Monday, June 3, 2019
9:30 a.m. – Regular Meeting

Council Chambers
4th Floor – City Hall

Members: Regional Councillor P. Fortini – Wards 7 and 8 (Chair)
Regional Councillor M. Medeiros – Wards 3 and 4
Regional Councillor P. Vicente – Wards 1 and 5
Regional Councillor G. Dhillon – Wards 9 and 10
City Councillor C. Williams – Wards 7 and 8

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:
Terri Brenton, Legislative Coordinator, Telephone 905.874.2106, TTY 905.874.2130

cityclerksoffice@brampton.ca

Note: Meeting information is also available in alternate formats upon request.
1. Approval of Agenda

2. Declarations of Interest under the Municipal Conflict of Interest Act

3. Consent

The following items listed with an asterisk (*) are considered to be routine and non-controversial by the Committee and will be approved at this time. There will be no separate discussion of any of these items unless a Committee Member requests it, in which case the item will not be consented to and will be considered in the normal sequence of the agenda.

(nil)

4. Announcements

5. Delegations

6. Staff Presentations

7. Reports


Recommendation

8. Other Business/New Business

8.1. Discussion Item at the Request of Councillor Dhillon re: Councillor Staff Parking.

8.2. Discussion Item at the Request of Regional Councillor Fortini re: Councillor Communications Protocol – Regional Matters.
9. **Deferred/Referred Matters**

9.1. Report from J. Tamming, Director, Strategic Communications, re: **Council and Mayor Newsletters – Future Options (RM 53/2019)**.

Note: To be distributed prior to the meeting.

9.2. **Mayor and Councillors’ Expense Policy**

Note: Referred from the Council Meeting of April 10, 2019, pursuant to Clause Resolution C120-2019 (outlined below). A proposed revised Expense Policy is attached.

**C120-2019** 1. That the Minutes of the Governance and Council Operations Committee Meeting of April 8, 2019, to the Council Meeting of April 10, 2019, be received;

5. That GC022-2019, regarding Mayor and Councillor’s Expense Policy (particularly with regard to appropriate line items within an individual councillor budget) be referred to the Governance and Council Operations Committee for further review.

Recommendation GC022-2019 is as follows:

**GC022-2019** 1. That the presentation by Zeeshan Majid, Senior Manager, Accounting Services, and Deputy Treasurer, Corporate Services, to the Governance and Council Operations Committee Meeting of April 8, 2019, re: Mayor and Councillors’ Expense Policy – Update, be received; and,

2. That the updated Mayor and Councillors’ Expense Policy be referred to the Governance and Council Operations Committee for further review (particularly with regard to appropriate line items within an individual councillor budget).

10. **Notices of Motion**

11. **Correspondence**
12. **Councillors' Question Period**

13. **Public Question Period**
   
   15 Minute Limit (regarding any decision made at this meeting)

14. **Closed Session**

15. **Adjournment**

   Next Meetings:
   - Monday, September 16, 2019 – 9:30 a.m.
   - Monday, November 4, 2019 – 9:30 a.m.
Date: 2019-05-28

Subject: Policy Housekeeping – Proposal to Rescind the Council Office Protocol

Contact: Teresa Olsen, Deputy Clerk, Administrative Services and Elections, City Clerk’s Office, 905-874-2108

Recommendations:

1. THAT the report from Teresa Olsen, Deputy Clerk, Administrative Services and Elections, City Clerk’s Office, to the Governance and Council Operations Committee Meeting of June 3rd, 2019 re: Proposal to Rescind the Council Office Protocol, be received;

2. THAT the current Council-Staff Relations Policy be amended to append Appendix 1 of the Council Office Protocol, titled “Further Clarification on the Constituency Records of a Councillor and Information Sharing”, and

3. THAT the Council Office Protocol be rescinded.

Overview:

- Bill 68, Modernizing Ontario’s Municipal Legislation Act, 2017 required municipalities to pass a Council-Staff relations policy.

- Council approved the current Brampton Council-Staff Relations Policy on February 20, 2019.

- The Council-Staff Relations Policy incorporates the context and intent of the Council Office Protocol thereby superseding the requirement for the Protocol.

- For further clarity, it is proposed that the Council-Staff Relations Policy be amended to include Appendix 1 of the Protocol.
Background:

On December 14, 2016, Council adopted a Council Office Protocol which provided guidance for the working relationships between Councillors and the Corporation. The Protocol provided a framework of procedures to define roles and accountabilities for Council Members, Council Office Staff and Corporate Staff. The Protocol also included further clarification on constituency records of a Councillor and information sharing contained within Appendix 1 of the document. Council and staff have been following this Protocol with respect to the roles, accountabilities and information sharing since its approval.

Bill 68, Modernizing Ontario’s Municipal Legislation Act, 2017 required municipalities to pass a formal Council-Staff Relations Policy prior to March 1, 2019. A draft Council-Staff Relations Policy was presented to the Governance and Council Operations Committee meeting on February 12, 2019 for review and consideration. The new policy acknowledges and provides a broader framework of City policies that have already been endorsed by Council.

The Committee recommended approval of the policy to Council, which was endorsed on February 20, 2019. Although the Policy directly includes the context outlined in the Council Office Protocol, it did not formally, through its adoption, rescind the Protocol.

Current Situation

Currently, the Council-Staff Relations Policy and the Council Office Protocol exist as guiding documents for Council Members and staff. The intention of the Council-Staff Relations Policy was to incorporate and replace the Council Office Protocol however this was not indicated at the time of approval.

In reviewing the two documents, it was determined that Appendix 1 of the Council Office Protocol, which provides clarity in relation to the constituency records of a Councillor as well as information sharing related to both Regional and City matters, was not included in the new policy.

Prior to formally rescinding the Protocol, Council may wish to consider amending the Council-Staff Relations Policy to include the Appendix to ensure continuity and guidance with respect to constituency records and information sharing.

Corporate Implications:

There are no financial implications as a result of this report.
Strategic Plan:

This report achieves the Strategic Plan by demonstrating Good Government and the principles of accountability, transparency, and respectful workplace.

Conclusion:

Staff recommend that Appendix 1 of the Council Office Protocol be appended to the current Council-Staff Relations Policy, and further that the Council Office Protocol be rescinded.

Approved by:

Teresa Olsen, Deputy Clerk, Administrative Services and Elections

Approved by:

Charlotte Gravlev, Deputy Clerk, Legislative Services

Attachments:

Attachment A: Council Office Protocol

Attachment B: Council Staff Relations Policy

Report authored by: Teresa Olsen
Council Office Protocol

**Purpose:**
This administrative Protocol provides further clarification of the working relationships between the Council Office, including City and Regional Councillors, and the Corporation.

**Scope:**
These procedures apply to all City and Regional Councillors and City staff, including the Council Office staff, as well as the Mayor’s Office, as applicable.

**Protocol:**

**Introduction:**
The Corporation, and its staff, serve Council as a whole to deliver quality public services and programs. Service and support provided to the Mayor and individual Councillors by Corporate staff is performed in a consistent, responsive, fair, equitable and objective manner without bias or preference for any individual Member.

Given the variety and complexity of Council and Corporate staff working relationships, this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues which most commonly arise. It is hoped, however, that the approach which it adopts to these issues will serve as a guide to dealing with other circumstances, as they may arise from time to time.

This Protocol is to a large extent a written statement of current practice and convention. It seeks to promote greater clarity and certainty in service delivery involving Members of Council. If the Protocol is followed it should ensure that Members receive objective and impartial advice and professional support from Corporate staff.

This Protocol should be used and applied in conjunction with other guiding Corporate documents listed at the end of this Protocol, many of which are approved by Council.

**Roles and Accountabilities:**
The role of Council is to govern and the role of staff is to advise, implement and manage public service delivery. Council and staff perform their individual roles and work in partnership with one another. Although the roles of Council and staff are distinct, they are interdependent, each one requiring the other to fulfill the Corporation's mandate and purpose.

This Protocol sets out basic working responsibilities for Members of Council, Council Office and Mayor’s Office staff and Corporate staff.
Role of Members (Mayor and Councillors):

The role of Council as a whole, as expressed collectively through the views, opinions, comments, proposals and votes of its individual Members, is three-fold:

- **Representative role** – to represent constituents - through their views in dealing with issues before Council
- **Policy role** – to make policy – to establish general principles to guide future actions and decisions
- **Stewardship role** – to be stewards of municipal resources – to ensure financial and administrative resources are being used and cared for efficiently consistent with Council objectives

In addition, the Mayor provides leadership to Council and serves as its Chief Executive Officer.

- **All Councillors are City Councillors. Some Councillors are also Regional Councillors.** Councillors should keep their ward colleagues informed on ward, city-wide and regional issues, information and opportunities, and other matters of mutual interest, to ensure an effective working relationship and service to ward constituents.

- Councillor requests for information or service, that is readily available to the public, shall be provided to Members in the same manner as it is provided to the public. Councillor requests for new information or service, requiring a commitment of resources (e.g., investigation, analysis, expenditures) beyond the normal course of public service delivery levels, shall only be provided after authorized by Council.

- Councillor requests for Corporate staff participation and attendance at Councillor-organized community or neighbourhood meetings shall be in keeping with existing procedures and service levels, and shall ensure both Ward Councillors are aware and in agreement of the community meeting logistics, purpose and outcomes.

- Councillor direction or requests to staff to undertake an action, expend funds, commit resources beyond the normal course of public service delivery levels, or prepare a staff report to Council or a committee, shall only be acted upon by staff when authorized by Council. No individual Councillor, the Mayor or informal groups of Councillors can make a decision on behalf of the Council, unless authorized by Council or statute.

- **Members should, to the extent possible:**
  - discuss issues with staff and advise staff of questions prior to committee meetings;
  - request advice from the City Clerk about the appropriate wording of motions, amendments and formal staff directions in accordance with the Procedure By-law;
  - consult with staff for their professional expertise and advice prior to making substantial commitments to constituents.

- Appendix 1 to this Protocol provides further clarification regarding the constituency records of a Councillor and information sharing between Ward Councillors.
Council Office Staff:

Constituency Assistants are Corporate staff under the responsibility and direction of the Corporation and bound by the Corporation’s policies and procedures. Constituency Assistants provide administrative support to their assigned Councillors. Supervision and management is provided through the City Clerk’s Office and they receive administrative work direction from their assigned Councillors or their supervisor within the City Clerk’s Office.

- Each pair of Ward Councillors is assigned two (2) Constituency Assistants for administrative support. Each pair of Constituency Assistants will work cooperatively together to support both assigned Ward Councillors with work distribution decisions agreed to by both Councillors and the City Clerk based on principles of consistency, equality and balance.

- Work expectations are established by the Corporation, as set out in the approved job description, and managed through the City Clerk’s Office in accordance with prevailing Corporate policy and procedure.

- The nature of work assigned to Constituency Assistants shall include Corporate and Councillor responsibilities (including Regional Councillor responsibilities, as applicable) only, and shall not include work or tasks that are personal in nature or outside the jurisdiction of the municipality.

- Constituency Assistants may receive and handle communications for Members on topics unrelated to the Council or the Corporation. Care should be taken to avoid Corporate resources being used for private or personal purposes.

- Constituency Assistants shall provide administrative support to both assigned Ward Councillors in a respectful, assistive and consistent manner.

Role of Corporate Staff:

The role of Corporate staff is to provide advice, support and recommendations to Council collectively, and Members of Council individually, and implement Council decisions, in keeping with legislation, City policy and procedure.

- Staff responses to a Councillor on specific ward issues (e.g., complaints, questions, requests) will be provided to both Ward Councillors for consistency.

- Staff responses to a Councillor on city-wide or Corporate issues will be provided to all Members for consistency.

- Meeting requests and invitations from Corporate staff to Ward Councillors on ward-related or city-wide issues should, to the extent possible, include both Ward Councillors or affected Councillors, to ensure consistency in information sharing.

- Any staff-led community or neighbourhood meeting organized on a City or Ward matter shall include consultation with the affected Ward Councillors, and to the extent possible
accommodate the availability of the Ward Councillors. Councillor attendance at a staff-led meeting is optional.

- Staff shall address Members in conversation or written communication using formal titles (e.g., Councillor…Mayor…).
- Staff responses to requests from Members for readily-available public information shall be provided generally within 24 hours, whenever possible.

**Related Documents:**

This Protocol shall be read and applied in conjunction with the following Corporate documents, as updated from time to time:

- [Council Code of Conduct](#)
- [Employee Code of Conduct](#)
- [Council Procedure By-law 160-2004](#)
- [Use of Corporate Resources During an Election Period](#)
- [Access and Privacy Guide for Council](#)
- [Council Event Protocol](#)

**Accountability:**

Staff in the Clerk’s Office are responsible to ensure compliance with this Protocol. Any assistance required with the application of this Protocol shall be the responsibility of the City Clerk, in conjunction with the CAO, and if deemed necessary, Council as a whole.

From time to time, this Protocol may be updated and reported to Council through the Member Services Committee.
Further Clarification on the Constituency Records of a Councillor and Information Sharing
(Previously Distributed to Members of Council in July 2016)

Records in the Custody or Control of a Councillor

Under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Councillors are not considered to be officers or employees of the corporation and records related to interactions with their constituents as elected officials (constituency records) are not covered by MFIPPA and therefore are not accessible under the Act. These records are considered the personal property of the Councillor. However, in the spirit of transparency and accountability, Members of Council may wish to disclose their records to their shared Ward Councillor, staff or the public (upon request) provided they do not contain personal information (unless consent has been provided).

Corporate records in the custody or control of a Member of Council are covered by MFIPPA and access provisions apply. Council Office staff members are considered City employees, so access provisions likewise apply to any records in their custody or under their control.

What are Constituency Records?

All records of a Councillor acting on behalf of a constituent and representing their interests are considered constituency records. This includes all content, opinions, and personal information contained in any correspondence to and from a constituent.

Examples of constituency records include:
- Correspondence from a constituent concerning a pothole in the neighbourhood;
- Email from a constituent requesting that the Member of Council attend a community event; and,
- Correspondence between a Councillor and a private sector company.

Obtain Consent Prior to Forwarding a Constituent Complaint/Concern to Staff

Personal information contained in meeting notes, emails, voicemails, and correspondence to and from constituents cannot be forwarded to staff for action without the consent of the affected person.

What are Corporate Records?

Corporate records include information that is related to the business of the City. A key factor in determining whether a record held by a Member of Council is considered a corporate record is whether the record is in the custody or under the control of the municipality. The Ontario Information and Privacy Commissioner (IPC) has issued a number of Orders concerning this
determination and numerous factors must be considered. When in doubt, contact the Freedom of Information Coordinator.

Examples of corporate records that may be held by a Member of Council include:

- Emails sent to both city staff and Members of Council;
- Communication from a constituent to a Member of Council which is then forwarded by the Council Member to a member of staff for action or follow-up (such as an email or voicemail reporting a pothole that is forwarded to Operations for action);
- Email between a Member of Council and staff; and, records related to a Council Member’s involvement with a City agency, when acting on behalf of the City

The following guide can be used to help determine Councillor ownership for constituency records obtained during the course of the Councillor’s duties and information sharing:

<table>
<thead>
<tr>
<th>Method of Constituent Contact with Councillor</th>
<th>Who’s information is it?</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constituent <strong>emails directly</strong> to Councillor or his/her Constituency Assistant</td>
<td>The Councillor who received the constituent email.</td>
<td>If consent provided by constituent, information can be shared by Councillor. Councillor decides whether to share the information with other Ward Councillor.</td>
</tr>
<tr>
<td>Constituent <strong>telephones directly</strong> to Councillor or his/her Constituency Assistant</td>
<td>The Councillor who received the constituent telephone call.</td>
<td>If consent provided by constituent, information can be shared by Councillor. Councillor decides whether to share the information with other Ward Councillor.</td>
</tr>
<tr>
<td>Constituent in-person contact with Councillor (at or outside City Hall)</td>
<td>The Councillor who made the constituent contact.</td>
<td>If consent provided by constituent, information can be shared by Councillor. Councillor decides whether to share the information with other Ward Councillor.</td>
</tr>
<tr>
<td>Constituent completing <strong>“Contact Councillor” Web Form</strong> online to Councillor</td>
<td>The Councillor who received the constituent “Contact Councillor” Form.</td>
<td>If consent provided by constituent, information can be shared by Councillor. Councillor decides whether to share the information with other Ward Councillor.</td>
</tr>
</tbody>
</table>
Method of Constituent Contact with Councillor | Who’s information is it? | Comment
---|---|---
Constituent telephone call directly to Councillor (e.g., after hours) transferred to Service Brampton | The Councillor who received the constituent information via Service Brampton. | If consent provided by constituent, information can be shared by Councillor. Councillor decides whether to share the information with other Ward Councillor.
Constituent telephones or emails Service Brampton (or completes 311 Contact Us Form) about Ward issue/request (e.g., a service request) | Both Ward Councillors, unless constituent is specific to only provide to one Councillor. | Councillors (or their Assistants) decide who leads on matter.

Exceptions:

**Service Request Contacts to the City:**

All service requests filed with the City through Corporate staff, including Service Brampton, are to be shared with both affected Ward Councillors and their Constituency Assistants.

**Regional Matters:**

If the matter is a Regional matter, regardless of whether one or both Councillors are identified, it will be sent to the Regional Councillor and his/her Assistant for follow-up. Regional Councillors should keep City Councillors informed about regional issues within shared ward pairings.

**Information shared with Corporate Staff:**

Once information is shared with Corporate Staff, it becomes corporate information and staff responses need to be shared with affected Ward Councillors. One particular Councillor may still take the lead on the matter, but Corporate staff provide the same information to both Ward Councillors.
1. Background

The Municipal Act, 2001 S.O. 2001, c.25, s.270(1) requires that all municipalities adopt and maintain a policy regarding the relationship between Members of Council and staff.

The Act also sets out the core responsibilities of the Mayor in s.225 and s.226, Members of Council in s.224, and staff in s.227.

This Policy is part of a broader framework of policies that support productive working relationships between Members of Council and staff. These policies include the:

- Accountability and Transparency Policy;
- Code of Conduct for Members of Council;
- Conflict of Interest Policy;
- Lobbyist Registry By-law;
- Employee Code of the Conduct;
- Respectful Workplace Policy;
- Workplace Violence Policy;
- Use of Corporate Resources Policy;
- Corporate Fraud Prevention Policy; and
- Procedure By-law.

2. Purpose

The purpose of this Policy is to promote productive and respectful interactions and relationships between Members of Council and staff and to provide a mechanism to address workplace matters between the parties.

3. Application and Scope

3.1 This Policy applies to all Members of Council and all staff of the City of Brampton.
3.2 This Policy is to be applied wherever and whenever interactions occur - onsite at City facilities or external to City facilities, during or outside of regular hours of work.

4. Outcomes

4.1 A framework for information flow and interactions between Members of Council and staff that leads to productive working relationships.

5. Principles

5.1 All Members of Council are Equal – Only Council as a whole has the authority to direct staff to carry out specific tasks or functions. The City administration under the direction of the Chief Administrative Officer serves the Council as a whole and the combined interests of all Members of Council as expressed through the resolutions of Council. An individual Member of Council should refrain from requesting staff to undertake work, to prepare reports, or seek preferred outcomes other than pursuant to a Council approved direction.

5.2 Mutual Respect – Council as a whole exercises fiduciary and representative responsibilities concerning the operations of the City in partnership with an administration that is neutral, objective, and professional. City staff acknowledges the representative, direction-setting and policy-making role of Council while maintaining responsibility for management of daily operations. No Member of Council or staff member shall make comments that disparage or harm the reputation of the City, Council or co-workers.

5.3 Open and Clear Communication – Open lines of communication are essential. Members of Council and staff should feel comfortable speaking to one another about their work both formally and informally. However, formal communication channels exist to raise and manage operational and administrative issues and should be respected.

5.4 Respectful Workplace - The City is committed to a positive, healthy, and safe workplace in which every person is treated with respect and dignity. Incivility, harassment and discrimination is not tolerated, condoned or ignored.

6. Policy Statements

6.1 The flow of information between staff and Members of Council should promote the principles of transparency, accountability and when appropriate, confidentiality.

6.2 Members of Council have the same rights of access to information as members of the community.

6.3 It is expected that Members of Council will:

   a) Request Senior Leadership input prior to making policy decisions;
b) Discuss issues with Senior Leadership and advise them of questions prior to Committee and Council meetings, whenever possible, for better informed debate and evidence based decision making;

c) Understand their discussions with staff may be communicated to others within the organization and that a Member of Council cannot compel City staff to confidentiality;

d) Request advice from the City Clerk about the appropriate wording of motions, amendments, and formal directions to staff in accordance with the Procedure By-law; and,

e) Consult with the appropriate member of management staff prior to responding to constituents concerns or requests to ensure accurate information regarding city policies, service levels, budgets and work plans.

6.4 Members of Council should refrain from:

a) Directing, instructing, or influencing staff other than by giving appropriate direction by way of a Council or committee resolution;

b) Contacting staff below the level of manager on Council related business prior to consulting with Senior Leadership of that department;

c) Expecting or requesting a waiver of standard process in their dealings with staff;

d) Attending technical meetings between staff and consultants, applicants, contractors or legal advisors; or

e) Issuing instructions to the same parties as noted above.

6.5 It is expected that staff will:

a) Ensure that Council is apprised of known issues that may impact upon their decision-making process in a timely manner;

b) Provide advice based on political neutrality and objectivity utilizing their professional expertise;

c) Notify Council in a timely fashion of changes to legislation and any unintended or unexpected impacts of policy decisions through written reports or presentations;

d) Provide Committee and/or Council with the implications of recommendations which may impact on services or corporate wide work plans and related capacity issues;
e) Give effect to the lawful decisions, policies and procedures of the Council, whether or not the staff member agrees with or approves of them;

f) Provide all Members of Council with the briefing materials, reports and information requested by individual Members of Council; and,

g) Provide a written response to inquiries from Members of Council in one working day with, at minimum, an acknowledgement of receipt and a time-line for receiving the requested information.

6. Roles and Responsibilities

7.1 Members of Council and staff are required to adhere to this Policy and its governing provisions.

7.2 The City Clerk and Chief Administrative Officer are responsible for receiving complaints and/or concerns related to this Policy and initiating processes and remedies according to section 8 of this Policy – “Monitoring and Compliance”.

8. Monitoring and Compliance

8.1 Upon receipt of a complaint, the City Clerk or Chief Administrative Officer shall determine which policy, code, by-law, or protocol is alleged to have been breached and follow the respective process, standard operating procedures and remedies defined in those instruments.

9. Definitions

9.1 ‘Act’ refers to the Municipal Act, 2001 S.O. 2001, which for the purposes of this Policy, outlines the roles and responsibilities of Members of Council and officers and outlines the requirement for such a Policy.

9.2 ‘City Administration’ means employees of the City of Brampton, led by the CAO and supported by the Corporate Leadership Team.

9.3 ‘Member of Council’ means any member of the legislative body of the City, including the Mayor. For the purposes of this Policy, responsibilities under this Policy are also held by representatives from their Offices.

9.4 “Officers” means the CAO, Clerk and Treasurer of the municipality.

9.5 ‘Staff’ means people employed by the City of Brampton including the CAO, the officers of the municipality, the City Clerk and Treasurer as defined by the Act.

9.6 ‘Senior Leadership' means the CAO, Commissioners, Directors and General Managers or their designates.

9.7 ‘Integrity Commissioner’ means the independent key advisor to Council on a range of important issues, as defined in the Municipal Act, 2001. The Integrity
Commissioner is responsible for providing education and advice to Members of Council, and presiding over complaints investigations.

10. References and Resources

This Policy should be read and applied in conjunction with the following references and resources as updated from time to time:

External references
- *Municipal Act, 2001*
- *Municipal Freedom of Information and Protection of Privacy Act*

References to related bylaws, Council policies, and administrative directives
- Conflict of Interest Policy
- Corporate Fraud Prevention Policy
- Employee Code of Conduct
- Lobbyist Registry By-law 149-2015
- Members of Council Code of Conduct
- Procedure By-law, 160-2004
- Respectful Workplace Policy
- Use of Corporate Resources Policy
- Workplace Violence Policy

References to related corporate-wide procedures, forms, and resources
- City Council Handbook
- Code of Conduct Complaint Protocol

Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/02/20</td>
<td>Approved by Council Resolution C052-2019 on February 20 2019 – <em>New</em></td>
</tr>
<tr>
<td>2022/02/20</td>
<td>Next Scheduled Review</td>
</tr>
</tbody>
</table>
Table of Contents

1. Purpose .................................................................................................................... 3
2. Application and Scope ............................................................................................. 3
3. Guiding Principles .................................................................................................... 3
   3.1 Integrity of Council ............................................................................................. 3
   3.2 Accountability ..................................................................................................... 3
   3.3 Transparency ..................................................................................................... 4
   3.4 Compliance ........................................................................................................ 4
4. Mandatory Requirements ......................................................................................... 4
   4.1 General Guidelines ............................................................................................ 4
   4.2 Term of Council Expense Account Budget ....................................................... 5
   4.3 Attendance on Behalf of Another Member of Council ........................................ 6
   4.4 Use of Purchasing Cards (“P-Card”) ............................................................... 6
   4.5 Approvals and Dispute Resolution .................................................................. 7
   4.6 Roles and Responsibilities ................................................................................. 7
5. Resources Available/Allocated to Members of Council ............................................ 8
   5.1 Information Technology ..................................................................................... 8
   5.2 Office Equipment and Furniture Assets ........................................................ 9
6. Eligible Expenses ..................................................................................................... 9
   6.1 Allowance for Automobiles .............................................................................. 10
   6.2 Business Expenses and Other Miscellaneous Expenses .................................. 10
   6.3 Community Involvement ................................................................................. 11
   6.4 Corporate Representation ............................................................................... 12
6.5 Event Tickets or Hospitality Expenses ............................................................. 13
6.6 Gifts to individuals ................................................................................................ 13
6.7 Professional Development ............................................................................. 14
6.8 Travel Expenses ............................................................................................... 15
  6.8.1 Event Related Expenses ........................................................................... 16
  6.8.2 Transportation Expenses ......................................................................... 16
7. Monitoring and Compliance ............................................................................... 18
  7.1 Consequences of non-compliance ................................................................. 18
8. Definitions ........................................................................................................... 18
9. References and Resources ............................................................................... 20
Revision History .................................................................................................... 20

Appendices

Appendix A – Standard Technology ..................................................................... 21
Appendix B – Standard Office Furniture & Equipment ......................................... 23
Appendix C – Remuneration & Expense Reporting ............................................. 25
1. Purpose

The purpose of this Policy is to provide the business rules and guidelines for expenditures that support Members of Council in performing their diverse roles and in representing their constituents.

This Policy is intended to:

a) Provide Members of Council with the ability to allocate resources in the most efficient way to meet their own particular requirements; and,

b) Recognize Members of Council’s accountability for managing City resources allocated to them.

2. Application and Scope

This Policy applies to all expenses incurred by Members of Council in the performance of their duties as elected officials and Members of Council Staff (“Council Staff”), while conducting official City business.

2.1 Exceptions

This Policy does not apply to:

a) City staff that are not Council Staff;
b) Volunteers that support Members of Council;
c) Appointed members of local boards and committees;
d) Family members of Members of Council; and,
e) Personal expenses incurred for goods or services for non-City business.

3. Guiding Principles

The following guiding principles should be applied with respect to this Policy:

3.1 Integrity of Council

a) The integrity of Council as a whole and the office of the Mayor and offices of the Councillors must be protected.

3.2 Accountability

a) Members of Council are the stewards of City resources and are ultimately accountable to the public and their constituents for the type and level of expenses they incur;
b) Eligible expenses must be reasonable and reflect what the public expects of a Member of Council; and,

c) Reimbursement of an expense should not result in a Member of Council and Council Staff receiving any product, service or asset for personal use, benefit or gain.

3.3 Transparency

a) The public has a right to know how public funds allocated to Members of Council are spent; and,

b) The public's request to a Member of Council's expense information must be balanced against the need to protect privacy and personal information, and allow time for proper accounting and reconciliation of expenses.

3.4 Compliance

a) Eligible expenditures should be administered in accordance with applicable policies, administrative directives and procedures of the City, including but not limited to, human resource policies, purchasing and procurement policies as set out in the City’s Purchasing By-law, as well as other statutory requirements; and,

b) All accounting, audit and Income Tax Act principles and rules must be followed.

4. Mandatory Requirements

4.1 General Guidelines

Expenses submitted for reimbursement by Members of Council and Council Staff or expenditures incurred by the City on behalf of Members of Council and Council Staff, must be charged to one of the City accounts reported in the Statement of Remuneration and Expenses on a monthly, quarterly and annual basis, in accordance with Section 284 of the Municipal Act, 2001. (Refer to Appendix C for information on the public reporting of Members of Council remuneration and expenses).

a) Reimbursement claims for expenses must follow basic accounting and audit principles:

i. Expenses must relate to the business of the City and for the advancement of the City’s approved strategic goals and objectives;

ii. Expenses must be directly incurred. Expenses incurred by third parties cannot be claimed;
iii. Expenses must be consistent with what is permitted in this Policy;

iv. Proper documentation must be provided, including detailed original receipts, invoices or e-bills for all expense claims. The name of attendees must be provided for all hospitality expenses;

v. Invoices must include a description of the goods purchased or services rendered, the cost, taxes and HST registration number, if applicable;

vi. In the case where the receipt/invoice shows the name of the establishment or company providing the goods purchased or services rendered as a numbered company, the operating name of the establishment must be provided;

vii. Expenses must be charged for the year in which they were incurred. Expenses cannot be carried forward to subsequent years;

viii. Expenses must be submitted for reimbursement within 60 calendar days of incurring the expense or receiving an invoice; and,

ix. Members of Council will, on a quarterly basis, provide to Finance a standardized signed memo confirming any personal expenses refunded to the City and compliance with this Policy.

b) City facilities, services, funding or property are not to be used by Members of Council and Council Staff for any election-related purposes. Refer to the Use of Corporate Resources Policy; and

c) Any expenses incurred that promote for-profit organizations, third parties, other levels of government, political parties, or candidates in any election campaigns will be ineligible for reimbursement.

4.2 Term of Council Expense Account Budget

a) The annual budgets for the Mayor’s Business Expenses Accounts and Councillors’ Term of Council Expense Account are established as part of the City’s annual budget process;

b) A Member of Council shall not exceed their annual or term of Council budget without the prior approval of Council;

c) Members of Council have discretion to decide how they spend their overall Council budget in accordance with this Policy (Note – Remuneration for Members of Council is fixed and established by Council through the Council Compensation Committee).
c) Any funds remaining unspent at the end of the term of Council, cannot be carried forward to the next term of Council;

d) A Member of Council who does not return to the subsequent term of Council is personally responsible for any over-budget amounts remaining at the completion of the term of Council, except where Council waives the requirement for reimbursement;

e) A Member of Council who does not return to the subsequent term of Council may not incur expenses in their Term of Council Expense Account after the date of the Municipal election;

f) Should a Member of Council not complete their term of Council, their Term of Council expense budget shall be pro-rated to the end of the term of Council year in which the Member of Council leaves office; and,

g) At the end of their respective term of Council, a Member of Council and Council Staff must return all assets purchased with City funds or purchase any such items from the City, utilizing personal funds, at fair market value (plus associated taxes and disposition costs at the time of purchase).

4.3 Attendance on Behalf of Another Member of Council

a) Expenses incurred by a Member of Council, in connection with attendance at a function on behalf of another Member of Council, shall be charged to the account that would otherwise have been charged for the original attending person, except for Regional Council meetings; and

b) Expenses incurred by the substitute Member of Council, that may be charged on behalf of the original attending person, are limited to the guidelines in this Policy.

4.4 Use of Purchasing Cards (“P-Card”)

a) Members of Council can request a P-Card, available from the City’s P-Card Program, for Council staff;

b) P-Cards can be used by Members of Council staff for goods and services up to $25,000 for City business; and

c) Council Members of Council support staff who use P-Cards must follow the applicable procedures and guidelines of the City P-Card program including the City P-Card administrative directive.
4.5 Approvals and Dispute Resolution

a) Members of Council shall authorize expenditures from their respective expense account budgets after orders have been received or services rendered;

b) Members of Council shall approve all requests for payment/reimbursement of expenses incurred by Council Staff covered by this Policy;

b)c) The Treasurer shall approve all requests for payment/reimbursement of expenses incurred by Members of Council covered by this Policy; and,

e)d) In the event of disputes or extraordinary circumstances that may arise regarding the application of this Policy:

i. The Treasurer (or Chief Information Officer and City Clerk as it relates to the technology and office equipment/furniture components respectively) shall meet with the Member of Council and make every reasonable effort to resolve the matter; and,

ii. Disputes or extraordinary circumstances that cannot otherwise be resolved will be referred to Committee of Council.

4.6 Roles and Responsibilities

Members of Council and Council Staff:

a) Comply with the Code of Conduct for Members of Council, the Human Resources Management and Ethical Framework for Council Staff, the Council Handbook and rules and requirements outlined in this Policy when submitting expense documents;

b) Exercise integrity and good business judgment when incurring expenses;

c) Expected to attend an event for which a reimbursement is claimed;

d) Keep safe and maintain all equipment and furniture provided by the City or purchased with City funds; and,

e) Will comply with all financial, legal and Income Tax regulations.

Treasurer:

a) Ensure Members of Council are in compliance with the rules and requirements of this Policy and take appropriate corrective actions when required;
b) Verify expenses were incurred in the performance and benefit of City business; and,

c) Verify funds are available within the allocated budget.

City Finance staff:

a) Reimburse individuals in a timely manner;

b) Monitor compliance and follow up on those expense claims not in compliance;

c) Provide accounting and financial support to Members of Council and Council Staff by paying expenditures, preparing financial management reports and providing advice and direction on the interpretation and application of this Policy; and,

d) Provide training and orientation for Members of Council and Council Staff at the beginning of each term and when required or as requested during the term, from time to time.

5. Resources Available/Allocated to Members of Council

5.1 Information Technology

a) At the start of each term of Council, the City will provide to Members of Council, the standard technology assets listed in Appendix A;

b) Standard technology package is to be used only for City purposes as set out in the City’s Information Technology Use Policy;

c) Technical maintenance and support will not be provided by City staff at the residence of the Members of Council and Council Staff;

d) Standard technology package will be replaced, upgraded or refurbished in accordance with City policies and standards;

e) Non-standard technology may be purchased:

   i. Subject to approval by the Chief Information Officer;

   ii. Will remain the property of and will be inventoried by the City; and

   iii. Will be charged to a capital account but funded from and reported as part of the Member of Council’s business expense account based on actual expenditures.
f) Members of Council and Council Staff are prohibited from connecting non-standard technology to the City’s network or IT infrastructure unless prior approval is obtained from the Chief Information Officer; and

g) Standard and non-standard technology will be reported on the annual remuneration statement (Refer to Appendix C for further information).

5.2 Office Equipment and Furniture Assets

a) At the start of each term of Council, the City will provide to Members of Council, the standard office equipment and furniture assets listed in Appendix B;

b) Standard office equipment and furniture assets are to be used only for City purposes;

c) Non-standard office equipment or furniture may be purchased and reimbursement requested:
   
   i. Reimbursement will be limited to a maximum of the cost of the equivalent item at City standards, as determined by the City Clerk, in consultation with appropriate City staff;

   ii. Non-standard equipment and furniture includes any equipment not listed in Appendix B with a fair market value of more than $50;

   iii. Non-standard equipment and furniture may be purchased from the Members of Council’s business-related office expense account. This may include purchases related to a home office for the Members of Council; and,

   iv. All non-standard equipment and furniture purchased remains the property of and will be inventoried by the City.

d) A new Member of Council will be entitled to a one-time start-up operating budget at the start of their term to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationery and similar types of expenditures. Refer to Appendix B for further information.

6. Eligible Expenses

This section outlines alphabetically the categories and types of eligible expenses that can be charged to the Term of Council Expense Account. It outlines the details for each type of expense and conditions/exceptions that apply.
6.1 Allowance for Automobiles

**Narrative:**

a) Members of Council will receive a monthly automobile allowance as determined and approved by Council;

b) The monthly automobile allowance will be treated as a taxable benefit; and

c) It will be exclusive of the base salary bands of Members of Council and will increase on January 1\(^{st}\) of each year based on the prior year’s Consumer Price Index as published by Statistics Canada.

6.2 Business Expenses and Other Miscellaneous Expenses

**Eligible expenses:**

a) Salary and benefit related expense for Council Staff;

b) General office related expenses such as business cards, mailing or courier services, home phone and/or internet service for home office, internal printing, stationery and other office supplies, and service plans for iPad or an equivalent device and City provided smart phone;

c) Newsletters (ward reports) printing and distribution;

d) Corporate business meals; and

e) Photographs and slides.

**Ineligible expenses:**

a) Any incremental cost above a monthly contracted service plan or any other charges related to personal usage;

b) Purchase of magazines and newspapers is not permitted; and

c) Purchase or rental of clothing.

**Narrative:**

a) Any charges related to personal usage for City provided smart phone must be reimbursed to the City when accumulated charges, on a quarterly basis, exceed $15 (plus sales tax);
b) Members of Council will on a quarterly basis, provide to Finance, a standardized signed memo outlining any personal usage along with reimbursement as defined above; and

c) The Council office subscribes to newspapers for reference copies for the entire Council Office.

6.3 Community Involvement

Members of Council may support and sponsor community organizations providing services in the Brampton community.

**Eligible expenses:**

- a) Membership, support and sponsorship of City of Brampton based not-for-profit corporations, charitable or non-charitable organizations or community organizations and groups;

- b) Cash donations shall be authorized for equal to or less than $500 for each request ($1,000 per year maximum per eligible organization);

- c) Merchandise donations (i.e. City souvenir/promotional items) shall not exceed $200 in value, provided the total of all related merchandise donations to each organization does not exceed $400 per year to the same group;

- d) General communication with constituents related to advertising in programs for local/community special events:
  
  i. The annual maximum allowed is $1,000 per Member of Council;

  ii. Advertising must be related to specific community programs or local special events (e.g. Spring clean-up, Town Hall, etc.); and,

  iii. All other media advertising shall be administered by Corporate Strategic Communications.

- e) Purchase of tickets for community events held at the Rose Theatre by eligible organizations as defined above.

**Ineligible expenses:**

- a) Financial donation/sponsorship to religious organizations unless it is fully expended for a specific Brampton community event/fundraiser that is:

  i. Open to all constituents, regardless of religious affiliation; and,
ii. Serving a purpose aligned with the City’s core values, vision or strategic goals.

a) Financial donation/sponsorship to individuals unless they are a member of an eligible organization and the donation is for a Brampton community event/fundraiser. Therefore, the donation/sponsorship is to the eligible organization;

b) Financial donation/sponsorship to eligible organizations that have already received funding or had a grant request rejected through a City grants program for that specific fiscal year unless specifically approved by Council;

c) Purchase of seasonal sponsorships or tickets to Rose Theatre performances;

d) Purchase of sports event tickets; and

e) Purchase of bags, pens, pins or any promotional materials with the Member of Council’s name.

Narrative:

a) Members of Council and Council Staff will not be allowed to advertise in programs for local/community special events during an election year. An election year begins at the start of the nomination period and ends with the end of that current Council term. In addition, advertising in any annual publications, programs or annual sponsorships that span the calendar year in an election year are prohibited; and

b) For reimbursement of eligible advertising expenses, the Member of Council and Council Staff must provide the itemized original invoice from the media organization stating the name of the publication, the date that the print ad appeared or that a television or radio ad aired. A copy of the print ad must also be provided.

6.4 Corporate Representation

Eligible expenses:

a) Attendance at the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM) conferences by Members of Council;

b) Attendance on a trade mission or a research trip by Members of Council;

c) Attendance at Board related functions (i.e. separate from Board appointments approved by Council) by Members of Council; and

d) Hospitality or entertainment expenses by Members of Council.
**Ineligible expenses:**

a) Any expenses not specifically approved by Council to be charged to the Corporate Representation Account.

**Narrative:**

a) Members of Council’s attendance on a trade mission or a research trip must be approved by Council in advance of the trip.

### 6.5 Event Tickets or Hospitality Expenses

**Eligible expenses:**

a) Purchase of only two (2) tickets by Members of Council for attendance at any lunch, dinner or other event (community charitable event or function for weekend social events); and

b) Members of Council’s expenses for food and beverages related to business meals or receptions with constituents, business contacts, representatives of other levels of government, international delegations or visitors.

**Ineligible expenses:**

a) Alcohol and alcoholic beverages unless purchased or provided by a Member of Council as a matter of hospitality or protocol while conducting City business; and

b) Theatre, sporting events, concerts, movie theatres, dining establishments that include an entertainment element (i.e. live music).

**Narrative:**

a) Expectation is that a Member of Council will physically be in attendance for the event for which a reimbursement is being claimed; and

b) The second ticket may be used by the Member of Council’s spouse or guest or Council Staff (excluding City staff).

### 6.6 Gifts to individuals

**Eligible expenses:**

a) Nominal gifts for less than $100 for special business related occasions:
   
   i. Retirements or work anniversaries;
   
   ii. Taxpayer or community group recognition;
iii. Gift baskets/flowers for constituents for special occasions (including a congratulatory note for new business openings in the City); and,

iv. In-memoriam gifts for constituents, such as trees and/or floral tributes.

**Ineligible expenses:**

a) Gifts for *Council Staff,*–City staff or other employees of City agencies, boards, commissions and special purpose bodies.

**Narrative:**

a) Request for reimbursement for flowers and gifts to specific constituents must include an explanation on how it relates to City business.

6.7 **Professional Development for Members of Council and Council Staff**

**Eligible expenses:**

a) Conferences and seminars;

b) Professional education and development programs;

c) Skills development programs;

d) All other professional development related travel; and

e) Book purchases that are relevant to the duties as a Member of Council and Council Staff.

**Ineligible expenses:**

a) Professional fees, professional memberships and insurance charges;

b) Training unrelated to City business;

c) Professional designation training and exams; and

d) Physical fitness, sports, arts programs.

**Narrative:**

a) Expenses incurred by *Members of Council* shall be permitted to be paid by the Corporate Representation Account if specifically approved by a Council resolution as discussed earlier; and

b) If pre-approved by a Council resolution and paid by the Corporate Representation Account, expenses incurred for eligible conferences and seminars will be...
submitted with a follow-up report to Council outlining the outcomes of attendance at the event.

6.8 Travel Expenses

Travelling on City business includes attendance by the Members of Council and Council Staff at:

a) External Technical Skills Development Programs;

b) External Professional Development Programs;

c) Conference/Symposiums/seminars/workshops and other similar events;

d) Trade/Economic Development Missions;

e) Research Trips; and

f) Other City Business or other travel as approved by Council.

Narrative:

a) Pre-travel requirements for Council Staff:

i. Where formal pre-approval is required, Council Staff should use the online Travel and Education Expense Form. Formal pre-approval should be obtained at least two weeks prior to making travel arrangements;

ii. Formal pre-approval is not mandatory for events with a duration of one day or less, or where the estimated travel budget is less than $1,000; and

iii. This does not remove the requirement for Council Staff to obtain the necessary Member of Council approval for their attendance at the event.

b) Post-travel requirements for Council Staff:

i. A Travel and Education Expense form reflecting actual expenses with supporting documentation for all applicable expenses must be submitted for approval; and

ii. This form should be completed by Council Staff for all travel regardless of amount and duration of travel.
6.8.1 EVENT RELATED EXPENSES

**Eligible expenses:**

a) Event registration costs;

b) Cost of hotel accommodation providing best value available at the time of making travel arrangements;

c) Cost of meals based on receipts submitted or a meal per diem of $60 ($15 for breakfast, $15 for lunch and $30 for dinner) or any portion of in lieu of submitting receipts for meal expenses;

d) Incidental hotel expenses supported by appropriate receipts or itemized hotel statement of account such as internet charges, laundry and dry cleaning; and

e) Trip cancellation insurance.

**Ineligible expenses:**

a) Meals per diem if event registration fees include breakfast, lunch or dinner; and

b) Incidental expenses that are either clearly unrelated or not required to support the Members of Council and Council Staff while travelling on City business such as “pay per view” entertainment and alcohol.

**Narrative:**

a) Members of Council and Council Staff are encouraged to use conference sponsored hotels;

b) Per diems claimed will be calculated based on the same number of days associated with the purpose of the trip, including the day of departure and day of return; and

c) Members of Council and Council Staff may not acquire or accumulate, either directly or indirectly, where the benefit does not accrue to the City, points through loyalty programs such as Air Miles, Aeroplan, etc.

6.8.2 TRANSPORTATION EXPENSES

**Eligible expenses:**

a) Air/train fare based on economy class or at the best rate available at the time of making travel arrangements;
b) Ground transportation (taxis, buses, airport shuttles, and airport limousines, parking fees, etc.);

c) Vehicle rental for business related purposes;

d) Highway toll charges, including the cost of a transponder;

e) Should the Members of Council and Council Staff elect to drive to a destination that is greater than 300km from Brampton in lieu of traveling by air/train:
   i. Receipted accommodation expenses;
   ii. Meals (per diems or receipts); and,
   iii. Mileage charges for use of a personal vehicle.

f) Mileage rates will be based on the approved mileage rates in effect at time of travel.

Ineligible expenses:

a) Bulk purchase of flight passes or similar bulk airfare programs unless specifically approved by Council;

b) Ground transportation if Members of Council and Council Staff elect to drive to the destination;

c) Highway toll charges related to travel between home and normal work location (City Hall);

d) Personal vehicle maintenance and repair costs; and

e) Traffic and parking fines.

Narrative:

a) Upgrades from economy class for Members of Council will be acceptable for non-North American air travel to no higher than business class in recognition of the travel times involved (if in excess of 5 hours of travel time) unless otherwise specifically pre-approved by Council;

b) Compact cars should be rented at all times;

c) When requesting highway toll charges for reimbursement, Members of Council and Council Staff must identify the business purpose for the trip requiring use of the toll highway;
d) Mileage reimbursement shall be calculated based on the driving distance from City Hall to the destination location utilizing www.google.ca/maps or similar free mapping service;

e) Members of Council shall reduce the total mileage distance claimed by 160 km prior to calculating the mileage reimbursement amount for travel expenses; and

f) If Members of Council and Council Staff elect to drive to a destination that is greater than 300km from City Hall (in lieu of traveling by air/train), charges for reimbursement may not exceed the cost of regular economy airfare or lowest rate available at the time of making travel arrangements.

7. Monitoring and Compliance

It is the Members of Council's responsibility to monitor and ensure Council Staff’s compliance with this overall Policy.

It is the Treasurer’s responsibility to monitor and ensure the Members of Council’s compliance with this overall Policy.

Monitoring and compliance of the actual expense submission will be conducted by the Manager, Accounting Services, Finance, Corporate Services through a review and approval of each expense submission.

7.1 Consequences of non-compliance

Failure to follow this Policy may result in:

a) Processing and reimbursement delays;

b) Members of Council will be required to repay the City for any expense claims in excess of the annual budget amounts that are not approved by Council; and,

c) The Member of Council being in non-compliance with the Code of Conduct for Members of Council and subject to investigation by the Office of the Integrity Commissioner and consequences as deemed appropriate by Council.

8. Definitions

8.1 Business Meal Allowance – Breakfast, lunch or dinner expenses that council members incur for meeting with other Members of Council, Council Staff, City staff, or staff of the City’s or Region’s boards, committees or other special purpose bodies.

8.2 Eligible Expenses – Expenses that the City will reimburse or pay for.
8.3 **Hospitality Expenses** – Breakfast, lunch, dinner and reception expenses that Members of Council incur while hosting a third party.

8.4 **Incidentals** – includes expenditures for reasonable out of pocket expenses for gratuities, baggage handling, dry cleaning, laundry, etc.

8.5 **Ineligible Expenses** – Expenses that the City will not reimburse or pay for.

8.6 **Members of Council Staff** (“Council Staff”) – City employees who report directly to Members of Council and are hired on a temporary or contract basis.

8.76 **Mileage rates** – a fixed allowance per kilometre for the use of a personal vehicle which recognizes the expenses associated with operating a personal vehicle (e.g. gas, insurance repairs and maintenance, etc.).

8.87 **Per Diem** - a fixed allowance for which no receipts are required.

8.98 **Receipt** – a document received from a 3rd party vendor that itemizes and describes all items purchased.
9. References and Resources

Please note that some of the items listed below may not be publically available.

External References

- Municipal Act, 2001
  [https://www.ontario.ca/laws/statute/01m25](https://www.ontario.ca/laws/statute/01m25)

References to related bylaws, Council policies, and administrative directives

- Code of Conduct for Members of Council
- Corporate Fraud Prevention Policy GOV-110
- Council Handbook
- Human Resources Management and Ethical Framework for Council Staff
- Information Technology Use Policy #: 2.11.0
- Purchasing By-law
- Purchasing Card Administrative Directive (PUR-120)
- Use of Corporate Resources Policy GOV-120

Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/12/01</td>
<td>Approved. Replaces the following policies rescinded by resolution C047-2018 on 2018/02/21</td>
</tr>
<tr>
<td>2019/XX/XX</td>
<td>- Policy 13.1.0 Automobile for Council &amp; Senior Staff</td>
</tr>
<tr>
<td></td>
<td>- Policy 13.3.6.1 Remuneration and Expenses Reporting for Elected Officials</td>
</tr>
<tr>
<td></td>
<td>- Policy 13.3.6.2 Mayor and Councillors’ Office Technology, Equipment and Furniture</td>
</tr>
<tr>
<td></td>
<td><strong>Amended by resolution XXX on XXXX</strong></td>
</tr>
<tr>
<td>2021/12/01</td>
<td>Next Scheduled Review</td>
</tr>
</tbody>
</table>
Appendix A

Standard Technology Package offered to Mayor and Councillors for City Hall/Home Offices

The standard technology package for the Mayor and Councillors’ City Hall/Home Offices will include the following:

- Computing devices, including:
  - one (1) laptop computer and one (1) iPad; plus related accessories (including docking station for a laptop and standard monitor)
- One (1) communication device, including:
  - One (1) smartphone; plus standard communication accessories

To be coordinated by Mayor and Councillors with a third party vendor of their choice for their Home Office (e.g., Rogers, Bell, etc.):

- One (1) business telephone line for City business only
- One (1) internet connection for City business only

The standard technology package for the Mayor’s staffing needs will include the following:

- Computing devices, including:
  - Up to five (5) laptop computers; plus related accessories (including docking station for a laptop and standard monitor)
- Up to five (5) communication devices, which can include either:
  - Smartphones; plus standard communication accessories or desktop phones or a combination thereof.

The standard technology package for each Councillors’ staffing needs will include the following:

- Computing devices, including:
  - Up to two (2) laptop computers; plus related accessories (including docking station for a laptop and standard monitor)
- Up to two (2) communication devices, including:
  - One (1) smartphone; plus standard communication accessories and One (1) desktop phone

Licensing for standard corporate productivity software suite is included. Shared printers and copiers will be provided by the City for City Hall offices, based on Corporate policy and procedures.
Notes:

- The Information Technology Division shall maintain a list of eligible standard technology assets (e.g., models), which may be updated from time to time by the Division.

- The budget for the standard technology package offered at the start of each term of Council will be $5,000 per Member of Council and $3,000 per Council Staff—or as allocated or approved in the budget.

- Non-standard technology for Members of Council and Council Staff will be charged to a capital account but funded from and reported as part of the Member of Council's business expense account based on actual expenditures.
Appendix B

Standard Office Equipment and Furniture Asset Offering to Mayor and Councillors

The standard office furniture offerings for City Hall will include the following:

- One desk including keyboard tray where appropriate, for the office space provided:
  - Each Council office will receive an office “suite” of modular case good furniture pieces in standard upgraded finishes that includes the following items:
    1. One wood veneer finished desk with ample work surface suitable to current day requirements for both paperwork and technology requirements as well as quick sit-down discussions for up to 2 guests;
    2. One 3-high equivalent storage cabinet in wood veneer finishing matching the suite provided. Includes locks and keys for confidential storage;
    3. One mobile pedestal file storage drawers suited to both legal and letter sized file folders as well as storage of miscellaneous items as required;
    4. One small round meeting table and guest chairs for up to four (4) people for small adhoc meetings within the office space. The chairs fabric will be of a standard grade;
    5. One matching wood veneer credenza with closed, lockable storage; and
    6. A standard ergonomic office task chair (typical or executive models) will be provided in a standard grade fabric.

Where guest chairs or task chairs require repair, reupholstering due to typical wear and tear, Interior Design Services can be contacted to make appropriate arrangements.

The standard office furniture offerings for City Hall for Members of Council staffing needs will include the following:

1. Two touch-down working stations located outside of the respective Members of Council office;
2. Two standard/typical ergonomic office task chairs will be provided in a standard grade fabric; and
3. File storage drawers suited to both legal and letter sized file folders as well as storage of miscellaneous items as required.
Notes:

- The City Clerk’s Office and/or Community Services Department, Interior Design Services Section, shall maintain a list of eligible standard office equipment and furniture assets, which may be updated from time to time by City staff.

- A new Member of Council will be entitled to a one-time start-up operating budget of up to $2,000 (or as allocated or approved in the budget) to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationery and similar types of expenditures.

- Non-standard office equipment and furniture for Members of Council and Council Staff will be charged to a capital account but funded from and reported as part of the Member of Council’s business expense account based on actual expenditures.
Appendix C

Remuneration & Expenses Reporting

Section 284 of the Municipal Act requires that the Treasurer of every municipality shall submit to the Council of the Municipality, an itemized statement of the remuneration and expenses paid to each Member of Council in respect of their services as a Member of Council, on or before the 31st day of March in each year.

The statement will include all expenses paid to, or incurred on behalf of Members of Council using their operating business expense account, any Corporate operating and capital project accounts, including salaries and benefits paid to Council Staff and expenses incurred by Council Staff.

Responsibility to Report

Departments will report expenses incurred on behalf of a Member of Council to the Treasurer. It is the responsibility of each member of Council to report any expenses incurred by another Member of Council on their behalf to the Treasurer. These expenses must be reported on the Statement of Remuneration and Expenses as having been incurred by the Member of Council.

Regular Members of Council’s expenses reporting will include:

**Monthly**

a) Members of Council own term expense accounts. This will be distributed to the Members of Council to view and sign off.

It is required that monthly reporting statements are signed and returned by the Members of Council within 30 days of receipt from Finance.

b) Details and summary of current year Members of Council’s own term of Council expense accounts to date to be posted to the City’s website.

**Quarterly**

a) Summary of Members of Council expenses will be posted to the City’s website. This report will not only include expenses paid by the Members of Council’s own term expense accounts but also expenses paid by Corporate operating and capital accounts on behalf of the Members of Council.

**Annually**

a) Annual Statement of Remuneration and Expenses will be prepared by March 31st of each year and posted to the City’s website according to Section 284 of the Municipal Act.
Recommendations:

1. That the report from Jason Tamming, Director, Strategic Communications dated May 3, 2019 to the Governance and Council Operations Committee Meeting of June 3, 2019, re: Council & Mayor Newsletters – Future Options, All Wards, be received; and

2. THAT Council direct staff to complete the 2019 Council newsletter schedule, including the development and distribution of a Mayor’s newsletter for the 2nd newsletter of 2019 and ongoing to 2021.

3. THAT Council direct staff to develop and launch a communication campaign beginning 2020 to transition residents to a PDF-based digital Council and Mayor newsletter in Q3/Q4 2021.

Overview:

- The City of Brampton’s Strategic Communications division produces and distributes two Council newsletters each year for each Ward pair, for a total annual cost of about $74,300, before tax. Each newsletter contains a short Mayor’s message. The Mayor does not currently have a newsletter supported by Strategic Communications in the same way, although they have been produced in the past.

- At the April 8, 2019 Governance and Council Operations Committee meeting, Council requested staff to report back on the possibility of the Mayor being afforded his own newsletter, rather than contributing within the newsletters of Councillors, along with other alternatives that might be available, particularly with regard to size, space and costing considerations.
• Staff is recommending that the Mayor receive a newsletter in 2019 in the same manner as Councillors and ongoing to 2021, and to transition towards the launch of digitally-based Councillor and Mayor newsletters by developing a communications campaign to promote and secure a broad network of recipients across the City.

• Staff is recommending launching digital Council and Mayor newsletters in Q3/Q4 of 2021, with a print version of a digital PDF to be made available in ward specific libraries and community centres. Council may wish to consider a hybrid-model of continuing print newsletters on an ongoing basis as the digital newsletters are launched in 2021.

**Background:**
The City’s Strategic Communications division has been coordinating the development, production and distribution of Council newsletters. At various points, a Mayor’s newsletter has also been produced. The Mayor currently does not have any newsletter.

**Current Situation:**
The City’s Strategic Communications division works with Council Offices to produce two Council newsletters each year for each Ward pair of Councillors. Each newsletter is four pages (11 x 17 paper folded in half), on a standardized template and contains a message from the Councillors and short stories about City or Ward programs and initiatives. Each newsletter includes a 150-word Mayor’s message. Each issue costs $13,650 to print and $23,500 for distribution, all before taxes. The City currently does not produce a newsletter for the Mayor.

**Options:**

<table>
<thead>
<tr>
<th>1. Twice yearly, existing size printed Council newsletter (11” x 17” folded), with same size ADDITIONAL printed Mayor newsletter</th>
<th>Costs (per issue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council newsletter (existing cost)</td>
<td></td>
</tr>
<tr>
<td>Printing: $13,650</td>
<td></td>
</tr>
<tr>
<td>Distribution: $23,500</td>
<td></td>
</tr>
<tr>
<td>Mayor newsletter (new cost)</td>
<td></td>
</tr>
<tr>
<td>Printing: $12,320</td>
<td></td>
</tr>
<tr>
<td>Distribution: $23,500</td>
<td></td>
</tr>
<tr>
<td><strong>Total cost per issue:</strong></td>
<td><strong>$72,970</strong></td>
</tr>
</tbody>
</table>
2. Existing size printed Council newsletter (11 x 17, folded, 2x/year) with additional four pages, with a) and b) options

<table>
<thead>
<tr>
<th>2 a. Twice yearly, existing size printed Council newsletter (11 x 17, folded) with additional four pages, and with Mayor’s message included</th>
<th>Costs (per issue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observations:</td>
<td>Council newsletter 8-page (increase to existing cost)</td>
</tr>
<tr>
<td>• Significant additional space for Council newsletters</td>
<td>Printing: $31,260</td>
</tr>
<tr>
<td>• Avoid duplicate content of concurrent Council and Mayor newsletters</td>
<td>Distribution: $25,900</td>
</tr>
<tr>
<td>• Additional space for Mayor’s message <em>(space will allow for more than 150 words)</em></td>
<td>Total cost per issue:</td>
</tr>
<tr>
<td>• Significantly increased printing costs</td>
<td>$57,160</td>
</tr>
<tr>
<td>• Increased weight increases distribution costs compared to Option 1 above</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 b. Twice yearly, existing size printed Council newsletter (11 x 17, folded) with additional four pages, with separate printed Mayor’s newsletter, same number of pages</th>
<th>Costs (per issue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observations:</td>
<td>Council newsletter 8-page (increase to existing cost)</td>
</tr>
<tr>
<td>• Possible overlap of content between concurrent Council and Mayor newsletters</td>
<td>Printing: $31,260</td>
</tr>
<tr>
<td>• Additional human resources required for production of additional newsletter</td>
<td>Distribution: $25,900</td>
</tr>
<tr>
<td>• Significant increased cost</td>
<td>Mayor newsletter 8-page (new cost)</td>
</tr>
<tr>
<td></td>
<td>Printing: $29,220</td>
</tr>
<tr>
<td></td>
<td>Distribution: $25,900</td>
</tr>
<tr>
<td></td>
<td>Total cost per issue:</td>
</tr>
<tr>
<td></td>
<td>$112,280</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3a. Fall 2019-2020 Council newsletter status quo. Add print Mayor’s newsletter. Move to PDF Council and Mayor newsletters Q3/4 2021</th>
<th>Costs (per issue)</th>
</tr>
</thead>
</table>
| **Observations:**  
- Recommended option – trackable, measurable, easier to deploy, minimal cost  
- Additional print newsletters to support transition to digital  
- Develop PDF to be hosted on web, linked from email delivery service like Constant Contact or Mail Chimp  
- A print version of digital PDF to be made available in ward-specific libraries and community centres  
- Same level of support for developing City stories, designing digital templates  
- Once a significant subscriber base established, could move from the PDF format to more streamlined digital approach, introduce more video options etc. | Council newsletter (existing cost)  
Printing: $13,650  
Distribution: $23,500  
Mayor newsletter (new cost)  
Printing: $12,320  
Distribution: $23,500  
**Total cost per issue:**  
$72,970  
Est. cost of 2020 communications campaign to support transition to digital: ~ $7,000  
2022 onwards: ~ $2000 per year |

<table>
<thead>
<tr>
<th>3b. Fall 2019 Council newsletter status quo. Move to fully digital distribution of Council and Mayor newsletters Q1 2020</th>
<th>Costs (per issue)</th>
</tr>
</thead>
</table>
| **Observations:**  
- Option produces the most robust metrics – per issue and per story.  
- Trackable, measurable, easier to deploy, minimal cost  
- One more print Council newsletter to support transition to digital  
- Newsletter delivery exclusively through service like Constant Contact or Mail Chimp, linking to stories on Brampton.ca  
- No print version  
- Same level of support for developing City stories, designing digital templates | Council newsletter (existing cost)  
Printing: $13,650  
Distribution: $23,500  
Est. cost of 2019/2020 communications campaign to support transition to digital: ~ $5,000 |
**Recommendations**

Staff recommend option 3 a. – moving from print to PDF-based digital newsletters in Q3/Q4 2021, supported by a complementary communications campaign from 2019-2021 to promote the development of a robust email database.

**Advantages:**
- Measurable and trackable – would be able to understand usage rates, article click-through rate and make more informed content and deployment decisions
- Significantly reduced cost
- Makes use of existing technological tools and infrastructure
- Easier to develop and deploy - could move to more regular, quarterly newsletters
- Allows for greater use of digital media tools and channels
- Allows for easier and more direct linkages through social media
- More freedom to customize, and easier to customize

**Disadvantages:**
- Digital newsletters are constrained by privacy laws in ways printed newsletters are not
- Limited existing subscriber base for a digital newsletter
  - Mitigation – develop a strong communications campaign, with associated promotion within existing budget, to promote the move to digital newsletters and subscription opportunities
- Not all constituents are familiar with or comfortable with technology or open to digital newsletters
  - Mitigation - A print version of digital PDF to be made available in ward specific libraries and community centres

**Other considerations:**
- Distribution lists would need to be maintained by the individual Council and Mayor Offices
- Potential components of a communications campaign to support transition to digital newsletters:
  - Insert into print newsletters advising of change, encouraging sign-ups
  - Social campaign connected to subscriptions, supported by geographically targeted, paid social posts, also connected to subscriptions
  - Web content on Brampton.ca and Council pages
Posters in Ward specific libraries and community centres, with QR codes connected to subscriptions

Corporate Implications:

Annual cost for option 1. - $145,940
Annual cost for option 2 a. - $114,320
Annual cost for option 2 b. - $224,560
2019 cost for option 3 a. - $72,970
2020 cost for option 3 a. - $145,940 (minimal cost post 2021)
2019 total cost for option 3 b. - $45,850 (minimal cost post 2019)

Financial Implications:
Staff recommendation for this initiative is option 3A. Sufficient funding is available for this initiative under the 2019 operating budget within cost centres 0134 and 0186. Based on the direction provided by Council, staff will ensure sufficient funding is requested as part of subsequent years’ operating budget submissions, if required.

Term of Council Priorities

The approach of moving to a digital platform for Council newsletters, while remaining cognizant of residents that prefer standard print methods support increasing public participation, providing value for money of communications tools, and reflect the following Term of Council Priorities:

Direction 5 – Brampton is a Well-Run City

5.4.1 Demonstrate value for money of City programs and services.

5.5 Continue to transform corporate culture to be more resident-focused in its approach to service delivery

Approved by: Jason Tamming, Director, Strategic Communications

Approved by: Joe Pittari, Acting CAO

Attachments:

Report authored by: David Smouter, Manager, Communication and Client Services
Evolution of Design

City Of Brampton
COUNCIL NEWSLETTER
Summer & Spring 2019 Edition

Message from Regional Councillor Gurmeet Singh Chadha
A great deal of change in the last year has been very exciting but not without its challenges. However, the work that we have done will continue to shape the future of Brampton and our city will be a better place.

Message from City Councillor Kharka Sikh
Change is inevitable. As we enter into this new year, we must be prepared to face the challenges and opportunities that lie ahead. I am committed to working hard to ensure that Brampton remains a vibrant and dynamic community.

City Council meetings take place every other Wednesday at 9:30 am. For more details, visit www.brampton.ca
<table>
<thead>
<tr>
<th>Format</th>
<th>Cost</th>
<th>Considerations</th>
</tr>
</thead>
</table>
| • 8.5x11, with four pages, same as current size  
• ADDITIONAL Mayor Newsletter | • Additional $71,640 per year  
• Total annual cost $145,940 | • Minimal additional space for Councillors  
• Potential overlap of content between Mayor and Councillor newsletters going to same household  
• Additional resources to produce and deliver |
## Option 2a & 2b

### Council Newsletter Options

<table>
<thead>
<tr>
<th>Format</th>
<th>Option</th>
<th>Cost</th>
<th>Considerations</th>
</tr>
</thead>
</table>
| 8.5x11 8 pages | **2A** Councillor newsletter that INCLUDES Mayor's content | • Additional $40,000 / year  
• Annual cost $114,320 | • Significantly increased cost  
• Significantly increased space  
• Possible content overlap  
• More resources to produce |
| 8.5x11 8 pages | **2B** Councillor & ADDITIONAL Mayor’s newsletter | • Additional $150,240 / year  
• Annual cost $224,560 | • More space for Councillor and Mayor content  
• No content overlap  
• Increased printing costs |
### Option 3a & 3b

<table>
<thead>
<tr>
<th>Format</th>
<th>Option</th>
<th>Cost</th>
<th>Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition to</td>
<td>3A Move to PDF-based digital</td>
<td>• 2019 - $72,970</td>
<td>• Trackable, measurable</td>
</tr>
<tr>
<td>DIGITAL, incl.</td>
<td>newsletter for Q3/4 2021</td>
<td>• 2020 - $145,940 + $7,000</td>
<td>• Need to build lists</td>
</tr>
<tr>
<td>interim</td>
<td></td>
<td>• 2021 &gt; -$2,000/year</td>
<td>• Print option for distribution to rec centres,</td>
</tr>
<tr>
<td>ADDITIONAL</td>
<td></td>
<td></td>
<td>libraries</td>
</tr>
<tr>
<td>Mayor’s newsletter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3B</td>
<td>Move to fully digital Q3/4</td>
<td>• 2019 - $72,970</td>
<td>• All digital and online, no print</td>
</tr>
<tr>
<td>2021, no true</td>
<td>newsletter for Q3/4 2021</td>
<td>• 2020 - $145,940 + $7,000</td>
<td>• Most robust metrics</td>
</tr>
<tr>
<td>print option</td>
<td></td>
<td>• 2021 &gt; nominal</td>
<td>• Need to build lists</td>
</tr>
</tbody>
</table>
Recommended Option – 3A

- Trackable, measurable, easy to deploy
- Additional print newsletters to support transition
- Hosted on web, linked from email delivery service
- Print version for libraries / community centres
- Same support for stories, design of templates
- Lists managed in Council/Mayor Offices
1. Council Approval

2. Fall 2019 – Councillor and Mayor print newsletters
   - 8.5x11, four pages
   - Options for enhanced re-design

3. 2020 – begin communications campaign to support transition to digital
   - Inform public of change
   - Encourage subscriptions – lists managed by Council offices

4. Late 2021 – launch new PDF-based digital newsletter
City Council meetings take place every other Wednesday at 9:30 am.

For more details, visit www.brampton.ca

Regional Councillor WARDS 0 and 0 Si as alic temqui non eicab iliquasped que pernat labo. Et etur? Quis si dolut exceatur sitatem eligent quam ulparion core velibero deliationshed qui dolessunt faccus imusdae sequi odisi dolum veliqui-bus ma dolores sitatem re, aliquae ptaspel lenimus etur, temperit quisimagi acestios endam, enim quia quam, qui con consed que nosantur, nos elecum ipsus simporehende dictat est, sition pliqui volenet voloreicita cor re, od mi, volorro videro moloresto eum remquam apicatur, coreiunt, as quisca eossi-musdae nest, quo officium quis que volectior ad quae.

Oligent quam ulparion core velibero deliationsed qui dolessunt faccus imusdae sequi odisi dolum veliquibus ma dolores sitatem re, aliquae ptaspel lenimus etur, temperit quisimagi acestios endam, enim quia quam, qui con consed que nosantur, nos elecum ipsus simporehende dictat est, sition pliqui volenet voloreicita cor re, od mi, volorro videro moloresto eum remquam apicatur, coreiunt, as quisca eossimusdae nest, quo officium quis que volectior ad quae.

Folenet voloreicita cor re, od mi, volorro videro moloresto eum remquam apicatur, coreiunt, as quisca eossimusdae nest, quo officium quis que volectior ad quae.To eos excerum qui volor aliature non pratur? Qui blant, aut aliciendi ne ilamen daercie nihilcid elendionse si nihilis cilit, si blab idestiiist, nis sapistem fugiti.
PARKS AND TRAILS IMPROVEMENT

The Patline iam iam haciefin te rendem nora mendium ermihil hoculvi demus; intium acci etortus An sula vaturen dervis consuli amquidiur utem pulto iuorturora inemus, Cat iam morunu se aci condac tam ta, pris inatuit publi post? Bunt? Ra ina, nocus, Catifex sediem veris. et ponimil vivasdacta rediemorta clereortia.

BRAMPTON’S FARMERS MARKET

The Patline iam iam haciefin te rendem nora mendium ermihil hoculvi demus; intium acci etortus An sula vaturen dervis consuli amquidiur utem pulto iuorturora inemus, Cat iam morunu se aci condac tam ta, pris inatuit publi post? Bunt? Ra ina, nocus, Catifex sediem veris. et ponimil vivasdacta rediemorta clereortia.
EVENTS

SUMMER IN THE SQUARE
June - September
Garden Square
Watch for an exciting series of events, including cultural events, concerts, family activities and more!

PRIDE IN THE SQUARE
June - September
Garden Square
Win turei se ma, utem, incerit video efacerbism ipicaes eres! Satus abeffrei pordii construm fue consua mantem

BRAMPTON MARKETS
June - September
Garden Square
WaDe deme iam publie siliconons silisse cus.Oveni estorum oc for quisside inte ommolicaeti, unteatrae iu

CARABRAM
June - September
Garden Square
WIgnatant emneris sendit L. Ur. Abi et fore coena, perisse iam is contius ego cus etiora re, aceristrus, quo conocchui publis.

PLAY IN THE PARK
June - September
Garden Square
WatLoctu cisulesen-

COMMUNITY SAFETY
The City looks to a comprehensive, multifaceted approach to community safety.

In addition to the need for stable affordable housing, the City recognizes a sense of personal safety has been intrinsically linked to a sense of well-being. According to the 2017 United Way Report:

• 1 in 5 children in Peel Region live in poverty
• Only 20% of children and youth in Canada who need mental health services get access to them
• More than 50% of people are one paycheck from a financial crisis
• 30% of senior kindergarten children in Peel Region categorized as “vulnerable” on one or more Early Development Instrument (EDI) domains