

COUNCILLOR EXPENDITURE POLICY

(Referred from Council Meeting of May 12, 2008, Item 5, Report No. 2)

Council, at its meeting of May 12, 2008, adopted the following:

Recommendation of the Audit and Operational Review Committee, May 6, 2008:

"The Audit and Operational Review Committee recommends that this matter be referred to the next Audit and Operational Review Committee meeting."

Report of the City Manager dated May 6, 2008.

Recommendation

The City Manager recommends:

That the following report be received for information purposes.

Economic Impact

Not applicable.

Communications Plan

This report is on the public agenda.

Purpose

To provide the Audit & Operational Review Committee with background information regarding council expenditure policies in the context of questions that have been raised.

Background - Analysis and Options

On April 4, 2008 the City Manager received a letter from a resident regarding the Mayor's expenses. The letter was provided to the Audit & Operational Review Committee meeting on April 14, 2008. At that meeting the Committee directed "That the City Manager provide any response or additional documentation with respect to Ms. Liddy's April 4th letter, to the Audit and Operational Review Committee in advance of the Committee's scheduled meeting of May 6, 2008."

This report is intended to provide information with respect to policies and also provide a context within which to consider the questions raised in the letter.

Council Budget/Expenditure Policy

The Council Budget/Expenditure Policy sets out the requirements as they relate to Council Corporate expenses as well as expenses relating to individual members of council. The policy has been amended by Council on various occasions and a copy of the most recent policy is provided as Attachment 1. The latest update was October 9, 2007.

Council Expenditure Policy for Cell Phones

The monthly statement for cell phones that are billed directly to the City are filed and maintained by the City. If a member of council has a cell phone for which they are billed directly, the member of council submits a claim for reimbursement using the City's expense form. In these instances the Council Expenditure policy 4.1.13 indicates that "it shall be the responsibility of each Member

Charges to Councillors Budgets

Section 2.4 of the Council Expenditure Policy indicates that Council approves a budget total for each Member of Council. The Council expenditure policy governs expenditures charged to Councillor budgets and Section 2.4 also states that "each Member of Council having discretion over allocations and spending within their own budgets" The only qualifier to the above is a policy approved by Council in 1997 that required the City Manager to approve the Mayor's credit card expenses and the Mayor to approve the City Manager's expenses. A copy of the policy is provided as Attachment 2.

Annual Reporting of Council Expenses

Each year members of council submit detailed budgets. At the end of each year budget to actual information is available. In addition the City publicly reports expenses incurred by each member of Council.

Relationship to Vaughan Vision 2020

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

Not applicable.

Conclusion

The policies that are in place regarding Councillor expenses have been provided to the Committee for their information.

Attachments

Attachment 1 – Council Budget / Expenditure Policy
Attachment 2 – Expense Reports

Respectfully submitted,

Michael DeAngelis
City Manager

**CITY OF VAUGHAN
POLICY MANUAL**

SECTION: COUNCIL	POLICY NO.: 01.14
CNL: 95.04.10(7) AMENDED CNL: 95.11.27(22) AMENDED CNL: 02.06.10 (46/31) AMENDED CNL: 07/10/09 (44/5)	
DEPARTMENT: MAYOR & MEMBERS OF COUNCIL	SUBJECT: COUNCIL BUDGET / EXPENDITURE POLICY

1. PURPOSE

- 1.1 To ensure that appropriate financial resources are provided to Council Members to enable them to execute their legislative responsibilities.
- 1.2 To assign responsibility for budget preparation and expenditure control.
- 1.3 To clarify appropriate expenditure allocation between the Council Corporate and the Council Individual Budgets.

2. GUIDING PRINCIPLES

- 2.1 Public funds may not be expended for person use, non-City business use, campaign or election related purposes.
- 2.2 The Council Budget shall be broken down into Corporate and Individual Council Budgets on the principles that items that are shared are charged to the Council Corporate Budget and items that can be attributed to an Individual Councillor are charged to the Individual Council Budget and that Members of Council are provided with a consistent level of corporate support.
- 2.3 The Council Corporate Budget allocations must be approved by Council.
- 2.4 The Individual Councillors' Budget totals must be approved by Council, with each Member of Council having discretion over allocations and spending within their own budgets in accordance with policies and procedures of the City as well as other statutory requirements.
- 2.5 The Council Corporate Budget and the Individual Councillors Budgets are subject to the City Budget review process and are subject to the current year's budget guidelines.
- 2.6 The Council Corporate Budget and the Individual Councillors Budgets must be administered in accordance with policies and procedures of the City as well as other statutory requirements.
- 2.7 Members of Council and their Staff will be provided with all furniture and office/computer equipment (including Blackberries, palm pilots, home internet access) required to carry out their duties to a standard compatible with the rest of the Corporation.
- 2.8 Members of Council offices will be redecorated at the commencement of each term of office, upon request, to a maximum of \$3,500.

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2.9 Interpretation disputes with respect to this policy will be referred to the City Manager for resolution.

3. CORPORATE BUDGET/EXPENDITURES

- 3.1 Council as a body shares certain resources and receives a consistent level of corporate support related to the basic functions of the office. These items are allocated to the Corporate Budget and are specifically itemized below:
- 3.1.1 Lease, rental, purchase, maintenance and repair costs of all shared equipment and furniture costs; i.e. photocopier, fax machine, reception area, kitchen appliances, furnishings, accessories, etc. (Requests to be submitted annually prior to the preparation of the Council Corporate Budget.)
 - 3.1.2 Lease, rental, purchase, maintenance and repair costs of furniture, equipment and computer hardware/software for Members of Council and their staff to Corporate standard. (Requests to be submitted annually prior to the preparation of the Council Corporate Budget)
 - 3.1.3 Catered meals for Council meetings when required, and kitchen supplies. Catered meals (lunches and dinners) to be the responsibility of the Assistant of the Chair of the Committee and are to be purchased at the discretion of the Chair of the Committee. Kitchen supplies are to be purchased by the Secretary to the Mayor.
 - 3.1.4 Holiday greetings and advertising on behalf of all Members of Council. Advertising is limited to Christmas and Rosh Hashanah in the appropriate local newspapers. Season's Greeting cards are distributed by the Mayor's office on behalf of all Members of Council.
 - 3.1.5 Sponsorship of the Christmas Staff Children's party and the Christmas Staff Open House or as authorized by Council.
 - 3.1.6 Grants, donations or sponsorship, on behalf of the Corporation, as authorized by Council.
 - 3.1.7 Long distance telephone charges.
 - 3.1.8 Grade 12 Proficiency Awards
 - 3.1.9 Council support staff, as approved by Council, including group training and seminars, and vacation coverage and six days sick leave coverage.
 - 3.1.10 Gifts (flags, promotional items) provided by the Mayor or designate to Official Guests and Dignitaries. (See Schedule A)

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- 3.1.11 Corporate memberships and fees for AMO and FCM or as authorized by Council.
- 3.1.12 Flowers for special occasions on behalf of the Corporation (births, deaths, illnesses) for community leaders and for senior city officials and their immediate family (mother, father, spouse, child, sibling) on behalf of the City, to a maximum of \$150.
- 3.1.13 Purchase of a City table for the Mayor and Members of Council and their spouses for Council supported fundraising events, (~~Woodchoppers Ball, York Central Hospital Gala, York Finch Hospital Gala, Police Chiefs Dinner~~) (*Humber Regional Hospital Gala, York Central Hospital Gala, York Region Police Chief's Dinner and Vaughan Health Care Foundation Gala*) (*Amended by Item 5, Committee of the Whole Report No. 44, October 9, 2007*)
- 3.1.14 Special catering required for visiting dignitaries.
- 3.2 The Council Corporate Budget is prepared and monitored by the Clerk's Department, in accordance with this policy.
- 3.3 The Clerk's Department will have purchasing responsibility for the Council Corporate budget expenditures.
- 4. **INDIVIDUAL MEMBERS OF COUNCIL/OFFICE BUDGET EXPENDITURES**
 - 4.1 Expenditures that can be directly attributed to individual Members of Council will be charged to the individual Office Budget of each Member of Council. These items are itemized below:
 - 4.1.1 *Remuneration for Members of Council as established by by-law.*
 - 4.1.2 *Photocopy charges and postage costs.*
 - 4.1.3 *Monthly expense allowance, as established by by-law, for Regional and Local Councillors to reimburse them for incidental expenses incurred without receipt or the requirement of Council approval.*
 - 4.1.4 *Other expenses: ie. framing of pictures, promotional items (pins, ties, pens, etc.), conferences and seminars, business cards, stationery, day-timers, parking etc.*
 - 4.1.5 *One hundred per cent of the cost of purchase of cellular telephones.*
 - 4.1.6 *Mayor's Vehicle – lease, repairs, insurance, license, maintenance.*
 - 4.1.7 *Lease, rental, purchase, maintenance and repair costs of office equipment and furniture, computer hardware and software not consistent with corporate standards.*

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- 4.1.8 *Subscriptions and publications.*
- 4.1.9 *Expenses (airline, accommodations, meals, etc.), authorized by Council, relating to attendance at a City function or special event.*
- 4.1.10 Office supplies
- 4.1.11 Salaries and Benefits for part-time assistance exceeding vacation coverage provided, if required.
- 4.1.12 Specialized individual training and seminars for support staff.
- 4.1.13 Reimbursement of expenditures for cellular telephone phone charges, 407 charges and mileage. It shall be the responsibility of each Member of Council to retain supporting invoices and documentation. Please note, under Canada Customs and Revenue Agency guidelines, mileage from home to and from the place of work is considered personal mileage and therefore is not an allowable expense.
- 4.1.14 Reimbursement of expenditures for business meals with staff and/or external persons with supporting documentation and receipts.
- 4.1.15 Holiday greetings on behalf of an individual Member of Council.
- 4.2 Individual Members of Council are responsible for preparation and allocation of expenditures within their individual budgets within the council approved budget levels, with the exception of any item established by by-law.
- 4.3 Individual Members of Council are responsible for monitoring their individual budgets. Members of Council will be provided with monthly budget reports relating to their individual budgets.
- 4.4 Each Councillor's Staff will have purchasing responsibility for individual Councillor's expenditures.

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SECTION: ADMINISTRATION	POLICY NO.: 03.19
CNL: 97.01.13(2)	
DEPARTMENT: ADMINISTRATIVE	SUBJECT: EXPENSE REPORTS

Council resolved:

That effective January 1, 1997, credit card expenses for the Chief Administrative Officer be approved by the Mayor, and credit card expenses for the Mayor be approved by the Chief Administrative Officer.