



MEMBER MOTION

Section 5.4.4(b) of Procedure By-law

Meeting:	Committee of the Whole	Council X
Meeting Date:	December 18, 2019	
Subject/Title:	Changes to Travel, Meal and Hospitality Expenses Directive	
Submitted by:	Councillor Greg Beros	

Whereas the City of Richmond Hill council expense policy be restructured to fall more in line with the provincial travel, meal and hospitality expense policy;

Therefore be it resolved that staff readjust the Council expense policy for travel, meal and hospitality to match the amended 2020 provincial travel, meal and hospitality expenses directive, including:

- (a) remove the allowance of any donations to charitable organizations/events;
- (b) allow appropriate token gifts of appreciation, valued up to \$30, that may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the City of Richmond Hill;
- (c) in respect to meal allowances:
 - i. meal allowance rates to be changed to \$10.00 for breakfast, \$12.50 for lunch and \$22.50 for dinner per person;
 - ii. taxes and gratuities are included in the meal allowance rate;
 - iii. alcohol cannot be claimed and will not be reimbursed;
 - iv. recognition that sometimes a meal may be less than the allowance rate, and sometimes more; regardless, only the allowance rate is reimbursed;
 - v. when an individual pays the meal expenses for a group of individuals, the individuals are reimbursed for the total of all meals purchased at the allowance rate for that meal per person;
- (d) reimbursement for expenses related to office social events (eg. retirement parties, holiday lunches, etc.) will not be permitted.

Moved by: Councillor Greg Beros

Seconded by: