# Town of Huntsville Staff Report

**Meeting Date:** July 29, 2026 **To:** General Committee

**Report Number:** CORP-2026-49 **Confidential:** No

**Author(s):** Tanya Calleja, Director of Legislative Services/Clerk

**Subject:** New Proposed Council Expense Policy and Staff Expense Policy

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**Report Highlights**

The report recommends the adoption of a new Council Expense Policy and a new Staff Expense Policy to clearly separate Council and Staff expense provisions, eliminate overlap, and provide clearer guidance on eligible expenses and reimbursements.

**Recommendation**

**IT IS RECOMMENDED THAT:** Committee approve the following draft policies attached as Appendices I and II to Report CORP-2026-49, with both policies to take effect on November 15, 2026:

1. Council Expense Policy
2. Staff Expense Policy

**AND FURTHER THAT:** all previous versions of these policies to be repealed effective November 15, 2026;

**AND FURTHER THAT:** staff be directed to prepare an amendment to Council Remuneration By-law 2025-78 for consideration at the next Council meeting.

**Background**

The current Council and Staff Travel Expense Policy was adopted in 2015, and the Council Expense Policy was adopted in 2021. With a new term of Council set to begin, it is timely to review both policies to ensure they remain current, relevant, and aligned with governance best practices.

Due to the volume of revisions and formatting changes, redline versions of the policies have not been included. Instead charts summarizing key changes has been provided for ease of review.

**Discussion**

Council Expense Policy (attached as Appendix I)

The proposed Council Expense Policy is five (5) years old and replaces the Town's existing Council Expense Policy.

The proposed Council Expense Policy:

- Establishes clear rules and expectations for expenses incurred by Members of Council while carrying out their official duties. It outlines eligible expenses, approval requirements, and reporting processes to promote accountability and transparency. The policy covers expenses such as travel, meals, accommodations, conferences, professional development, and community representation activities undertaken on behalf of the Town.

- Provides clearer guidance, stronger accountability measures, and improved public transparency. A key change is the separation of Council expenses from the former Council & Staff Travel Expense Policy (Budget-Financial-03)**.** Council expenses have been removed from that policy and are now governed through a dedicated Council Expense Policy, while staff expenses are addressed separately through a Staff Expense Policy.

- Provides an easier-to-administer framework for Council expenses. It makes it easier for Council members, staff, and the public to understand how Council-related expenses are managed and reported.

- Introduces an optional flat-rate meal allowance for approved travel, allowing Members of Council to claim standardized meal rates in lieu of submitting receipts. The allowance is set at $15 for breakfast, $25 for lunch, and $50 for dinner, to a maximum of $90 per day, providing a simpler and more consistent reimbursement process. (See additional information below)

- Incorporates provisions related to per diems, which will be removed from the Council Remuneration By-law**.** As a result, the Council Remuneration By-law will focus exclusively on compensation matters, including annual remuneration, CPI adjustments, technology allowances, and benefit allowances.

*Key Differences in Council Expense Policy*

| Theme | Current 2021 Policy | Revised Policy | Overall Impact |
|---|---|---|---|
| **Governance and ethics** | Limited governance language. | Adds accountability, transparency, Code of Conduct, conflict of interest, Integrity Commissioner, and election-use restrictions. | Strengthens oversight and public accountability. |
| **Eligibility criteria** | Eligible and ineligible expenses are listed generally. | Adds detailed criteria for travel, accommodations, meals, conferences, hospitality, communications, and other expenses. | Creates clearer spending rules. |
| **Travel and meals** | Relies largely on the Council & Staff Travel Expense Policy | Sets specific mileage, rental, rideshare, air/rail/bus, accommodation, cancellation, and meal allowance rules. | Improves consistency and cost control. |
| **Meals** | Meal claims require detailed receipts and reasonable actual costs. | Adds a choice between itemized receipts or flat-rate per diem amounts. | Gives Council more flexibility while keeping clear spending limits. |
| **Ineligible expenses** | Includes home office, local meeting travel, alcohol, illegal items, and employee-specific benefits. | Adds cannabis, fines/penalties, companion travel, sports events, gifts, personal/partisan benefit, and limits on outside-ward direct mail. | Broadens prohibited expense categories. |
| **Conferences and community events** | Permitted where relevant to Council duties. | Adds attendance selection criteria, post-conference reporting, event ticket limits, and general eligibility tests. | Adds accountability for attendance and value. |
| **Per diems** | Not addressed. | Adds per diem provisions for Special Council/Committee meetings and eligible out-of-town conferences or comparable events. | Moves per diems from Council Remuneration By-law to streamline into one document. |
| **Claims and approvals** | Claims submitted with supporting documentation to the Clerk for approval. | Adds 30-day claim deadline, detailed receipt requirements, CAO Office review, Finance verification, and dispute escalation. | Changes Strengthens financial controls. |
| **Reporting and maintenance** | Annual remuneration/expenses report and quarterly website posting. | Retains reporting and adds policy review once per Council term plus minor administrative update authority. | Maintains transparency and supports ongoing updates. |

The revised policy also updates formatting, terminology, section numbering, references, and administrative responsibilities to improve readability and consistency.

Staff Expense Policy (attached as Appendix II)

The proposed Staff Expense Policy is over ten (10) years old and replaces the Town's Council & Staff Travel Expense Policy.

The current policy focuses primarily on travel expenses. It also combines expense rules for both staff and Council. The revised policy separates staff and Council expense requirements into dedicated policies. This allows each policy to better address the specific responsibilities and accountability expectations of each. The new policy also provides clearer guidance on travel, meals, accommodations, conferences, hospitality, approvals, and reimbursement requirements, making it easier for staff and approvers to understand and follow.

The revised Staff Expense Policy introduces an optional flat-rate meal allowance for business travel, allowing employees to claim meal rates without submitting receipts. The allowance mirrors the Council rates of $15 for breakfast, $25 for lunch, and $50 for dinner, to a maximum of $90 per day, providing a simpler and more consistent reimbursement process. (See additional information below)

*Key Differences in Staff Expense Policy*

| Theme | Current 2015 Policy | Revised Policy | Overall Impact |
|---|---|---|---|
| **Policy scope** | Covers Council and staff travel expenses. | Staff policy for employees and authorized individuals. | Removes Council from the Policy. |
| **Approvals before travel** | Approval requirements are included but are less clear. | Clearly requires advance approval for travel outside normal work, air travel, out-of-province travel, conferences and training. | Makes approval expectations easier to understand before costs are incurred. |
| **Mileage and transportation** | Employees have a 450 km round-trip mileage limit unless approved. Council is treated separately. | Removes the fixed kilometre limit and focuses on the most cost-effective travel option. Adds rideshare provisions. | Simplifies the rule and updates the policy for current travel options. |
| **Meals** | Meal claims require detailed receipts and reasonable actual costs. | Adds a choice between itemized receipts or flat-rate per diem amounts. | Gives staff more flexibility while keeping clear spending limits. |
| **Ineligible expenses** | Lists some items that are not reimbursed, such as personal travel, commuting, traffic violations and some entertainment costs. | Adds a fuller list, including cannabis, companion travel, personal memberships, sports events, employee gifts and contributions. | Provides clearer direction about what the Town will not pay for. |
| **Claims and controls** | Claims are submitted after return and approved by the appropriate authority. | Adds stronger claim requirements, Finance verification and a process for disputed or non-compliant claims. | Improves internal controls and consistency in how claims are reviewed. |
| **Policy upkeep** | No clear review cycle or minor update process is identified. | Allows minor administrative updates and requires review once each Term of Council. | Helps keep the policy current without needing full approval for minor changes. |

Meals and Per Diems – Flexibility and Best-Practice Alignment

The draft policies introduce two meal reimbursement methods to balance flexibility, accountability, and administrative efficiency:

- Itemized receipts, reimbursed up to established limits; or
- Flat-rate per diems, aligned with Canada Revenue Agency (CRA) reasonable meal allowances.

The policy clearly prohibits combining reimbursement methods for the same meal or travel day and explicitly states that meals included in conference registrations or other Town-paid events are not eligible for reimbursement.

This approach reflects current best practices across Canadian municipalities and Broader Public Sector organizations, many of which allow either receipt-based reimbursement or flat-rate per diems, subject to clear caps and controls. The proposed per-meal and daily limits are within the typical range used by municipalities and are conservative when compared to CRA benchmarks, demonstrating fiscal restraint while remaining reasonable for staff and Council travelling on municipal business.

The rates proposed in Table 1 are being recommended and were set based on other established rates. For comparison here are rates used across Canada by other organizations:

**Meal Rate Comparison**

| Source | Breakfast | Lunch | Dinner | Daily Meal Maximum |
|---|---|---|---|---|
| **Huntsville (Draft Policy – Schedule 1)** | **$15** | **$25** | **$50** | **$90** |
| CRA Medical/Moving/Northern Simplified Method (2025) | $23 | $23 | $23 | $69 |
| University of Guelph | $12 | $18 | $40 | $70 |
| City of London | $15 | $25 | $35 | $75 |
| Town of Gravenhurst | $20 | $30 | $50 | $100 |
| University of Toronto | $20 | $25 | $55 | $100 |
| CRA Travel Directive | $25 | $25 | $62 | $112 |

*Note: Highlighted row reflects Huntsville Draft Policy – Schedule 1 rates.*

**Options**

**Option 1:** Committee approve repealing and replacing Council Expense Policy – No. Budget&Financial-04, and the Council & Staff Travel Expense Policy – No. Budget&Financial-03. **(Recommended)**

**Option 2:** Retain Council Expense Policy – No. Budget&Financial-04, and the Council & Staff Travel Expense Policy – No. Budget&Financial-03 as is. **(Not Recommended)**

**Option 3:** Committee provide additional amendments to the proposed Council Expense Policy and Staff Expense Policy. **(Not Recommended)**

**Capital**

Nil

**Operational**

The proposed policies are not anticipated to have a financial impact. Any expenses incurred under the policies will continue to be funded through approved departmental budgets and Council budget allocations.

In 2025 there was $5,000 budgeted for Council per diem amounts, of this $6,150 was paid out in 2025.

**Relevant Policies / Legislation / Resolutions**

Municipal Elections Act, 1996
Municipal Conflict of Interest Act, 1990
Council Code of Conduct By-law 2018-58
Council Remuneration - 2026-2030 Term of Council By-law 2025-78
Council Expense Policy – No. Budget&Financial-04
Council & Staff Travel Expense Policy – No. Budget&Financial-03
GC178-15 (Staff Report TREA-2015-24)
GC87-21 (Staff Report CORP-2021-39)

**Council Strategic Direction**

- Town's Mission: Delivering quality services for the people of Huntsville through responsible decision-making.
- Corporate Value - Integrity: We value doing the right thing, even when no one is watching.

**Attachments**

Appendix I - New Proposed Council Expense Policy
Appendix II - New Proposed Staff Expense Policy
Appendix III - 2021 Council Expense Policy
Appendix IV - 2015 Council & Staff Travel Expense Policy

**Consultations**

Senior Leadership Team:

- Simone Babineau, Director of Community Services
- Denise Corry, Chief Administrative Officer
- Keith Duncan, Human Resources Manager
- Reva Frame, Director of Corporate Strategy/Treasurer
- Kirstin Maxwell, Director of Development Services
- Julia McKenzie, Former Director of Financial Services/Treasurer
- Gary Monahan, Fire Chief

**Respectfully Submitted:** Tanya Calleja, Director of Legislative Services/Clerk

**Manager Approval (if required):** _____

**Director Approval:** _____

**CAO Approval:** Denise Corry, Chief Administrative Officer

**Appendix I**

| | |
|---|---|
| **SECTION:** Finance | **EFFECTIVE DATE:** TBD |
| **RECOMMENDATION NO.:** TBD | **COUNCIL APPROVAL:** TBD |
| **SUBJECT:** Council Expense Policy | **POLICY NUMBER:** Budget & Financial-04 |

## 1. Purpose

1.1 This Policy establishes clear and consistent guidelines for expenditures incurred by Members of Council in carrying out their statutory and representative duties.

1.2 This Policy is intended to:

1.2.1 Provide flexibility to allocate resources in a manner that supports Member responsibilities;

1.2.2 Clarify the processes and rules governing the administration of Member budgets;

1.2.3 Reinforce Member accountability for the appropriate use of Town-allocated resources; and

1.2.4 Distinguish between Council remuneration, per diem compensation, and reimbursable expenses.

## 2. Guiding Principles

2.1 The following principles guide the interpretation and application of this Policy:

2.1.1 **Code of Conduct:** Members must adhere to the Council Code of Conduct.

2.1.2 **Accountability:** Members are stewards of Town resources and are accountable for ensuring expenses are justified, appropriate, and do not result in personal benefit or gain.

2.1.3 **Transparency:** The public has the right to understand how Council budgets are spent. Town funds shall not be used for any election-related purpose, as defined in the Town's Use of Municipal Resources During Election Campaign Period Policy.

## 3. Scope and Application

3.1 This Policy applies to all Members of Council.

3.2 This Policy governs the reimbursement or payment of expenses related to transportation, meals, accommodation, conference and training travel, cancellation and registration costs, expense reporting, and approvals.

## 4. Definitions

4.1 For the purposes of this Policy:

4.1.1 Council Expenses means discretionary expenses related to community representation, travel, hospitality, communications, and professional development.

4.1.2 Corporate Expenses means expenses paid directly by the Town on behalf of Members, such as cellular phones or approved technology.

4.1.3 Eligible Expenses means expenses the Town may reimburse or pay for under this Policy.

4.1.4 Integrity Commissioner means the Town appointed independent officer responsible for applying and enforcing the Town's Code of Conduct for Members of Council and local boards, and for providing advice and education under the *Municipal Act, 2001*.

4.1.5 Member means an elected official of the Town of Huntsville, including the Mayor and all Town Councillors.

4.1.6 Per Diem means a fixed daily (4 hours or more) or half-day (under 4 hours) payment to a Member of Council attending an approved function.

## 5. Council Budget and General Administration

5.1 The Office of the Chief Administrative Officer administers the Council Budget, which includes remuneration, per diem compensation, benefits, and eligible reimbursable expenses under this Policy.

5.2 Members will be allocated an annual expense amount through the Town's budget process.

5.3 Unspent funds shall not be carried forward to the next calendar year.

5.4 No expense shall create a real or perceived conflict of interest.

5.5 Members must consider the integrity principles set out in the Council Code of Conduct and may consult the Integrity Commissioner as necessary regarding any situation that may create a real or perceived conflict of interest.

5.6 Any material or intellectual assets purchased through Council budgets remain the property of the Town. Original receipts and, where required, photographs must be submitted for inventory purposes.

## 6. Eligible Expenses

6.1 <u>General Eligibility</u>

6.1.1 Expenses must be reasonable, directly related to municipal business, and incurred in the performance of Council duties.

6.1.2 When selecting events or travel, Members shall consider:

a) Relevance to municipal business;

b) Alignment with their role;

c) The need for representation;

d) Equitable access throughout the term of Council; and

e) Cost-effectiveness.

6.2 Transportation

6.2.1 The most economical and practical mode of transportation shall be used, and carpooling is encouraged where feasible.

6.2.2 Use of a personal vehicle shall be in accordance with the Town's Fleet Management Policy.

6.2.3 Mileage shall be reimbursed at the Canada Revenue Agency reasonable per-kilometre rate in effect at the time of travel. The rate will be published by the Finance division annually.

6.2.4 The Member’s personal automobile insurance is the primary coverage.

6.2.5 Reimbursable distance, to the nearest 0.1 kilometre, shall be calculated from the Members’s residence.

6.2.6 Parking, tolls, and ferries are reimbursable with receipts. Traffic violations, parking tickets, vehicle maintenance, and repair costs are not reimbursable.

6.2.7 There is no maximum number of allowable kilometres; however, consideration must be given to the most cost-effective method of transportation.

6.2.8 Rental vehicles shall be mid-range vehicles unless operational requirements justify otherwise. Rental vehicles should be avoided in locations with effective public transit. Fuel must be returned to the level required by the rental company.

6.2.9 Air travel may be used for distances exceeding 500 kilometres one way or where efficiency or cost warrants. Economy or coach class is the standard. Rail and bus travel may be used where appropriate and approved.

6.2.10 Rideshare services may be used where they are cost-effective, practical, and safety-appropriate. Itemized electronic receipts showing the date, origin, destination, and cost of the trip are required. Premium or luxury ride options are not reimbursable unless pre-approved.

6.3 Accommodation

6.3.1 Accommodation shall be limited to standard, mid-range hotels, where practical.

6.3.2 Members are responsible for cancelling reservations in a timely manner. Costs resulting from failure to cancel reservations in a timely manner are not reimbursable unless approved by the Chief Administrative Officer.

## 6.4 Meals

6.4.1 Meal reimbursement is available only when travelling for approved municipal business.

6.4.2 Meals shall not be claimed where the cost of the meal has already been paid by the Town, including meals included as part of a conference, seminar, or training registration fee, or provided at no additional cost as part of a Town-paid event or accommodation.

6.4.3 Members may select one of the following reimbursement methods for each eligible travel day. Members may not combine reimbursement methods for the same meal:

a) Itemized Receipt Method:

i) Members may be reimbursed for actual meal expenses incurred while travelling, supported by original itemized receipts. Reimbursement shall not exceed the meal allowances set out in Schedule 1. Exceptions may be approved where higher costs are justified by location or exceptional circumstances, subject to approval by the Chief Administrative Officer.

b) Flat-Rate (Per Diem) Method:

i) A flat-rate allowance may be claimed in lieu of receipts, at the rates set out in Schedule 1. The flat-rate allowance covers meals only and does not require receipts.

6.4.4 Alcoholic beverages are not generally reimbursable. Exceptions may be approved by the Chief Administrative Officer where the expense is reasonable, directly related to official municipal business, and appropriately documented.

Schedule 1: Meal Allowances

| Meal | Huntsville Flat Rate |
|---|---|
| Breakfast | $15.00 |
| Lunch | $25.00 |
| Dinner | $50.00 |
| Daily Maximum | $90.00 |

## 6.5 Conference Attendance and Professional Development

6.5.1 Conferences, conventions, workshops, seminars, and training that support governance responsibilities, strategic priorities, advocacy, or professional development may be eligible expenses, subject to the general eligibility criteria in this Policy.

6.5.2 Members attending conferences are expected to actively participate and provide a brief post-conference report summarizing key learnings, outcomes, and benefits to the Town.

6.5.3 Selection of attendees shall consider the relevance of the event to municipal objectives, the Member's role or portfolio, representation requirements, equity of access over the term of Council, and overall cost-effectiveness.

6.6 Community Involvement

6.6.1 Memberships related to Council duties may be eligible expenses, subject to the general eligibility criteria in this Policy.

6.6.2 Sponsorships and event attendance aligned with municipal objectives may be eligible expenses, subject to the general eligibility criteria in this Policy.

6.6.3 Attendance at community events on behalf of the Town may be eligible expenses, subject to the general eligibility criteria in this Policy.

6.7 Hospitality

6.7.1 Business meals and hosting guests for municipal purposes may be eligible expenses, subject to the general eligibility criteria in this Policy.

6.7.2 Event tickets may be eligible to a maximum of one ticket per event.

6.8 Communications and Other Expenses

6.8.1 Publications, books, and subscriptions relevant to Council duties may be eligible expenses, subject to the general eligibility criteria in this Policy.

6.8.2 Internal printing and Councillor-related advertising may be eligible expenses, subject to the general eligibility criteria in this Policy.

## 7. Ineligible Expenses

7.1 Expenses that are not eligible for reimbursement include, but are not limited to:

7.1.1 Cannabis;

7.1.2 Personal or household expenses, including home office costs;

7.1.3 Travel for regular Town or District of Muskoka Council or Committee meetings, or for meetings within the Town;

7.1.4 Fines or penalties;

7.1.5 Expenses that provide a personal or partisan benefit;

7.1.6 Claims for loss of personal effects;

7.1.7 Companion registration fees or travel;

7.1.8 Personal memberships or personal services;

7.1.9 Sports events;

7.1.10 Gifts for Town employees, boards, or committees;

7.1.11 Direct mail or marketing outside a Member's ward;

7.1.12 Contributions to individuals, businesses, or Town-funded services unless approved by Council resolution.

## 8. Per Diems and Special Meeting/Conference Compensation

8.1 Per diems are compensation for attendance at eligible meetings or events and are separate from reimbursement of eligible expenses under this Policy.

8.2 Special Council or Committee Meetings

8.2.1 A $50.00 per diem will be paid to Members attending a Special Council or Committee meeting.

8.2.2 Per diems will not be paid when:

a) A special meeting is held immediately before or after a regular meeting;
b) A regular meeting is rescheduled;
c) A meeting is held electronically or virtually.

8.3 Out-of-Town Conferences, Seminars, Workshops, and Comparable Events

8.3.1 A $75.00 half-day or $150.00 full-day per diem is payable to Members who physically attend a conference, seminar, workshop, or comparable structured event outside the Town's boundaries.

8.3.2 Per diems apply to physical attendance only and do not include travel time.

8.3.3 Per diems under this section apply only when a Member is required by the Town to attend conferences, seminars, workshops, or comparable structured events. Per diems will not be paid for individual out-of-town meetings, appointments, or discussions with external parties.

## 9. Claims, Approvals, and Dispute Resolution

9.1 Members are responsible for ensuring that all expense claims comply with this Policy and are supported by appropriate documentation.

9.2 Expense claims must meet basic accounting and audit requirements, including the following:

9.2.1 Expenses must be directly incurred by the Member;

9.2.2 Claims must comply with this Policy;

9.2.3 Original detailed receipts, invoices, or bills must be provided, including item descriptions, taxes, and HST numbers where applicable;

9.2.4 Claims must be submitted within 30 calendar days of the expense; and

9.2.5 Claims must be signed by the Member.

9.3 The Office of the Chief Administrative Officer shall review expense claims that comply with this Policy. The Finance department shall, prior to payment, verify the expense claim complies with the Policy.

9.4 Where a claim is incomplete, non-compliant, exceptional, or disputed, the Treasurer may refer the matter to the Chief Administrative Officer, or designate, for review with the Member.

9.5 If the matter cannot be resolved administratively, it shall be referred to Council for a final decision.

## 10. Compliance and Accountability

10.1 Expense claims that do not include sufficient documentation or a clear municipal purpose may be denied.

10.2 All approved expenses are subject to audit and public disclosure in accordance with applicable legislation and Town policy.

## 11. Roles and Responsibilities

11.1 Council is responsible for:

a) Approving this Policy and any future amendments; and

b) Providing the final decision on disputed Member expense claims or exceptional circumstances where necessary.

11.2 Members of Council are responsible for:

a) Adhering to this Policy; and

b) Submitting signed expense claims within 30 calendar days with appropriate documentation.

11.3 The Office of the Chief Administrative Officer is responsible for:

a) Providing guidance on this Policy; and

b) Facilitating discussions for Member expense claims that are disputed, exceptional, or non-compliant, where necessary.

c) Reviewing submitted Member expense claims that comply with this Policy.

11.4 The Finance department is responsible for:

a) Providing guidance on this Policy; and

b) Verifying compliance of submitted Member expense claims prior to payment.

c) Referring disputed, exceptional or non-compliant expense claims to the Chief Administrative Officer, or designate, for review with the Member.

## 12. Reporting and Disclosure

12.1 In accordance with section 284 of the *Municipal Act, 2001*, the Treasurer shall prepare an annual Statement of Remuneration and Expenses for Council approval.

12.2 Council expenses shall be posted quarterly on the Town's website by term, year, and category.

## 13. Interpretation and Exemptions

13.1 Members and the Chief Administrative Officer may consult the Integrity Commissioner for guidance on Council Code of Conduct or conflict of interest matters related to this Policy.

13.2 Any exemption to this Policy must be approved in accordance with the claims, approvals, and dispute resolution process set out in this Policy.

## 14. References

Municipal Act, 2001

Council Remuneration By-law

Applicable Financial Policies, as amended

Council Code of Conduct

Use of Municipal Resources During Election Campaign Period Policy

## 15. Policy Review and Administrative Updates

15.1 The Financial Services division or the Chief Administrative Officer may update this Policy for minor and administrative amendments, including updates to Schedule 1 rates, references, titles, or formatting, where the amendment does not change the intent of this Policy.

15.2 This Policy shall be reviewed once within the Term of Council.

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|---|---|
| **SECTION:** Finance | **EFFECTIVE DATE:** TBD |
| **RECOMMENDATION NO.:** TBD | **COUNCIL APPROVAL:** TBD |
| **SUBJECT:** Staff Expense Policy | **POLICY NUMBER:** Budget & Financial-03 |

## 1. Purpose

1.1. The purpose of this Policy is to ensure that expenses incurred for municipal business by Town employees and other authorized individuals are:

1.1.1 Accountable, transparent, and defensible to the public;

1.1.2 Reasonable and prudent, reflecting responsible stewardship of public funds;

1.1.3 Consistent with Ontario municipal best practices and Broader Public Sector (BPS) principles; and

1.1.4 Supported by clear documentation, appropriate approval, and timely reporting.

## 2. Guiding Principles

2.1 All expense claims shall be evaluated using the following principles:

2.1.1 Expenses must have a clear and direct municipal purpose;

2.1.2 The most economical and efficient option shall be selected, taking into account cost, time, safety, and operational needs;

2.1.3 All claims must be able to withstand public and audit scrutiny; and

2.1.4 Claimants and approvers are expected to exercise sound judgment and personal accountability.

## 3. Scope and Application

3.1 This Policy applies to employees of the Town of Huntsville and any individual acting on behalf of the Town where explicitly authorized.

3.2 This Policy governs the reimbursement or payment of expenses related to Transportation, Meals, accommodation, conference and training travel, cancellation and registration costs, expense reporting and approvals.

## 4. Eligible Expenses

4.1 <u>General Eligibility</u>

4.1.1 Expenses must be reasonable, directly related to municipal business, and incurred in the performance of employment duties.

4.1.2 When selecting events or travel, Claimants shall consider:

a) Relevance to municipal business;

b) Alignment with their role;

c) The need for representation; and

d) Cost-effectiveness.

4.2 Pre-Approval Requirements

4.2.1 Travel outside an employee's normal daily work requirements, including out-of-province travel, air travel, conferences, and training must receive advance approval.

4.2.2 Employee travel approvals shall be provided by the appropriate Director, designate or the Chief Administrative Officer, as applicable.

4.2.3 Approval before travel does not guarantee reimbursement. Expenses remain subject to this Policy, available budget, sufficient documentation, and final review.

4.3 Transportation

4.3.1 The most economical and practical mode of transportation shall be used, and carpooling is encouraged where feasible.

4.3.2 Use of a personal vehicle shall be in accordance with the Town's Fleet Management Policy.

4.3.3 Mileage shall be reimbursed at the Canada Revenue Agency (CRA) reasonable per-kilometre rate in effect at the time of travel. This rate will be published by the Finance department annually.

4.3.4 The claimant's personal automobile insurance is the primary coverage.

4.3.5 Reimbursable distance, to the nearest 0.1 km, shall be calculated from the claimant's normal workplace on the date of travel or the claimant's residence, whichever is closer.

4.3.6 Parking, tolls, and ferries are reimbursable with receipts. Traffic violations, parking tickets, and vehicle maintenance and repair costs are not reimbursable.

4.3.7 There is no maximum allowable kilometres; however, consideration must be given to the most cost-effective method of transportation.

4.3.8 Rental vehicles shall be mid-range vehicles shall be used unless operational requirements justify otherwise. Rental vehicles should be avoided in locations with effective public transit. Fuel must returned to the level required by the rental company.

4.3.9 Air travel may be used for distances exceeding 500 kilometres one way or where efficiency or cost warrants. Economy or coach class is the standard. Rail and bus travel may be used where appropriate and approved.

4.3.10 Rideshare services may be used where they are cost-effective, practical, and safety-appropriate. Itemized electronic receipts showing the date, origin, destination, and cost of the trip are required. Premium or luxury ride options are not reimbursable unless pre-approved.

4.4 Accommodation

4.4.1 Accommodation shall be limited to standard, mid-range hotels, where practical.

4.4.2 Claimants are responsible for cancelling reservations in a timely manner. Costs resulting from failure to cancel reservations in a timely manner are not reimbursable, unless approved by the appropriate Director or Chief Administrative Officer.

4.5 Meals

4.5.1 Meal reimbursement is available only when travelling for approved municipal business.

4.5.2 Meals shall not be claimed where the cost of the meal has already been paid by the Town, included as part of a conference, seminar, or training registration fee or provided at no additional cost as part of a Town-paid event or accommodation.

4.5.3 Claimants may select one of the following reimbursement methods for each eligible travel day. Claimants may not combine reimbursement methods for the same meal:

a) Itemized Receipt Method:

i) Claimants may be reimbursed for actual meal expenses incurred while travelling, supported by original itemized receipts. Reimbursement shall not exceed the meal allowances set out in Schedule 1. Exceptions may be approved where higher costs are justified by location or exceptional circumstances, subject to approval by the Director or Chief Administrative Officer.

b) Flat-Rate (Per Diem) Method:

i) A flat-rate allowance may be claimed in lieu of receipts at the rates set out in Schedule 1. The flat-rate allowance covers meals only and does not require receipts.

Schedule 1: Meal Allowances

| Meal | Huntsville Flat Rate |
|---|---|
| Breakfast | $15.00 |
| Lunch | $25.00 |
| Dinner | $50.00 |
| Daily Maximum | $90.00 |

4.6 Conference Attendance and Professional Development

4.6.1 Attendance must align with approved municipal objectives and budgets.

4.6.2 Registration, travel, meals, and accommodation expenses must comply with this Policy and any applicable approval requirements.

4.6.3 Claimants are responsible for cancelling registrations in a timely manner. Costs resulting from failure to cancel registrations in a timely manner are not reimbursable unless approved by the appropriate Director or Chief Administrative Officer.

4.7 Community Involvement

4.7.1 Attendance at community events on behalf of the Town may be eligible expenses, subject to the general eligibility criteria in this Policy.

4.8 Hospitality

4.8.1 Business meals and hosting guests for municipal purposes may be eligible expenses, subject to the general eligibility criteria in this Policy.

4.8.2 Event tickets may be eligible to a maximum of one ticket per event.

## 5. Ineligible Expenses

5.1 Expenses that are not eligible for reimbursement include, but are not limited to:

5.1.1 Alcohol, unless approved in advance, and in writing, by the Chief Administrative Officer;

5.1.2 Cannabis;

5.1.3 Personal or household expenses, including home office costs;

5.1.4 Commuting expenses;

5.1.5 Fines or penalties;

5.1.6 Expenses that provide a personal benefit;

5.1.7 Claims for loss of personal effects;

5.1.8 Companion registration fees or travel;

5.1.9 Personal memberships or personal services;

5.1.10 Sports events;

5.1.11 Gifts for Town employees, boards or committees;

5.1.12 Contributions to individuals, businesses, or Town-funded services.

## 6. Claims, Approvals and Dispute Resolution

6.1 Claimants are responsible for ensuring that all expense claims comply with this Policy and are supported by appropriate documentation.

6.2 Expense claims must meet basic accounting and audit requirements, including the following:

6.2.1 Expenses must be directly incurred by the Claimant;

6.2.2 Claims must comply with this Policy;

6.2.3 Original detailed receipts, invoices, or bills must be provided, including item descriptions, taxes and HST numbers where applicable;

6.2.4 Claims must be submitted promptly after being incurred to facilitate timely processing, in all cases, must be submitted within thirty (30) business days following the end of each quarter.

6.2.5 Claims must be signed by the Claimant.

6.3 Approval Authorities

6.3.1 The appropriate Director, designate, or the Chief Administrative Officer shall review and approve expense claims that comply with this Policy. The Finance department shall, prior to payment, verify that the expense claim complies with this Policy.

6.3.2 Chief Administrative Officer expenses shall be approved by the Mayor.

6.3.3 Expenses related to external boards or agencies shall be approved by the applicable board authority.

6.3.4 No individual may approve their own expenses.

6.4 Where a claim is incomplete, non-compliant, exceptional, or disputed, the Treasurer may refer the matter to the Chief Administrative Officer, or designate, for review with the Claimant.

## 7. Compliance and Accountability

7.1 Expense claims that do not include sufficient documentation or a clear municipal purpose may be denied.

7.2 All approved expenses are subject to audit and public disclosure in accordance with applicable legislation and Town policy.

## 8. Roles and Responsibilities

8.1 Claimants are responsible for:

8.1.1 Ensuring expenses are necessary, reasonable, and eligible under this Policy;

8.1.2 Obtaining approvals prior to travel or incurring expenditures, where required;

8.1.3 Submitting complete, accurate, and timely expense claims with required supporting documentation; and

8.1.4 Repaying or assuming responsibility for expenses that are ineligible, unsupported, or outside the scope of approval.

8.2 Approvers, including Directors, Chief Administrative Officer, and Mayor as required, are responsible for:

8.2.1 Providing guidance on this Policy;

8.2.2 Confirming the municipal purpose of the expense(s) and compliance with this Policy;

8.2.3 Ensuring expenditures are within approved budgets and authority limits;

8.2.4 Reviewing supporting documentation before approval; and

8.2.5 Questioning or denying claims that do not meet Policy requirements.

8.3 The Finance department is responsible for:

8.3.1 Providing guidance on this Policy; and

8.3.2 Verifying compliance of submitted expense claims prior to payment.

8.4 The Chief Administrative Officer, or designate, is responsible for:

8.4.1 Facilitating discussions for expense claims that are disputed, exceptional or non-compliant where necessary.

## 9. Policy Review and Administrative Updates

9.1 The Financial Services Division or the Chief Administrative Officer may update this Policy for minor and administrative amendments, including updates to Schedule 1 rates, references, title, or formatting, where the amendment does not change the intent of this Policy.

9.2 The Policy shall be reviewed once within the Term of Council.

**Appendix III**

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|---|---|
| **SECTION:** Financial Services | **EFFECTIVE DATE:** June 28, 2021 |
| **RECOMMENDATION NO.:** GC87-21 | **COUNCIL APPROVAL:** Res. No. 118-21 |
| **SUBJECT:** Council Expenses Policy | **POLICY NUMBER:** Budget&Financial-04 |

# 1. Purpose

1.1. This policy provides guidance regarding the authorization, type and reporting of expenses that may be incurred by the Mayor and/or Councillors of the Town of Huntsville (the Town) in carrying out their duties as elected officials.

# 2. Scope

2.1. This policy applies to all discretionary Council and corporate expenses incurred by the Mayor and/or Councillors of the Town and specifically excludes Council remuneration (i.e., honoraria, per diem and/or benefits)

# 3. Definitions

3.1. **"Corporate Expenses"** refers to payments made on behalf of members of Council from Town funds which would include payments made directly to suppliers. Examples include: cellular phones, internet charges, office expenses, etc. These expenses are generally not included against Council members' discretionary budgets;

3.2. **"Council Expenses"** refers to costs associated with attending events on behalf of the Town, hosting guests, communication materials and travel related expenses. These costs can be payments directly to suppliers or reimbursements to the Mayor and/or Councillors;

3.3. **“Eligible Expenses”** refers to costs that the Town will reimburse or pay for;

3.4. **“Ineligible Expenses”** refers to costs that the Town will not reimburse or pay for.

# 4. Expense Guidelines

4.1. Mayor and Councillors’ Annual Expense Account

4.1.1. Each Member of Council may incur eligible expenses, which in their judgment are of relevance to a Councillor’s role/duties, up to a maximum total expense amount as approved in the annual budget.

4.1.2. Any expenses incurred exceeding the allotted annual budgeted amount will not be reimbursed to the member of Council unless approved by Council.

4.2. Eligible Expenses: The items below outline eligible expenses that may be reimbursed by the Town through the annual expense account, but not limited to:

4.2.1. Community Involvement: Eligible expenses under this category that are of relevance to a Councillor’s role/duties may include but are not limited to:

- Community memberships;
  - Councillors should be aware that the Canada Revenue Agency may deem some memberships as a taxable benefit to be included on their T4’s.
- Sponsorships; and
- Community functions that support the Town of Huntsville Community, excluding corporately authorized expenditures for participation at community events as approved by Town Council.

4.2.2. Subscriptions: Eligible expenses under this category that are of relevance to a Councillor’s role/duties may include but are not limited to:

- Books;
- Magazines; and
- Newspapers

4.2.3. Professional and Business Development: Councillors may attend the following programs that are of relevance to a Councillor's role/duties:

- Conferences and seminars;
- Professional education and development programs;
- Skills development programs;
- Business Development, Trade Missions, Research/Study trips; and
- Other Town business or other travel requested by Council

4.2.4. Hospitality and Entertainment: Hospitality or entertainment expenses may be incurred by Councillors provided that the expenses are reasonable and were incurred when conducting municipal business.

4.2.5. Miscellaneous: Eligible expenses under this category that are of relevance to a Councillor's role/duties may include but are not limited to:

- Corporate business meals in accordance with the Town Travel Policy;
- Accommodations in accordance with the Town's Travel Expense Policy;
- Mileage in accordance with the Town's Travel Expense Policy;
- Vehicle Rentals in accordance with the Town's Travel Expense Policy;
- Employee retirement dinners where tickets or gift may be required;
- Parking fees in accordance with the Town's Travel Expense Policy;
- Photographs and slides;
- Internal printing;
- Highway toll charges in accordance with the Town Travel Policy;
- Advertising separate from Corporate advertising on behalf of the Town (such as note of congratulations in the newspaper); and
- Promotional items (such as pens, pins, etc.)

4.3. Ineligible Expenses: Ineligible expenses may include but are not limited to:

4.3.1. Business use of home expenses (i.e., home office expenses);

4.3.2. Travel costs for Regular Council or Committee meetings;

4.3.3. Travel costs for meetings or events held within the Town of Huntsville;

4.3.4. Alcohol;

4.3.5. Illegal items; and

4.3.6. Items that benefit an individual employee or specific group of employees

4.4. Attendance on Behalf of Another Member of Council

4.4.1. Expenses incurred by the Mayor or by a Councillor, in connection with attendance at a function(s) on behalf of the Mayor or another Councillor, shall be charged against the budget that would otherwise have been charged for the original attending person. However, the expense will be charged to the account of the person incurring the expense for reporting purposes. Expenses incurred by the substitute Councillor or the Mayor, that may be charged on behalf of the original attending person, are limited to the guidelines in this Policy.

# 5. Administration

5.1. Mayor and Councillors' Annual Expense Account

5.1.1. The Council Expense Budget is set annually during the budget process. Any funds remaining unspent at the end of the year cannot be carried forward to the next budget cycle.

5.2. Expense Approval

5.2.1. Each Member of Council shall complete the appropriate expense reimbursement form established by the Finance Department for

payment/reimbursement of expenses covered by this Policy. If more than one Member of Council's expenses are included in a receipt/invoice, this must be identified on the expense reimbursement form prior to payment. Approved requests for payment/reimbursement shall be submitted with supporting documentation to the Director of Legislative Services/Clerk for approval.

5.3. Accountability

5.3.1. The Mayor and Councillors are responsible for approval of individual expenses covered by this Policy. The decision to approve an expense covered by this Policy ultimately rests with each individual Member of Council.

5.4. Reporting

5.4.1. In accordance with the Municipal Act, 2001, S.O. 2001, c.25 Sections 284, the Treasurer will provide the Annual Statement of Remuneration and Expenses report to Council detailing the total annual corporate and council expenditures incurred by each Member of Council as well as the annual remuneration paid to each Member of Council.

5.4.2. Council will be required to approve the Annual Statement of Remuneration and Expenses Report confirming the accuracy of the information.

5.4.3. The cumulative expenses covered by this policy shall be posted on the Town website on a quarterly basis and grouped by each term of Council. This website reporting includes all expenses covered by this policy for each member of Council by term, year and expense type.

5.4.4. Actual Council discretionary expenses and any expected changes throughout the year will be included in the regular quarterly forecast reports in accordance with the Budget & Financial Controls policy.

**Appendix IV**

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| **SECTION:** BUDGET & FINANCIAL | **EFFECTIVE DATE:** November 23, 2015 |
| **SUBJECT:** Council and Staff Travel Expense Policy | **POLICY NUMBER:** BUDGET&FINANCIAL-03 |

**OBJECTIVE**

To ensure the Municipality remains accountable to the public for its actions and to ensure that its actions are transparent to the public.

Elected Officials and employees of the Town of Huntsville may occasionally be required to travel on municipal business.

This policy will outline the proper procedures regarding:

1. Transportation
2. Meals
3. Lodging
4. Cancellation Costs
5. Expense Reports

**DEFINITIONS:**

Unless otherwise stated, any reference to the requirement of approvals or reporting in the Policy shall mean the following:

Members of Council – As per the Council Expense Policy
Employees / Staff – Executive Director / Manager /Employees of the Town of Huntsville

**POLICY:**

- Municipal travel must relate to necessary business transacted as a result of the duties carried out by a member of Council / Staff.
- The most economical mode of transportation should be used when traveling at the expense of the Town, keeping in mind the purpose and urgency of the trip.
- The Town of Huntsville will reimburse members of Council / its employees for reasonable travel expenses incurred on authorized municipal business.
- All travel expenses must be properly documented for approval and reimbursement.
- Any exceptions to this Policy must be submitted to the appropriate Executive Director for approval.

Executive Directors/Managers will be held responsible for ensuring that any employee expenditure of public funds provided in their budgets for the purpose of travel expenses is necessary and reasonable.

**SCOPE:**

**1.1 Transportation**

- Where possible, employees will use a Town fleet vehicle to reduce the travel expenses.

**1.2 Air Travel**

- Air travel may be required when traveling in excess of 500 km one-way or out of Province.
- Coach class shall be used as the standard in the interests of costs-savings.

**1.3 Surface Transportation**

1.3.1 Public Transportation

- The cost of public transportation for municipal purposes, i.e. taxis, buses or subways, will be reimbursed contingent on production of a receipt. Expenses related to personal travel will not be reimbursed.

1.3.2 Personal Vehicles

a) Maximum Reimbursement: Members of Council:
   - Members of Council will not be subject to a maximum amount of kilometres travelled for municipal business when using their own personal vehicle.

b) Maximum Reimbursement: Employees:
   - Employees will be subject to a maximum of 450 kilometres round-trip when using their own personal vehicle for municipal business, unless approved in advance by the Executive Director.

c) Reimbursement of Expense: Members of Council / Employees:
   - May use their own vehicle for municipal travel purposes. The employee's private insurance will be the primary source of Insurance Coverage in the event of a claim.
   - Standard mileage rates used will be as per the annual Canada Revenue Agency: Business, Payroll, Benefits and Allowances, Automobile Allowance Rate – Reasonable per-kilometer allowance for the current year. This takes into account all actual expenses including fuel, oil, tire, maintenance, insurance, depreciation, etc.
   - The distance for kilometres claimed for municipal travel outside the municipal area of the Town of Huntsville must be confirmed as identified through MapQuest (or other similar website)
   - The starting point and final destination of a trip for which a claim may be allowed will be the member of Council / Staff 's normal workplace or their residence, whichever is closest.
   - Parking, tolls, and ferries required will be reimbursed contingent on production of a receipt.
   - Commuting expenses for personal reasons are not reimbursable.
   - Any costs associated with the maintenance, fuel, vehicular breakdown, or damaged while driving a personal vehicle are covered in the standard mileage rate, and will not be reimbursed.
   - Any traffic violations, including parking tickets, will not be reimbursed by the Corporation.
   - Where possible, carpooling is encouraged.

d) Documentation:
   - Reimbursement for travel between municipal buildings will be calculated based on the kilometres identified on the Standard Routes between Municipal Buildings "Schedule A", included in this Policy.

- Employees must keep track of the number of kilometres that were driven for business purposes within the municipal area of the Town of Huntsville.

1.3.3 Rental Cars

- Mid-range models will be used to ensure cost-savings.
- Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements. Any exceptions must have municipal approval prior to their reservation.
- The rental of vehicles should be discouraged in metropolitan areas that have substantial public transportation services available.
- Renting of vehicles must be booked through the preferred vendor of the Town of Huntsville.
- In the event of damage to a rental car, contact the Supervisor and the Risk Management and Purchasing Coordinator immediately. All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred.
- The gas tank must be filled by the renter prior to the return of the rental car (receipt will be required for reimbursement).
- Purchase of gas at the rental counter is discouraged.
- Parking, tolls, and ferries required for municipal reasons will be reimbursed contingent on production of a receipt.
- Any traffic violations, including parking tickets, will not be reimbursed by the Town.
- Where possible, carpooling is encouraged.

1.3.4 Rail Travel

- Rail travel may be used when specifically requested and approved by the municipality.
- All reservations will be made in coach class.

1.3.5 Bus Travel

- Bus travel may be used when specifically requested and approved by the municipality.

**1.4 Meals**

- The cost of meals should be reasonable (defined by the CRA – Employers Guide – Taxable Benefits and Allowances T4130(E) Rev.14), higher amounts may be considered reasonable if the relative cost of meals in a location are higher, or under other extenuating circumstances.
- This reimbursement is available to cover the costs associated with meals while travelling. Only the costs incurred, up to the maximum amounts, will be reimbursed.
- Detailed receipts for all meals for reimbursement are required.
- The cost of alcoholic beverages will not be reimbursed by the Town of Huntsville unless authorized in advance in writing by the CAO.
- If an employee / member of Council is claiming meals for another employee / member of Council, any requests for reimbursement or receipts must include the employee / member of Council name(s).

**1.5 Lodging**

- Reservations for accommodations should be made with mid-range hotels where feasible.
- Should the reservation no longer be required, it is the responsibility of the person who booked the room, or to advise the appropriate staff member who booked the room, to cancel the reservation in a timely manner so that unnecessary room costs are not incurred. Room costs incurred due to failure to cancel will not be reimbursed. The cancellation number should be noted.

**1.6 Cancellation Costs**

- Should registration for any reservations no longer be required, it is the responsibility of the person who made the registration, or to advise the appropriate staff member who made the registration to cancel the registration in a timely manner so that unnecessary cancellation costs are not incurred. Unless for personal or municipal emergencies, registration costs incurred due to failure to cancel will be the responsibility of the staff / member of Council.

**1.7 Expense Reports**

- Expense Reports shall be submitted on the form provided by the corporation within 5 business days upon their return.
- Reimbursement will be awarded upon approval of the Expense Account Report
- All receipts for any municipal expense must be retained and submitted.
- Expenses that are not accompanied by a receipt will not be reimbursed unless approved.
- Entertainment costs will not be covered by the municipality unless authorized/approved in advance.
- All expenses documented must be associated with a valid municipal purpose, and fall within municipal guidelines; this information must be indicated on the expense report.

**RESPONSIBILITY AND APPROVAL:**

Members of Council:

- All expense reports must be approved as per the current Council Expense Policy.

Employees:

- All Expense Reports must be approved by the appropriate Executive Director or CAO.
- Expense reports for the CAO must be reviewed and approved by the Mayor.
- Expense relating to the CEO/Chief Librarian or the Executive Director of the BIA must be signed by a board member of the related organization.

Members of Council / Employees:

- If insufficient evidence and purpose for the expense is not provided, they may be personally responsible for payment of the expense.

**Schedule A: Standard Routes between Municipal Buildings**

| ROUTE | KM |
|---|---|
| | |
| Town Hall to Aspdin Hall | 15 |
| Town Hall to Brunel Hall | 4 |
| Town Hall to Canada Summit Centre | 1 |
| Town Hall to Conroy Park | 1 |
| Town Hall to District of Muskoka Office | 35 |
| Town Hall to Fire Hall | 1 |
| Town Hall to Hutcheson Memorial Cemetery | 3 |
| Town Hall to Ilfracrombe Cemetery | 20 |
| Town Hall to Library | 0 |
| Town Hall to Locks Cemetery | 2 |
| Town Hall to Madill | 8 |
| Town Hall to Madill Cemetery | 7 |
| Town Hall to McCulley Roberts Sports Complex | 5 |
| Town Hall to MHP | 1 |
| Town Hall to Port Sydney Fire Hall | 20 |
| Town Hall to Port Sydney Hall | 20 |
| Town Hall to Stephenson Cemetery | 18 |
| Town Hall to Stephenson Hall | 18 |
| Town Hall to Waterloo Summit Centre for the Environment | 2 |
| Canada Summit Centre to Aspdin Hall | 15 |
| Canada Summit Centre to Brunel Hall | 4 |
| Canada Summit Centre to Conroy Park | 1 |
| Canada Summit Centre to District of Muskoka Office | 36 |
| Canada Summit Centre to Fire Hall | 1 |
| Canada Summit Centre to Hutcheson Memorial Cemetery | 3 |
| Canada Summit Centre to Ilfracrombe Cemetery | 21 |
| Canada Summit Centre to Library | 1 |
| Canada Summit Centre to Locks Cemetery | 2 |
| Canada Summit Centre to Madill | 8 |
| Canada Summit Centre to Madill Cemetery | 8 |
| Canada Summit Centre to McCulley Roberts Sports Complex | 5 |
| Canada Summit Centre to MHP | 0 |
| Canada Summit Centre to Port Sydney Fire Hall | 21 |
| Canada Summit Centre to Port Sydney Hall | 20 |
| Canada Summit Centre to Stephenson Cemetery | 18 |
| Canada Summit Centre to Stephenson Hall | 18 |
| Canada Summit Centre to Waterloo Summit Centre for the Environment | 0 |
| Canada Summit Centre to Lake of Bays Chamber of Commerce | 1 |
| Canada Summit Centre to River Mill Park | 1 |