be submitted to the City. Attendance at more broad-based community events, fundraisers and entertainment will be at the discretion of the Member of Council and will not be reimbursed by the City.

10 INELIGIBLE ITEMS

- 10.01 While not an exhaustive list, the following items are examples of expenses that are the responsibility of Members of Council and are not eligible for reimbursement under this Policy:
- a) Unapproved Travel not authorized under this Policy.
 - b) Personal expenses, such as goods and services of a personal nature, including but not limited to claims for loss of personal effects, medical and hospital treatment, purchase of luggage, clothing and other personal equipment, grooming, legal services, childcare, cigars/cigarettes, cannabis, invitations to meals or events with friends, and services unrelated to municipal duties.
 - c) Membership fees and/or season tickets for recreational organizations or activities, such as gyms, fitness clubs, sporting events, concerts, arts and culture events, and retail memberships.

- d) Tickets or fees related to entertainment or leisure that do not serve a clear municipal purpose, such as recreational activities, sporting events, concerts and arts and culture events.
- e) Donations, sponsorships, or fundraising contributions to individuals or organizations. Note: Community groups seeking funding support should be directed to make their request to Council as a whole and/or to established municipal granting programs (i.e. Event Hosting Program) as applicable.
- f) Personal gifts to individuals, including in-memoriam, retirement, work anniversaries, holidays or other occasions.
- g) Items not substantiated by Itemized Receipts, except for per diem claims submitted in accordance with this Policy, may not be reimbursed. Note: a Lost Receipt Form may be submitted for payment approval in rare situations where a receipt has been lost.
- h) Alcohol will not be reimbursed other than those instances detailed in the Hospitality and Corporate Representation Section 9.09 above.
- i) Expenses of a spouse or companion who accompanies an elected official to a conference, seminar, workshop or convention.
- j) Costs of non-business related activities while travelling out of town for a conference/seminar, such as tours, social or sporting activities.
- k) Meals, when supplied on airlines, trains or included in accommodation, registration/conference fees. Exception will be made in instances where the meal offered conflicted with another meeting time and/or dietary restrictions. An explanation of the circumstances shall be provided with the request for reimbursement.
- l) Personal credit card membership fees or interest charges.
- m) Loss or damage to personal vehicle.
- n) Passports.
- o) Traffic tickets, fines or violations.
- p) Gaming and lottery tickets.
- q) Billiards, Video Amusement, Betting.
- r) Magazines or books unrelated to municipal business (e.g., lifestyle, entertainment).
- s) Election-related expenses, such as campaign materials, advertising, and communications during election periods.
- t) Third party expenses incurred by individuals or organizations not directly tied to Council's duties.
- u) Air/Rail tickets, accommodation, fuel or other related expenses purchased using personal loyalty or rewards points such as Air Miles, Petro points, etc.
- v) Court Costs/Fines/Bail/Taxes.
- w) All other non-compliance items listed in the City's Municipal Credit Card Policy where applicable.

10.02 Ineligibility of Expenses/Transactions Involving Family Member(s) of the Council Member:

- a) Expenses that would otherwise qualify for reimbursement under this policy shall be deemed ineligible if they arise from a contractual agreement or procurement of goods, materials, or equipment involving a Family Member of the Member of Council, where the family member:
 - i. Holds an ownership interest (excluding publicly traded companies),
 - ii. Serves as a senior executive, or
 - iii. Is employed in a capacity that results in direct financial benefit from the transaction.

11 DISPUTE RESOLUTION

11.01 The following outlines actions to be taken to resolve a dispute or extraordinary circumstances that may arise regarding reimbursement payments:

- a) The CFO shall meet with the Member of Council and make every reasonable effort to resolve the matter.
- b) Where a matter cannot be resolved, the CFO or designate shall prepare a report to Council for its consideration.

12 CONSEQUENCES OF NON-COMPLIANCE

12.01 Failure to follow this Policy may result in:

- a) Processing and reimbursement delays.
- b) Denial of reimbursement for claims submitted that are not in compliance with this Policy.
- c) Deduction of misused funds from the Member of Council's remuneration. The City reserves the right to deduct from the Member of Council's remuneration any expenses that have not been appropriately claimed.
- d) The Member of Council being in non-compliance with the Code of Conduct for Members of Council of the Corporation of the City of North Bay could be subject to investigation by the Office of the Integrity Commissioner and consequences as deemed appropriate by Council.

13 RELATED DOCUMENTS

- a) Accounts Payable Cheque Request Form
- b) Mileage Allowance Form
- c) Travel Expense Claim Form
- d) Lost Receipt Form
- e) Municipal Credit Card Policy
- f) Purchasing By-Law 2013-200, as amended