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Council Policy

Category: Finance

Title: Mayor and Councillors' Expense Policy

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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 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).

d) Any funds remaining unspent at the end of the term of Council, cannot be carried forward to the next term of Council;

e) 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;

f) 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;

g) 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,

h) 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).

i) In an election year, Members of Council shall be:

   i. Restricted to 11/12ths of the approved annual budget;

   ii. Newly elected Members of Council are allocated a budget equal to 1/12th of the approved annual budget for the month of December; and

   iii. Re-elected Members of Council will have access to the remainder of the year's approved budget on the day after voting day.

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 Council Staff for goods and services up to $25,000 for City business; and

c) Council 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;

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

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;

e) Approve and return Expense Statements to City Finance staff within 15 days of receipt; and

f) 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 1st 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;

e) Photographs and slides;

f) Robo Calls;

g) Usage of event services such as event planners, graphic designers and photographers (please also see requirements in narrative section); and

h) Costs associated with the development, licensing, maintenance and support of an elected official's external website in order to carry out their duties of office.

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;

c) Purchase or rental of clothing; and

d) Usage of Consultants by Councillors.

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;

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

d) For greater certainty and clarity, eligible expenses for Councillors do not include professional services or advice, such as legal and planning advice and services, or such other expenses that are not permitted under any other City policy and the Council Handbook; and

e) For usage of event services:

- The annual maximum allowed for all event services as listed above, is $1,000 per Councillor.
- Eligible expenses will not include services that are otherwise available through City Staff.
- Before an expense is incurred, a signed contract or formal agreement with the event service provider, which sets out the terms and conditions in detail, is required, with a copy provided to finance immediately upon signing. The contract or agreement should be administered in accordance with applicable policies, administrative directives and procedures of the City, including but not limited to, purchasing and procurement policies as set out in the City's Purchasing By-law.
- The event service provider's invoice must identify the hours worked and the deliverables. The event service provider's HST registration number (if an organization) or S.I.N number (if an individual) must also be provided to Finance for expense processing purposes.

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 (please also see election year exclusion in narrative section):

   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.) including items as per the annual Council approved listing for Important and Commemorative Dates; 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.

f) Purchase of bags, pens, pins or any promotional materials with the Member of Council's name (please also see election year exclusion in narrative section).

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.

b) 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;

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

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

e) Purchase of sports event tickets.

Narrative:

a) Members of Council and Council Staff will not be allowed to advertise in programs for local/community special events, or purchase bags, pens, pins or any promotional materials with the Member of Council's name, 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 on-line 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 Consultant – An individual, corporation or other entity (including a consulting firm) that provides services in return for any form of compensation, including, but not limited to public relations and other advisory services, information and recommendations, but does not include an employee of a Councillor (does not include services specific to Robo Calls).

8.3 Eligible Expenses – Expenses that the City will reimburse or pay for.

8.4 Hospitality Expenses – Breakfast, lunch, dinner and reception expenses that Members of Council incur while hosting a third party.

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

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

8.7 Members of Council Staff ("Council Staff") – City employees who report directly to Members of Council and are hired on a temporary or contract basis.

8.8 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.).

8.9 Per Diem – a fixed allowance for which no receipts are required.

8.10 Receipt – a document received from a 3rd party vendor that itemizes and describes all items purchased.

8.11 Robo Calls – a phone call that uses a computerized autodialer to deliver a pre-recorded message, as if from a robot.

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

References to related bylaws, Council policies, and administrative directives

- Code of Conduct for Members of Council
- Corporate Fraud Prevention Policy GOV-110
- Council Handbook
- Council Office Management Framework
- 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

Date	Description
2018/12/01	Approved. Replaces the following policies rescinded by resolution C047-2018 on 2018/02/21 • Policy 13.1.0 Automobile for Council & Senior Staff • Policy 13.3.6.1 Remuneration and Expenses Reporting for Elected Officials • Policy 13.3.6.2 Mayor and Councillors' Office Technology, Equipment and Furniture

Date	Description
2019/06/19	Amended by resolution CW292-2019 & C242-2019 to make necessary amendments to implement Council's decisions with respect to the new Council Office Support Model.
2020/09/30	Amended by resolution C358-2020 to conform with committee direction as per referred matter RM 12/2020 for clarification on permissible expenses with regard to event services and the prohibition on the use of Consultants.
2021/11/24	Amended by resolution C380-2021 based on updates requested as per resolution CW162-2021 with respect to the process of Mayor and Councillors' monthly expense approvals, posting timings and other administrative changes.
2022/03/02	Amended by resolution C052-2022 based on update requested as per resolution GC004-2022 with respect to including Robo Calls as an eligible expense.
2023/05/15	Section 6.2 was amended by resolution GC002-2023 to include Costs associated with the development, licensing, maintenance and support of an elected official's external website in order to carry out their duties of office. The Committee of Council accepted the motion on May 17, 2023.
2027/05/15	Next Scheduled Review *(typically four years after approval)*

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:

    o 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

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 under a cost-sharing arrangement or 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;

b) Monthly statements will be sent by Finance to Members of Council and/or their designated staff by the 15th working day of the following month. Monthly statements should be approved and returned by the Members of Council and/or their designated staff within 15 days of receipt from Finance; and

c) Only statements for which Member approval has been received will be posted on the City's website.

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.

b) 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.

c) 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.