



BOARD Policy

Division:	Financial Services	BRD-0340-50
Title:	Constituency Expenses	010

1. PURPOSE

1.1 To provide clarification regarding allowable constituency expenses.

2. SCOPE

2.1 This policy applies to all Directors who incur expenses while engaged in constituency business.

3. DEFINITIONS

3.1 **"Device"** means electronic, or technology equipment as described within this policy.

3.2 **"Director"** means an Electoral Area Director or Municipal Director.

3.3 **"Constituency Business"** means business that pertains to political activities of a Director acting on behalf of constituent interests.

3.4 **"Constituency Expenses"** means costs incurred by a Director to conduct constituency business.

4. POLICY

4.1 Directors may be reimbursed up to a maximum of \$2,500 for constituency expenses per year. If required, and only after the \$2,500 has been depleted, each Electoral Area Director may be reimbursed up to an additional \$1,000, funded by electoral areas only.

4.2 Devices must be purchased within the first two years of the Director's term. The Director retains ownership of the device at the end of the term; therefore, it is a taxable benefit.

4.3 Constituency expenses include:

4.3.1 Devices including cell phones, computers, printers, tablets, computer monitors, headphones (not supported by SCRD).

4.3.2 Postage.

4.3.3 Constituency office expenses such as paper, ink, and other consumables.

4.3.4 Advertising costs.

4.3.5 Constituency newsletters.

4.3.6 Travel expenses in support of constituency issues.

4.3.7 Public constituency events (including snacks for a meet and greet, coffee at a coffee chat, community fair booth rental, etc.).

4.3.8 Websites.

4.3.9 Monthly stipend of up to \$100 to reimburse home related internet and phone charges or technical support, and incidental supportive items such as cables and chargers. This is a taxable benefit.

4.4 Alternatively, upon request the SCRD will supply Directors with a tablet and a cell phone at the beginning of the term. These devices will remain the property of the SCRD; however, Directors may purchase the devices at a depreciated cost at the end of their term. Devices not purchased must be returned to the SCRD at the end of the Director's term.

4.5 Devices provided by the SCRD will receive SCRD IT support; devices purchased using constituency funds must be maintained and supported by the Director.

4.6 Claims for constituency expenses must be submitted within 60 days of the earliest expense incurred. Directors must provide a detailed accounting complete with receipts for each claim (other than for mileage). Finance will ensure that all constituency expense claims are processed within a two-week period.



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- 4.7 Constituency expenses for the previous calendar year must be submitted no later than January 10 of the following year. Constituency expenses submitted after this date will not be eligible for reimbursement.
- 4.8 In an election year, constituency expenses must be submitted prior to the campaign period, which is generally established 28 days prior to the election.
- 4.9 Expense forms submitted to the SCRD may be published quarterly, either on the SCRD's website or as part of a committee agenda.

5. EXCEPTIONS

- 5.1 Expenses incurred while engaged in SCRD business are exempt from this policy as they are covered under the Reimbursement of Travel and Other Expenses policy.
- 5.2 Constituency expenses submitted for reimbursement to any other organization or agency will not be reimbursed.

6. AUTHORITY TO ACT

- 6.1 Board
 - 6.1.1 To be familiar with this policy and use it as a guide for determining eligible constituency expenses.
- 6.2 Chief Administrative Officer (CAO) and Board Chair
 - 6.2.1 To review and approve Directors' expense claims with the Board Chair prior to payment.
 - a) Board Chair expenses will be reviewed and approved by the CAO and Vice-Chair.
 - b) Expenses denied by the Board Chair or CAO may be approved through a vote of the Board at the request of the Director.
 - 6.2.2 To determine the depreciation rate used to calculate buyout price, consistent with asset management practices within the SCRD.
 - 6.2.3 To make write off decisions on items of low residual value.
- 6.3 General Manager, Corporate Services
 - 6.3.1 To provide advice and clarification regarding this policy.
 - 6.3.2 To ensure that constituency expense claims are processed within a two-week period.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

- 7.1 BRD-0340-50-005 Reimbursement of Directors' Travel and Other Expenses

Approval Date:	April 4, 2004	Resolution No.	288/04
Amendment Date:	February 12, 2009	Resolution No.	045/09, Rec. No. 17
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