September 14, 2015

Regular Meeting – 9:30 a.m.

Council Committee Room – 4th Floor – City Hall

Members: Regional Councillor G. Gibson – Wards 1 and 5 (Chair)
Regional Councillor M. Palleschi – Wards 2 and 6 (Vice-Chair)
Regional Councillor E. Moore – Wards 1 and 5
Regional Councillor G. Miles – Wards 7 and 8

Staff: P. Simmons, Chief Corporate Services Officer
P. Fay, City Clerk, Corporate Services
L. McInnis, Council Office Manager, Corporate Services

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
Phone 905.874.2178, TTY 905.874.2130, cityclerksoffice@brampton.ca

Note: Some meeting information may also be available in alternate formats, upon request
Note: Please ensure all cell phones, personal digital assistants (PDAs) and other electronic devices are turned off or placed on non-audible mode during the meeting.

A. Approval of Agenda

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

C. 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)

D. Announcements

E. Delegations

F. Staff Presentations

G. Reports

H. Other/New Business

H 1. Discussion at the request of Mariann Gordon, Acting Director, Strategic Communications, re: Council Newsletters.

I. Deferred/Referred Matters

I 1. Draft Event Protocol for Attendance and Participation by Members of Council

Note: Deferred from the Member Services Committee Meeting of May 4, 2015, pursuant to Recommendation MS022-2015, as follows, which was approved by Council on May 20, 2015:

MS022-2015 That the presentation from J. Proctor, Manager, Festivals and Special Events Office, Office of the Chief Operating Officer, to the Member Services Committee Meeting of May 4, 2015, re: Draft Event Protocol for Attendance and Participation by Members of Council be deferred to the next Member Services Committee meeting for further input from the Mayor and Members of Council.

No additional input has been received to-date. Therefore, it is recommended this matter be deferred to the next regular meeting.

I 2. Possible Changes to the Mayor and Councillors’ Expense Policy

Note: Referred from the Corporate Services Committee Meeting of June 24, 2015, pursuant to Recommendation CS107-2015, as follows, which was approved by Council on July 8, 2015:

CS107-2015 That the following motion be referred to the next regular meeting of the Member Services Committee on September 14, 2015 for the Committee’s consideration of possible changes to the Mayor and Councillors’ Expense Policy:

That Finance and Clerk’s Office staff be requested to review the Mayor and Councillors’ Expense Policy and report to a future Member Services Committee meeting on recommended changes to the policy to permit limited promotional/informational expenses, based on a review of best practice policies in other municipalities, and other matters within the purview of the policy.

See attached memorandum from Peter Fay, City Clerk, Corporate Services, dated September 11, 2015, re. Review of Mayor and Councillors’ Expense Policy
J. Notices of Motion

K. Correspondence

L. Councillors’ Question Period

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

N. Closed Session

O. Adjournment

   Next Regular Meeting: Monday, December 7, 2015 – 9:30 a.m.
Date: September 10, 2015

To: Member Services Committee

From: Peter Fay, City Clerk

Subject: Council Office Support Model – Staffing Recruitment Update

Further to Council’s May 2015 decisions on the Council Office Support Model, this memo is to update the Committee on the status of the recruitment process underway to implement the new Council Office Support Model.

Council adopted the following resolution at its May 20, 2015 meeting:

Resolution C173-2015

(25) That the 2015 Current Budget for the Office of the Mayor and Council be approved, with the following amendments:

1. That the following additional positions be approved, to support the Council Office ($300,000 budget impact):

   a. one (1) additional Assistant (non-union term of Council contract position) for each Councillor (resulting in a net total of 10 Assistants assigned to each Councillor, and all 10 staff reporting to the Manager, Council Office, for administrative purposes), with such position:

      a. reporting directly to each pair of Councillors for work direction, with administrative oversight by the Manager, Council Office;
      b. hired in accordance with City hiring policy and procedures;
      c. hired with direct involvement by each Councillor in the process to interview and choose their own Assistant, including any secondments, as may be necessary; and,
      d. based on the existing Assistant position description, with any necessary job description enhancements determined by staff based on consultations that occurred in April 2015 with each Councillor;

   and that respective pairs of Ward Councillors, in consultation with their two assistants, determine the best functional approach to meet their respective support needs, including but not limited to, the division of functional responsibilities between the two assistants supporting the pair of Ward Councillors and/or division of individual responsibilities between the two assistants supporting the pair of Ward Councillors, to ensure an effective

The Corporation of The City of Brampton
2 Wellington Street West, Brampton, ON L6Y 4R2
support model is in place that supports each pair of Ward Councillors and best serves ward constituency demands.

The job posting was open for applications from May 29, 2015 to June 11, 2015. Applicants were invited to specify on their application their interest for any one of the available positions or for specific ward pairings. A total of 262 applications were received. Human Resources and Council Office staff reviewed the applications. Three (3) binders of applications/resumes were made available for individual Councillor review, grouped by applicant preference for specific ward pairings or not. Applications were also grouped based on a review of the applications in regard to position qualifications.

The following table summarizes the status of the recruitment process for each Ward pairing:

<table>
<thead>
<tr>
<th>Ward Pairing</th>
<th>Recruitment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wards 1 and 5</td>
<td>• Position hired and started as of September 8, 2015</td>
</tr>
<tr>
<td>Wards 2 and 6</td>
<td>• Applicants reviewed. Some initial interviews conducted. Additional review and interviews scheduled.</td>
</tr>
<tr>
<td>Wards 3 and 4</td>
<td>• Applicants reviewed. Some initial interviews conducted. Additional review and interviews scheduled.</td>
</tr>
<tr>
<td>Wards 7 and 8</td>
<td>• Applicants reviewed. Some initial interviews conducted. Additional review and interviews scheduled.</td>
</tr>
<tr>
<td>Wards 9 and 10</td>
<td>• Applicants reviewed, interviews scheduled.</td>
</tr>
</tbody>
</table>

As positions are hired, temporary work place accommodations have been established on the 4th floor (adjacent to public entrance to Council Chamber), until such time as the Council-approved accommodation plan for Council is implemented.

Sincerely,

Peter Fay, City Clerk
City Clerk’s Office, Council and Administrative Services Division
Date: September 11, 2015
To: Member Services Committee
From: Peter Fay, City Clerk
Subject: Review of Mayor and Councillors’ Expense Policy

The Corporate Services Committee, at its June 24, 2015 meeting, referred the following matter to the Member Services Committee for review:

CS107-2015 That the following motion be referred to the next regular meeting of the Member Services Committee on September 14, 2015 for the Committee’s consideration of possible changes to the Mayor and Councillors’ Expense Policy:

    That Finance and Clerk’s Office staff be requested to review the Mayor and Councillors’ Expense Policy and report to a future Member Services Committee meeting on recommended changes to the policy to permit limited promotional/informational expenses, based on a review of best practice policies in other municipalities, and other matters within the purview of the policy.

Attached for the Committee’s review and discussion is a copy of the current Mayor and Councillors’ Expense Policy.

Sincerely,

Peter Fay, City Clerk
City Clerk’s Office, Council and Administrative Services Division

Encl.
POLICY STATEMENT:

The Mayor and Councillors may incur expenses which are of relevance to their duties.

This policy provides guidelines regarding the authorization and types of expenses that may be incurred by the Mayor and Councillors of the City of Brampton in carrying out their duties as a Member of City Council.

PURPOSE:

The purpose of this Policy is to ensure only eligible expenses are reimbursed.

SCOPE:

This Policy applies to all Members of Brampton’s City Council including the Mayor, City Councillors and Regional Councillors. Family members of the Mayor and Councillors are not eligible to receive benefits or payments in relation to the expenses covered by this policy.

When incurring expenses related to this Expense Policy, the Mayor and Councillors may not acquire or accumulate, either directly or indirectly, where the benefit does not accrue to the City of Brampton, points through loyalty programs such as Air Miles, Aeroplan, etc.

PROCEDURE:

INTRODUCTION

This Policy covers the following general categories of expenditures related to the duties of the Mayor and Councillors of the City of Brampton:
1. Councillors’ Term of Council Expense Account - Expenses eligible to be charged to the Councillors’ Term of Council Expense Account Budget.

2. Mayor’s Business Expenses Accounts – Expenses eligible to be charged to the Mayor’s Business Cost Centre 0116.

3. Corporate Account - Expenses eligible to be charged to a Corporate Account

Standard technology, equipment and City Hall office furniture provided to the Mayor and Councillors are not expenses and are not reported on the Annual Statement of Remuneration and Expenses because these assets are part of the City’s pool of corporate assets. The Mayor and Councillors may purchase non-standard technology, equipment and furniture they require to conduct the business of the Mayor and Councillors with such purchases to be charged to their respective Expense Accounts. Eligible expenses for this category are described in and are subject to the Corporate policy titled “Mayor and Councillors’ Technology and Office Equipment and Furniture Policy”

Expenses incurred in category 1: Term of Council Expense Account, category 2: Mayor’s Business Expenses Accounts and category 3: Corporate Account and non-standard technology, equipment and furniture purchases are reported on the Annual Statement of Remuneration and Expenses in accordance with Section 284 of the Municipal Act, 2001.

This Policy comprises the following major Guideline Sections:

A. Expenditure Guidelines
B. Application Guidelines
C. Administration
A. EXPENDITURE GUIDELINES

1. Councillors’ Term of Council Expense Account

Each Councillor may incur eligible expenses which are of relevance to a Councillors’ role/duties, up to a maximum of $60,000 for the 2010-2014 term of Council and up to a maximum of $45,000 per four–year term of Council commencing the 2014-2018 term. Councillors may purchase non-standard technology, equipment and furniture for their home office.

a. Business Office Expenses

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

i. Business cards
ii. Stationery
iii. Home phone and/or internet service for home office
iv. Cost of business related long-distance charges incurred on a Councillors’ home telephone service
v. Monthly charges and usage charges for mobile devices (provided under Appendix A of this Policy)
vi. Supplies for home office fax machine and printer
vii. Courier service
b. Community Involvement

Councillors may support and sponsor community organizations providing services in the Brampton community. Eligible organization and eligible expenses are as following:

i. Eligible organization includes not-for-profit Corporations, charitable or non-charitable organization or City of Brampton based community organizations.

ii. Memberships in Brampton based community organizations, sponsorships and community events or functions that support the Brampton Community, excluding corporately authorized expenditures for participation at community events as approved by City Council.

iii. Cash donations to an eligible organization shall be authorized for equal to or less than $500 for each request ($1000 per year maximum) with supporting document from the requestor describing the nature of the request.

iv. Merchandise donations (i.e. City souvenir/promotional items) to eligible organization 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. Religious and Political organizations and their affiliations are eligible to receive merchandise donations subject to the same limit.

Exclusion:

1. Religious organizations are not eligible to directly receive a financial donation/sponsorship under this policy unless it is for a Brampton community event/fundraiser.
2. Individuals are not eligible to directly receive a financial donation/sponsorship under this policy unless he/she is 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.

3. Political organizations are not eligible for a financial donation/sponsorship under this policy.

4. Purchase of seasonal sponsorships or tickets to Rose Theater performances is not permitted.

5. Purchase of sports event tickets is not permitted.

c. Subscriptions

Members of Council are not permitted to purchase magazine and newspapers. Eligible expenses under this category may include books purchases that are relevant to his/her duties as a Councillor.

The Council office subscribes to newspapers for reference copies for the entire Council Office. This office expense will continue to be an eligible expense.

viii.

d. Professional Development

Councillors may attend the following programs that are of relevance to his/her role/duties:

i. Conferences and seminars:. A maximum of three (3) Councillors, determined on a “first come, first served” basis may attend conferences/seminars that are at a location that is greater than 160 km from Brampton and last more than one day. Conferences of the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM) are not subject to this limitation.
### Mayor and Councillors’ Expense Policy

**Effective:** June 1, 2014  
**Replaces:** Policy dated February 9, 2011  
**Page:** 6 of 19  
**Approved by:** Council Resolution C165-2014 (Recommendation CW224-2014)  
**Procedural Updates:**  
**Approval Date:** June 4, 2014

| ii. Professional education and development programs |
| iii. Skills development programs |
| iv. All other business travel including attendance at AMO and FCM. Expenses incurred shall be permitted to be paid by the Corporate account if specifically approved by a Council resolution. |

#### e. Hospitality and Entertainment

Hospitality or entertainment expenses may be incurred by Councillors provided that the expenses are reasonable and were incurred as a result of conducting City business, also provided that notwithstanding any provision of this policy, any Member of Council may purchase only one (1) ticket for attendance at any lunch, dinner or other event from their term of Council expense account budget for their individual use only.

#### f. Miscellaneous

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

- **i.** Newsletters (ward reports) printing and distribution
- **ii.** Corporate business meals
- **iii.** Employee retirement dinners where tickets or gift may be required
- **iv.** Parking fees
- **v.** Photographs and slides
- **vi.** Internal printing
- **vii.** Highway toll charges
Exclusion:

1. All media advertising purchases including notes of congratulation in newspapers are not permitted. Purchases of this nature shall be administered by Corporate Strategic Communications.

2. Purchases of bags, pens, pins and similar items, or any promotional materials with Councillors’ name on the same are not permitted.

3. Professional fees, professional memberships and insurance are not permitted.

4. Purchase or rental of clothing is not permitted.

2. **Mayor’s Business Expenses Accounts**

The Mayor is provided with an annual budget within the Mayor’s Business Cost Centre (# 0116) in recognition of the Mayor’s responsibilities as the Head of Council as set out in the *Municipal Act, 2001*. The Mayor may incur expenses in the Mayor’s Business Cost Centre, which are of relevance to the role/duties of the Mayor. Expense accounts in the Mayor’s Business Cost Centre include but are not limited to:

i. Office Expenses
ii. Vehicle Costs
iii. Telephone
iv. Contracted Services
v. Mayor’s Initiatives
vi. Communications
vii. Public Relations
viii. Newsletter
ix. Mobile Communications
The annual budgets for the accounts within the Mayor’s Business Cost Centre are established as part of the City’s annual budget process.

a. Community Involvement

The Mayor may support and sponsor community organizations providing services in the Brampton community. Eligible organization and eligible expenses are as following:

i. Eligible organization includes not-for-profit Corporations, charitable or non-charitable organization or City of Brampton community organization.

ii. Memberships in Brampton based community organizations, sponsorships and community events or functions that support the Brampton Community, excluding corporately authorized expenditures for participation at community events as approved by City Council.

iii. Cash donations to an eligible organization shall be authorized for equal to or less than $500 for each request ($1000 per year maximum) with supporting document from the requestor describing the nature of the request.

iv. Merchandise donations (i.e. City souvenir/promotional items) to eligible organization 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. Religious and Political organizations and their affiliations are eligible to receive merchandise donations subject to the same limit.
Exclusion:

1. Religious organizations are not eligible to directly receive a financial donation/sponsorship under this policy unless it is for a Brampton community event/fundraiser.

2. Individuals are not eligible to directly receive a financial donation/sponsorship under this policy unless he/she is 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.

3. Political organizations are not eligible for a financial donation/sponsorship under this policy.

4. Purchase of seasonal sponsorships or tickets to Rose Theater performances is not permitted.

5. Purchase of sports event tickets is not permitted.

6. Purchase of magazines and newspapers is not permitted.

7. Purchase of bags, pens, pins or any promotional materials with the Mayor's name are not permitted.

8. All media advertising purchases including notes of congratulation in the newspaper are not permitted. Purchases in this nature shall be administered by the Corporate Communications.

9. Professional fees, professional memberships and insurance are not permitted.

10. Purchase or rental of clothing is not permitted.
b. Professional Development

The Mayor may attend the following programs that are of relevance to his/her role/duties:

i. Conferences and seminars

ii. Professional education and development programs

iii. Skills development programs

iv. All other business travel including attendance at AMO and FCM. Expenses incurred shall be permitted to be paid by the Corporate account if specifically approved by a Council resolution.

c. Hospitality and Entertainment

Hospitality or entertainment expenses may be incurred by the Mayor provided that the expenses are reasonable and were incurred as a result of conducting City business, also provided that notwithstanding any provision of this policy, the Mayor may purchase only one (1) ticket for attendance at any lunch, dinner or other event from the Mayor's Business Cost Center account budget for his/her individual use only.

3. **Corporate Representation**

Eligible expenses under this category that are of relevance to the role/duties of the Mayor and Councillors may include but are not limited to:

i. Attendance at AMO and FCM conferences as approved by City Council.
### Mayor and Councillors’ Expense Policy

<table>
<thead>
<tr>
<th>EFFECTIVE: June 1, 2014</th>
<th>REPLACES: Policy dated February 9, 2011</th>
<th>PAGE: 11 OF 19</th>
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</thead>
<tbody>
<tr>
<td>APPROVED BY: Council Resolution C165-2014 (Recommendation CW224-2014)</td>
<td>PROCEDURAL UPDATES:</td>
<td>APPROVAL DATE: June 4, 2014</td>
</tr>
</tbody>
</table>

- ii. The Mayor and Councillor attendance on a trade mission or a research trip must be approved by City Council in advance of the trip.
- iii. The Mayor and Councillor attendance at Board related functions must be approved by City Council. (i.e. separate from Board appointments approved by Council such as: BDDC)
- iv. Hospitality or entertainment expenses may be incurred by the Mayor and Councillors provided that the expenses are reasonable and were incurred as a result of conducting City business.

Travel expenses under the Corporate Representation category are charged to the Mayor’s or Councillors’ respective expense accounts unless specifically approved by City Council to be charged to the Corporate Representation Account.

### B. APPLICATION GUIDELINES

#### 1. Travel Expenses

Travel related to any conference, seminars, professional education and development programs (outside the GTA) be limited to one (1) event per year and no more than four (4) events per term of Council, with the exception of travel related to FCM and AMO.

##### a. Conditions For Payment Or Reimbursement of eligible expenses

Travel expenses will be reimbursed according to the following guidelines:

- i. The City will reimburse the cost of meals based on receipts submitted or alternatively the Mayor and Councillors may elect to claim a meal per diem of $60.00 ($15 for breakfast, $15 for lunch and $30 for dinner) or any portion of in lieu of submitting receipts for meal expenses.
### Mayor and Councillors’ Expense Policy

**Policy:** 13.3.6

**Effective:** June 1, 2014

**Replaces:** Policy dated February 9, 2011

**Page:** 12 of 19

**Approved By:** Council Resolution C165-2014 (Recommendation CW224-2014)

**Procedural Updates:**

- **Approval Date:** June 4, 2014

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<tr>
<td>ii. An additional per diem of $25.00 will be provided for incidental expenses including but not limited to phone calls, laundry/dry cleaning, gratuities etc. Receipts are not required when a per diem is paid.</td>
</tr>
<tr>
<td>iii. Individual per diems are calculated based on actual travel arrangements while traveling away from the City of Brampton. That is, 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.</td>
</tr>
<tr>
<td>iv. The City will pay air/train fare based on economy class or at the best rate available at the time of making travel arrangements. Purchase of air fare other than economy class (or upgrades) is not permitted unless specifically approved in advance by City Council. Bulk purchase of Flight passes or similar bulk airfare programs is not permitted unless specifically approved by City council.</td>
</tr>
<tr>
<td>v. Should the Mayor or Councillors elect to drive to a destination that is greater than 300km from Brampton in lieu of traveling by air/train, the City will reimburse expenses incurred en route while driving, including receipted accommodation expenses, meals (per diems or receipts) and rental vehicle charges or mileage charges for use of a personal vehicle provided that all such charges as set out in this paragraph do not exceed the cost of regular economy airfare or lowest rate available at the time of making travel arrangements.</td>
</tr>
<tr>
<td>vi. The mileage reimbursement shall be calculated based on the driving distance from City Hall to the destination location utilizing an internet based mapping service such as:</td>
</tr>
</tbody>
</table>
### Mayor and Councillors’ Expense Policy

**Policy:** 13.3.6  
**Effective:** June 1, 2014  
**Replaces:** Policy dated February 9, 2011  
**Page:** 13 of 19  
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<tbody>
<tr>
<td>xi.</td>
<td>Mileage rates will be based on the approved mileage rates in effect at time of travel. Councillors receive a monthly car allowance for business use of their personal vehicles within an 80 km radius of City Hall. Therefore, Councillors shall reduce the total mileage distance claimed by 160 km prior to calculating the mileage reimbursement amount for travel expenses.</td>
</tr>
<tr>
<td>xii.</td>
<td>Ground transportation (Taxis, Buses, Airport Shuttles, and Airport Limousines etc.) will be reimbursed based on receipts submitted. No ground transportation will be permitted should the Mayor and Members of Council elect to drive to the destination.</td>
</tr>
<tr>
<td>xiii.</td>
<td>The reasonable cost of hotel accommodation providing best value available at the time of making travel arrangements will be reimbursed based on receipts submitted. The Mayor and Councillors are encouraged to use conference sponsored hotels.</td>
</tr>
<tr>
<td>xiv.</td>
<td>Registration fees (Conference/Seminar and Programs, etc.) will be reimbursed based on receipts submitted. No meals per diem will be permitted if registration fees include breakfast, lunch or dinner.</td>
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</tbody>
</table>

#### b. Travel Advances

A travel advance may be requested for up to the amount of the estimated costs anticipated to be paid by the attendee. The Mayor and Councillors are required to repay advances not required for travel.
c. Currency

The daily per diem rates shall be based on the following currency guidelines.

<table>
<thead>
<tr>
<th>Destinations</th>
<th>Applicable Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada</td>
<td>CAD $</td>
</tr>
<tr>
<td>USA &amp; Mexico</td>
<td>USD $</td>
</tr>
<tr>
<td>Western Europe except the United Kingdom*</td>
<td>EUR €</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>GBP £</td>
</tr>
<tr>
<td>Eastern Europe</td>
<td>USD $</td>
</tr>
<tr>
<td>Asia and Pacific Rim</td>
<td>USD $</td>
</tr>
<tr>
<td>Australia</td>
<td>AUD $</td>
</tr>
<tr>
<td>New Zealand</td>
<td>NZD $</td>
</tr>
<tr>
<td>South America</td>
<td>USD $</td>
</tr>
<tr>
<td>Africa</td>
<td>USD $</td>
</tr>
</tbody>
</table>

d. Expense Reports

To ensure prompt reimbursement, expense reports, complete with all required receipts, must be submitted to the Treasurer or Deputy Treasurer within 30 calendar days of returning to the City of Brampton. Failure to submit the required documentation may result in no reimbursement.

2. Entertainment or Hospitality Expenses

a. Receipts:

Receipts are required for all entertainment and hospitality expense claims and receipts submitted must be in accordance with the following requirements:
The expense must be supported by an original receipt or invoice.

ii. In the case where the receipt/invoice shows the name of the establishment or company providing the service as a numbered company, the operating name of the establishment must be provided.

iii. The purpose of the expense and attendees must be provided on the reverse side of the invoice or receipt.

b. Alcohol

Alcohol and alcoholic beverages are not eligible expenses unless purchased or provided as a matter of hospitality or protocol while conducting City business.

3. Attendance On Behalf Of Another Member Of Council

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 to the account that would otherwise have been charged for the original attending person. 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.
C. ADMINISTRATION

1. Councillors’ Term of Council Expense Account

   a. Relationship To Budget

      The budget of $60,000 is provided for the 2010-2014 term of Council and up to
      $45,000 per four-year term of Council commencing the 2014-2018 term. Any funds
      remaining unspent at the end of the term of Council cannot be carried forward to the
      next term of Council. A Councillor shall not exceed his/her term of Council budget
      without the approval of City Council. The Treasurer and/or Deputy Treasurer are
      authorized to withhold expenses from a Councillor’s Expense Account if in the opinion
      of the Treasurer and/or Deputy Treasurer the Councillor’s expense account has or will
      exceed the term of Council budget after taking into consideration amounts previously
      expensed and committed to be expensed during the term of Council.

      Any Member of Council, with expenses exceeding their budget allocation for the term
      of Council, must seek prior approval from City Council for authorization of any such
      additional expenditure during that term of Council and must seek Council’s prior
      authorization for determination of the appropriate source of funding for such additional
      expenditures.

      Should City Council authorize the Councillor to exceed his/her Councillors Expense
      Account budget for the term and should Council determine that the Councillor should
      have to repay the over expenditure personally, in the event that the Councillor is not
      re-elected in the next term of Council, then such authorization will be conditional upon
      the subject Member of Council providing to the City a written, irrevocable
      authorization and direction which gives the City the legal right to set-off the additional
      expenditures incurred in the term of Council, against any and all amounts owing by
      the City to the Council Member, including, without limitation, any severance pay, or
      retirement allowance, or any other salary or benefit payment otherwise owing to the
      Council Member when his or her office is vacated by that Council Member.
A Councillor 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 City Council, at the request of the individual, waives the requirement for reimbursement. A Councillor who does not return to the subsequent term of Council may not incur expenses in his/her Councillor Expense Account after the date of the Municipal election.

b. Non-Completion of Term of Council

In the case of a Councillor not completing his/her term of Council, the Councillor's term of Council expense budget shall be pro-rated to the end of the term of Council year in which the Councillor leaves office.

The Councillor shall be personally responsible for amounts spent in excess of the pro-rated budget, except as a result of illness or death. Arrangements for reimbursement shall be made with the Treasurer or Deputy Treasurer within thirty days of the public announcement that the Councillor will be leaving office except where City Council, at the request of the individual (or estate), waives the requirement for reimbursement. The Councillor (or estate) must return all assets purchased with City funds (either from the Councillor’s Expense Account or corporate accounts) or purchase any such items from the City, utilizing personal funds, at fair market value in accordance with the requirements set out in this policy.

2. Expense Approval

The Treasurer or Deputy Treasurer shall approve all requests for payment/reimbursement of expenses covered by this Policy. Approved requests for payment/reimbursement shall be submitted with supporting documentation to the Treasurer or Deputy Treasurer for processing.

One time exceptions to this Policy may be considered, and if warranted, approved by City Council. The Mayor and Councillors are individually responsible for initiating a request for an exception to this Policy.
3. **Accountability:**

The Treasurer and Deputy Treasurer are responsible for approval of all expenses covered by this policy.

4. **Reporting:**

For Mayor and Councillors’ expense reporting, refer to the “Remuneration & Expenses for Elected Officials Policy”.

**DISPUTE RESOLUTION:**

The following steps set out the action to be taken to resolve any disputes or extraordinary circumstances that may arise regarding the application of this Policy.

i. The Treasurer and/or Deputy Treasurer shall meet with the Councillor(s) and make every reasonable effort to resolve the dispute or extraordinary circumstance.

ii. The Treasurer and/or Deputy Treasurer shall report to the Committee of the Council to resolve disputes or extraordinary circumstances that cannot otherwise be resolved.

**ACCOUNTABILITY:**

The Treasurer is authorized to create, amend and delete procedures necessary for the implementation/administration of this policy.
<table>
<thead>
<tr>
<th>SECTION: Finance</th>
<th>SUBJECT: Mayor and Councillors’ Expense Policy</th>
<th>Policy: 13.3.6</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFFECTIVE: June 1, 2014</td>
<td>REPLACES: Policy dated February 9, 2011</td>
<td>PAGE: 19 OF 19</td>
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<tr>
<td>APPROVED BY: Council Resolution C165-2014 (Recommendation CW224-2014)</td>
<td>PROCEDURAL UPDATES:</td>
<td>APPROVAL DATE: June 4, 2014</td>
</tr>
</tbody>
</table>

**ADMINISTRATION:**

Treasury Services will be responsible for keeping this policy up to date.

**CONTACT:**

Shirley Gannon, Director of Treasury Services & Deputy Treasurer, (905) 874-2235.