

AUDIT AND OPERATIONAL REVIEW COMMITTEE – FEBRUARY 16, 2010

COUNCIL MEMBER EXPENSE POLICY

(Deferred Item)

Council, at its meeting of February 5, 2010, adopted the following (Item 1, Report No. 1):

That the Council Member Expense Policy that was adopted by Council on December 14, 2009 be reconsidered;

That Clauses 1, 2, 4, 5 and 6 of the Audit and Operational Review Committee recommendation be approved; and

That the present Council Member Expense Policy, effective February 1, 2010, continue in effect until the Council meeting of March 9, 2010, at which time minor policy and administrative changes identified as both necessary and appropriate by Council shall be incorporated into the document.

Recommendation of the Audit and Operational Review Committee dated February 1, 2010

- 1) That the Council Member Expense Policy be reconsidered;
- 2) That this matter be deferred to a future Audit and Operational Review Committee meeting to be scheduled by the Chair;
- 3) That the present Council Member Expense Policy effective February 1, 2010, be held in abeyance until the Council meeting of March 9, 2010 and the previous policy be in effect until that time;
- 4) That the City Manager, the Integrity Commissioner, the City Auditor, and appropriate staff review the policies in place with the Audit and Operational Review Committee at a future meeting and provide a report to the Committee of the Whole meeting of February 23, 2010;
- 5) That the memoranda from the City Auditor, dated February 1 and 3, 2010, be received; and
- 6) That the deputation of Mr. Richard Lorello, and written submission, dated February 3, 2010, be received.

Report of the City Auditor dated February 1, 2010

Recommendation

The City Auditor recommends:

1. That the Council Member Expense Policy that was adopted by Council on December 14, 2009 be reconsidered for further refinement and amendments; and
2. That the attached Council Member Expense Policy which incorporates the proposed changes be approved.

Contribution to Sustainability

The Council Member Expense Policy is being finalized.

Economic Impact

There is no economic impact.

Communications Plan

Not applicable as the policy is a draft policy being tabled for discussion.

Purpose

The Council Member Expense Policy has been refined to provide more clarity by the City Auditor. The changes are from the discussions at the training sessions to Council Members and their executive assistants.

Background - Analysis and Options

The Preliminary Draft of the Council Member Expense Policy, prepared by the City Auditor, was introduced to the Audit and Operational Review Committee meeting of November 16, 2009 for discussion purposes.

The City Auditor was directed to post the Policy on the City of Vaughan's website and obtain comments from the public. This was done on the 17th November, 2009.

All Members of Council were also encouraged to provide written feedback to the City Auditor.

After considering comments received from residents and Council Members, the edited Preliminary Draft of Council Member Expense Policy was discussed at the Committee of the Whole (Working Session) on November 30th, 2009,

Additional comments were provided to the City Auditor.

The Preliminary Draft Council Member Expense Policy was refined after considering the comments received from the Committee of the Whole (Working Session).

The Draft Council Member Expense Policy was presented to the Audit and Operational Review Committee on December 10, 2009 for more discussion and further refinement.

The revised report was approved by Council on December 14, 2009. Training sessions were held for Council Members and their executive assistants in January 2010. This resulted in more discussions on the understanding of the policy, and minor changes for improved clarity and understanding.

The edited Council Member Expense Policy was presented, with the changes (add-ons or strikeouts) **highlighted**, to the Committee of the Whole (Working Session) dated January 25, 2010. Due to insufficient time to review the changes, it was recommended that the revised report be brought forward to the Audit and Operational Review Committee at the earliest opportunity.

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 Council Member Expense Policy (which was approved by Council on December 14, 2009), has refined to provide more clarity and understanding. All changes have been highlighted for ease of review. The Policy is being brought forward at this time for further discussion and refinement.

Attachments

1. Report on the Council Member Expense Policy version R12C
2. Memorandum from the City Auditor, dated February 1, 2010
3. Memorandum from the City Auditor, dated February 3, 2010
4. Written submission from Mr. Richard Lorello, dated February 3, 2010

Report prepared by:

Michael Tupchong

CITY OF VAUGHAN
COUNCIL MEMBER EXPENSE POLICY

December 14, 2009 was the original approved document.
(Now includes editing for more clarity and understanding with a few
amendments. ~~All highlighted~~. To be approved by Council.)

Version R12D

Table of Contents

· Executive Summary	3	· Corporate Credit Card Expenses	14
A · Purpose	4	· Memberships	14
B · Scope	4	· Newsletters & Flyers, Photocopying and Postage	14
C · Roles and Responsibilities	4	· Office Decorations and Maintenance	15
· Council Members	4	· Office Furniture	16
D · Guiding Highlights for additional requirements for Allowable Expenses	5	· Photographic Supplies & Services	16
E · Business vs. Personal	6	· Spousal/Companion Expenses	17
F · Review and Sign-off Process	7	· Staff: Salary and Benefits Coverage	17
G · Budgets	7	· Stationary (Office Supplies, Printing Services)	17
H · Council Member Office Budget	7	· Technology Suite (Computer Hardware, Software, Wireless Services, -Cellphones, Blackberries, Internet Telephone and Fax)	17
I · Council Corporate Budget	8	· Training	20
J · Process and Timing	8	· Transportation: (Mileage & Parking, Taxi, Car rental, Bus, Subway, Train)	21
<u>EXPENSES:</u>		· Transportation: Highway Tolls	23
· Adherence to Policy	9	· Travel: Conferences, Seminars and Business Trips	24
· Advertising & Promotion	10	· Websites	28
· Books, Magazines, Newspapers, Periodicals	10	<u>ELECTION YEAR:</u>	
· Business Hospitality Expenses	10	· Use of Corporate Resources during an Election Year	29
· Business Meeting Expense	10	· Policies Applicable During Entire Election Year	29
· Cable Television	11	· Discontinued Activities during an Election Year	30
· Community Expense: Donations to Community Groups	11		
· Community Expense: Event Tickets	11		
· Community Expense: Gifts & Promotions	12		
· Council Members: Hosting Events	13		

Executive Summary (See body of the report for full details):

- The Council Member Expense Policy is based on the recommendations of the City Auditor to improve the current policy. An auditor should not be responsible for or maintain policies but can make recommendations on their improvement.
- The new policy has been prepared and customized for the City of Vaughan. Some selected policy information (from other municipalities) were included as the auditor agreed they were applicable for the City of Vaughan.
- The format (as requested by members of the Audit and Operational Review Committee), shows expenses in alphabetical order with the Current Policy and the new Proposed Policy in a table format for ease of review and comparison.
- The Council Member Expense Policy shows expenses that may be charged against the Council Member's Office Budget or against the Council Corporate Budget. The Council Member Expense Policy includes "Eligible" and "Ineligible" expenses and may include a "Narrative" paragraph. There is also a section for "Election Year" at the end of the report. The "Election Year" provides the policies for Council Members to follow during the election year.
- The current \$450 per month travel allowance (Policy 01.05) started in 2003. Using Runzheimer figures from Canadian Automobile Association, it was agreed that the amount be increased to ~~\$686~~ ~~\$768~~ ~~\$747~~ ~~\$725~~ ~~\$703~~ per month. This compares favorably with two other cities which provide for a monthly allowance. The City of Mississauga provided an allowance of \$1,442 per month based on 20,000 kilometres for 2009. The City of Brampton provided an allowance of \$944 per month for 2008 (no kilometers are given).
- Council Members should choose between (1) a Monthly Allowance (no documentation required by the City) or (2) to submit Mileage Claims (preferably monthly), with the latter now requiring more information of kilometer readings, destinations travelled and the purpose of the business trips. The Monthly Allowance would not require submission to the City of business travel information. Travel information for business would be personally kept for Income Tax purposes as a T4 statement would be issued for the year. The City Auditor recommends that the monthly Allowance method be adopted. Business parking receipts would still be required for reimbursement.
- For Conferences, Seminars and Business Trips, a per diem for meals is available for overnight stay. There are also detailed information on eligible and ineligible expenses in the Narrative portion.
- Council Members must report to the Integrity Commissioner all donations received for Council Member Hosted Events and all travel costs funded by a government body or a conference organizer.
- The new policy requires submission of the summary page of vendors' invoices for cellular phones/blackberries and 407 ETR travel claims. Vendor charges for personal related long distance calls and/or roaming fees are to be reimbursed back to the City based on the honour system.
- Alcohol is a personal expense except in *business hospitality* situations of external third parties.
- Business meals require original detailed receipts with information on the business purpose of the meeting and the names of the participants.
- Spousal/companion expense is a personal expense. However in *business hospitality*, it may be protocol in exceptional circumstances, (based on the nature of the event e.g. gala) to have a spouse/companion attend a function with business constituents, business contacts, representatives of other levels of government, international delegations or business visitors from out of town. Spousal/companion attendance at charitable/fundraising events by a charitable/non-profit organization with a registration number or a Community Service Organization (CSO) status and letter of an address in York Region (2) holding the event in York Region or (3) providing services to York Region is also permitted.
- Computer Hardware/Software, Office Decorations, Office Equipment, Office Furniture, Telephone and Fax, and Wireless Equipment purchased with City funds will now be *inventoried* by the ITM department and Building and Facilities department as they are the property of the City and should be returned at the end of the Council term if not re-elected. The non-returning Council Member can also purchase some of these from the City at fair market value plus associated taxes.

- Guidance is provided to assist in distinguishing between Personal Expense vs. Business Expense and whether an expense is eligible or not. Only business expenses are eligible to be charged to the Council Member's Budget or Council Corporate Budget.
- The dollar amounts shown in the Policy for some expenses are for January 1, 2010 and would increase on January 1 each year based on the prior year's Consumer Price Index for Toronto as published by Statistics Canada. For the monthly Travel Allowance, the amount would be adjusted based on the Canadian Automobile Association annual numbers.
- In an **Election Year** the cut-off date is *June 30th*, beyond which there shall be (1) no ordering of stationery, office furniture and furnishings, (2) no distribution of media releases, (3) no advertising, (4) no printing and distribution of newsletters and (5) a discontinuation of community expenses, tickets to events/functions, and gifts and promotions.

A. Purpose

- The Current Policy for the Mayor and Members of Council requires updating and revamping as the information is not comprehensive and does not provide adequate guidance to Council Members.
- The purpose of the new draft policy is to improve the current policy by (1) providing more specific and clear-cut direction (2) incorporating coverage of more expenses and (3) clarifying what expenses are "Eligible", "Ineligible" and any "Narrative:" that may be applicable for each expense.

B. Scope

- All Council Members receive an annual Office Budget to use at their discretion in fulfilling their duties and obligations in conducting official City business as elected officials.
- The Council Member Expense Policy sets out the rules that apply to relevant expenses and how transactions are to be conducted.
- The Council Member Expense Policy is applicable to all Council Members which includes the Mayor (except where noted).

C. Roles and Responsibilities

a. Council Members (and their staff)

- Public funds may not be expended or committed for personal use, non-City business use, campaign or election related purposes.
- Authorize expenditures from their Office Budget or staff budgets.
- Meet all financial, legal and Income Tax obligations.
- Stay within budget guidelines and expenditure categories outlined in this Policy.
- Council Members are to forward requests to purchase Computer Hardware/Software, Telephone and Fax, Wireless Equipment and Office Equipment, to the Information Technology Management department, and Office Decorations and Office Furniture to the Building & Facilities department, to co-ordinate with the Purchasing department and ensure compliance with corporate standards. Assets purchased will be inventoried by ITM and Building & Facilities departments.
- Safeguard and maintain all Computer Hardware/Software, Office Decorations, Office Equipment, Office Furniture, Telephone and Fax, and Wireless Equipment *provided by the City and purchased with City funds*.
- Ensure that all purchases are in accordance with Purchasing Policies and procedures. If the Vendor of Record is not used then the reason should be written on the documentation.
- Ensure that all goods/services are received in good condition. Invoices and Packing Slips must be *signed (and dated)* by the Council Member or his/her designate.
- Strictly comply with Council Member Expense Policy, Accounting, Financial and Budget Policies/Procedures at all times.

- Since Council Members use public funds when they perform their duties, the public expects public funds to be used prudently.
- Council Members 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.
- Council Members' expenses must be reasonable and reflect what the public expects of an elected official.
- Council Members' business expenses and personal expenses must be kept separate.
- Council Members are to personally pay for York Region expenses and claim reimbursement directly from York Region. The City will not pay for York Region expenses on behalf of the Council Member.
- At the end of the term, if not returning, return all assets (Computer Hardware/Software, Office Decorations, Office Equipment, Office Furniture, Telephone and Fax, and Wireless Equipment) *provided by the City and purchased* with City funds. Returned assets may be purchased from the City at fair market value utilizing personal funds.

D. Guiding Highlights of additional requirements for Allowable Expenses

- Council Members or their staff ~~must~~ should submit claims for reimbursement ~~at least~~ once a month. ~~however if not possible then must be submitted at least quarterly.~~
- All requests for payment or reimbursement for expenses must be supported by appropriate original documentation, original detailed receipts and proof of payment. Credit card receipts on their own will not be accepted. ~~on a rare occasion the detailed original receipts is mislaid, without an explanation on the detail and business purpose of the expense must be provided, be signed and dated and accompany the signed credit card receipt.~~
- In cases where additional information is required to support the expenditure, this is mentioned in the narrative section of the allowable expense in the Policy.
- All **business meeting** expenses and **business hospitality** expenses must be supported by (1) original detailed receipts, (2) signed credit card receipts, and provide details of (1) Business Purpose of Meeting (2) Names of Participants . Alcohol is a personal expense but is acceptable as a reasonable expense in business hospitality situations. Spousal/companion expenses, which are mainly personal, may be acceptable at business hospitality situations if it is protocol for the spouse to be present depending on the nature of the event e.g. gala and at charitable/fundraising events by registered charitable/non-profit organizations with a registration number or Community Service Organization (CSO) status, and either (1) an address in York Region (2) holding the event in York Region or (3) providing services to York Region.
- Council Members or their authorized staff must sign off all receipts, invoices and packing slips with original signatures (signature stamps and electronic signatures will not be accepted).
- Only City-related business expenses are considered allowable expenses and will be reimbursed.
- If the Policy is not strictly adhered to, then the expenses will not be paid with City funds and will be considered a personal expense.
- In cases of uncertainty on the interpretation of any item in the Council Member Expense Policy, the City Auditor should be consulted on the intended interpretation of the Council Member Expense policy in question. If any dispute is not resolved then the dispute will be brought forward to the Audit and Operational Review Committee for a final ruling. In the meantime any disputed items will not be paid by the City.
- Non-compliance of the policy will result in non payment by the City to the vendor or the Council Member. If the City inadvertently paid for any non-compliance, the City will deduct the amount from the following expense submission(s) until the full amount has been recovered.
- The dollar amounts shown in the Policy for some expenses are for January 1, 2010 and would be automatically adjusted on January 1 each year based on the prior year's Consumer Price Index for Toronto as published by Statistics Canada. For the monthly Travel Allowance, the amount would be adjusted based on the Canadian Automobile Association annual numbers. The City Clerk will provide Members of Council with the updated dollar amounts each year.
- If a Council Member wishes to deviate from the policy, then Council approval must be obtained in advance.

- If an expense is not dealt with in the Policy, then the expense is ineligible to be charged to the Council Member's Budget. If an expense is not specifically prohibited in the Policy, it shall not be interpreted as being eligible simply by omission.

E. Business vs. Personal

In some cases it is not always clear whether an expense is "personal" or "business". The following may help to clarify and facilitate the decision.

Business:

- Business expenses are incurred in the interest of the City for the advancement of the City.
- Business expenses support the attainment of the City's approved goals and objectives.
- The City will only pay for business expenses incurred in furthering the interest of the City.
- A business expense is incurred for the City's benefit and not for a personal benefit.
- An expense incurred in troubleshooting and problem-solving City issues and problems, is a business expense.
- Business expenses are subject to the normal approvals that are contemplated in the City's Purchasing Policies and other policies and are permissible expenditures.
- Business expenses are eligible for reimbursement; personal expenses are not.
- Council approval is required for a Council Member(s) to represent the City (all Council Members) in an official capacity at an event or function and the expense is a business expense chargeable to Council Corporate Budget.
- Without Council approval, the Council Member is not representing the City (all Council Members) in an official capacity at an event or function. He/she is therefore representing his/her ward or region in a personal/business capacity. If in a personal capacity, then the expense is personal; if in a business capacity then it is business expense and would be charged to the Council Member Budget.
- Council approval is required before a Council Member may charge an expense to Council Corporate Budget. Without Council approval, the business expense is charged to individual Council Member Budget.
- If there is doubt and it is not certain whether the expense is business or personal, then it is more than likely personal. *A business type expense can be supported and defended against any challenge.*

Personal:

- Expenses incurred furthering one's own political interests and not necessarily the City's interest, are considered personal e.g. if attending an event/function in a personal capacity for visibility, self-promotion and recognition; unless invited to a charitable/fundraising event then policy on Community Expense (Event Tickets) applies.
- City funds should not be used to pay for any personal expenses. Any expenses of a personal nature will not be paid/reimbursed by the City.
- Travelling from home to work (normal place of work) and return, is considered a personal expense. This is reinforced by the Canada Revenue Agency.
- *Department* celebrations of staff birthdays and retirements are considered personal expenses.
- Expenses for goods and services of a personal nature are the responsibility of the individual elected official and will not be paid by the City.
- Not allowed are the extra costs of personal entertainment, golfing, tours or meals associated with ancillary events such as sightseeing excursions or evening outings when attending a conference, seminar business trip.
- Expenses claimed *in excess of what is considered reasonable* or non-allowable expenses will be considered to be a personal expense and the responsibility of the claimant.
- Alcohol expenses involving only City staff and/or Council Members are considered personal and will not be reimbursed.

- The City will not be responsible for claims relating to:
 - Loss of personal effects
 - Medical and hospital treatment beyond City benefit guidelines.
 - Purchase of personal goods(trunks, luggage, clothing, souvenirs etc).
 - Lost luggage, lost cameras and other misplaced belongings.
 - Alcoholic beverages (as outlined in the policy).
 - In-suite services relating to movies and bars.
 - Personal equipment.
 - Personal services, shoe shines, valet services.
- The policy sets out the maximum the City will pay for travel allowances and related costs. Individuals may choose to *upgrade at their own expense*.
- Any additional fees incurred as a result of a *spouse (or significant other) attending a conference, seminar or business trip* (e.g., registration, accommodation, meals, travel, golf tournaments, dinner/dances, tours etc.) shall be paid for by the employee/elected official as they are considered personal.

~~Personal expenses incurred by a spouse or companion such as additional accommodation expense, golf tournaments, dinner, dances, tours, meals etc. will not be paid by the City.~~
- The Corporate Credit Card shall not be used for personal use including personal vehicle expenses.
- Where an invoice contains expenses of a personal nature, Council Members or their staff must reimburse the City for these personal expenses when they submit the request for reimbursement or payment of the expense.

F. Review and Sign-off Process

- Council Members are responsible for authorizing and signing all expenditures.
- (1) A Council Member's Expense Submission Form with complete signed supporting documents should be submitted for reimbursement or (2) Purchasing documents with complete signed supporting documents should be submitted for payment to Vendors.
- The Audit and Operational Review Committee has recommended at the December 10, 2009 meeting that Council Members' expenses are to be reviewed by the City Auditor for the remainder of the term of Council to ensure compliance with the Council Member Expense Policy and are confirmed by him by way of signature and date, before they are sent for payment processing.

Supporting documentation

Hard copy evidence to backup the expense, provides evidence of the expense, affords belief in the expense, demonstrates authenticity of the expense. May require more than one document to provide support for the expense. The supporting document(s) singularly or collectively must show (1) name of vendor/organization (2) details of the expense (3) amount of the expense (4) date incurred (5) some proof of acknowledgement of goods/services received. Examples of some supporting documentation are- notice/letter/letterhead, credit card transaction slip, vendor transaction receipt, restaurant detailed receipt, bank stamp or cheque, copy of e-mail, purchase order, field purchase order, parking slip, invoice, parking ticket, boarding pass, vendor statements, bank statements, correspondence etc. An auditor also obtains other evidence through observation, discussion, analysis.

G. Budgets

- The Council Budget shall be broken down into (1) Council Corporate Budget and (2) Individual Council Member Office Budgets on the Highlights 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 Member Budget and that Council Members are provided with a consistent level of corporate support.

- The Council Corporate Budget and the Individual Council Members' Budgets are subject to the City Budget review process and are subject to the current year's budget guidelines.
- The Council Corporate Budget and the Individual Council Members' Budgets must be administered in accordance with policies and procedures of the City as well as other statutory requirements.

H. Council Member Office Budget

- Each Council Member is provided with an annual office budget to pay for expenses that are allowable in the Council Member Expense Policy.
- Expenditures that can be directly attributed to Individual Members of Council will be charged to the individual Office Budget of each Member of Council.
- Council Members cannot exceed their annual office budget. Any over-expenditure will be the personal responsibility of the Council Member and will be paid by the Council Member.
- Office budgets cannot be transferred between years. Any surplus in one year may not be transferred to the next year. If a Council Member is under budget and has surplus funds very near the end of the year, s(he) should not feel compelled to spend the surplus funds by year end.
- The Individual Council Members' 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.
- 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.
- 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.
- Each Council Member's staff will have purchasing responsibility for individual Council Member's expenditures.
- The remuneration for Members of Council as established by by-law, will be charged to the Individual Office budget.

I. Council Corporate Budget

- To fund general support for all Council Members.
- An expense on behalf of, or shared by all Council Members.
- Council as a body share certain resources and receive a consistent level of corporate support related to the basic functions of the office. These items are allocated to the Council Corporate Budget.
- The Council Corporate Budget must be approved by Council.
- The Council Corporate Budget is prepared and monitored by the Clerk's Department, in accordance with this policy.
- The Clerk's Department will have purchasing responsibility for the Council Corporate Budget expenditures.

J. Process and Timing:

- November 16, 2009
 - Preliminary Draft of Council Member Expense Policy presented to Audit and Operational Review Committee for discussion.
- November 17, 2009
 - Preliminary Draft of Council Member Expense Policy posted on the City of Vaughan website. Residents were encouraged to provide their comments to the City Auditor.
 - All Members of Council were also encouraged to provide written comments to the City Auditor and to also copy all Members of Council.
- November 30, 2009

- Preliminary Draft of Council Member Expense Policy is to be discussed in Committee of the Whole (Working Session). Suggestions which are agreed by the majority of attending Members of Council are to be incorporated into the Preliminary Draft of Council Member Expense Policy which is then to be brought forward to December 10, 2009 Audit and Operational Review Committee for further discussion and refinement.
- December 10, 2009
 - Draft Council Member Expense Policy with revisions are to be discussed at the Audit and Operational Review Committee. Further revisions may be required to arrive at a “workable document” to be implemented on January 1, 2010. A proposed task force may be implemented at this meeting.
The recommendations of the Audit and Operational Review Committee are to be ratified at the Council meeting of December 14, 2009.
- December 14, 2009
Ratification of the recommendations of the Audit and Operational Review Committee to the Draft Council Member Expense Policy.
- January 2010:
Training for Council Members and their Executive Assistants.
- February 1, 2010:
Effective start date of the new policy.
From this date, all expenses must adhere to the new policy.

DRAFT

<u>EXPENSE TYPE</u>	<u>COUNCIL APPROVED POLICY</u>
Adherence to Policy	<ul style="list-style-type: none"> ● Council Members are responsible for their own expenses and sign their validity, accuracy and verify that they are in compliance with the Council Member Expense Policy. ● Council Members' expenses are reviewed by the City Auditor for the remainder of the term of Council to ensure compliance with the Council Member Expense Policy and are confirmed by him, before they are sent for payment processing. ● If the Policy is not strictly adhered to, then the expenses will not be paid with City funds and will be considered a personal expense. ● All disputes will be brought forward to the Audit and Operational Review Committee for a final ruling.
Advertising and Promotion (1)	<p><i>Ineligible Expense(Council Member Budget):</i></p> <ul style="list-style-type: none"> ● Any form of personal advertising and promotion is <i>ineligible</i> to be charged to Council Member Budget. and is considered a personal expense. Any personal advertisement should not use the City logo, make reference to a Council member position or make reference to the City in any way. ● Advertising and Promotion is provided for under Council Corporate Budget on behalf of all Council Members.

<p>Advertising and Promotion (2)</p>	<p>Eligible: (Council Corporate Budget)</p> <ul style="list-style-type: none"> Holiday greetings and advertising on behalf of all Council Members. Advertising is not limited to any religion but is determined by Council in the appropriate local newspapers. Season's Greeting cards are distributed by the Secretary to the Mayor and Members of Council on behalf of all Council Members. <p><u>Note:</u> This section is to be read in conjunction with the above section.</p>
<p>Books, Magazines, Newspapers, Periodicals</p>	<p>Eligible Expense (Council Member Budget):</p> <ul style="list-style-type: none"> Books, magazines, newspapers and periodicals that are related to the business of the City and/or Region of which the City is a part of. <p>Ineligible Expense:</p> <ul style="list-style-type: none"> Lifestyle / entertainment magazines (e.g. sports, cooking, gardening, fashion, celebrities, travel, how to etc.). <p>Narrative:</p> <ul style="list-style-type: none"> Name of book or magazine must be included on the invoice. Council Members must identify the <i>business purpose</i> for the books, magazines, newspapers, periodicals when the business reason is not evident. Delivery address must be City Hall office. Council Members must provide an original subscription invoice or renewal notice indicating delivery address of publication.
<p>Business Appreciation Expense (Members of Council with Staff)</p>	<p>Eligible: (Council Corporate Budget)</p> <ul style="list-style-type: none"> Council approved staff appreciation events and/or dinner(s) with Members of Council. Reasonable alcohol during meals. Reasonable expenses as approved by Council. <p>Narrative: See Guiding Highlights for additional requirements.</p>

<p>Business Hospitality Expense (External Parties)</p>	<p>Eligible: (Council Corporate Budget)(Economic Development Budget)</p> <ul style="list-style-type: none"> Where <i>Council decides</i> that a business hospitality situation has arisen whereby special catering is required for the <i>Mayor and all of Council</i> to host external parties (special constituents, business contacts, representatives of other levels of government, international delegations or visitors from out of town). If on a Council-approved business trip the Mayor and/or Council Members may reciprocate hospitality to the hosts in appreciation of their hospitality to the City of Vaughan delegation. Reasonable alcohol during meals or receptions involving business hospitality. Reasonable entertainment expenses. <p><u>Narrative:</u> See Guiding Highlights for additional requirements. This section is to be read in conjunction with the above section.</p>
<p>Business Meeting Expense (1) (Staff and/or Council Members and /or External Parties)</p>	<p>Eligible Expense (Council Member Budget):</p> <ul style="list-style-type: none"> Business meals in the interest of the City of Vaughan for: meetings with City employees, Council Members' staff, other Council Members, External Parties (business constituents, business contacts, government officials, or business visitors from out of town) or employees of a City agency, board, commission or special purpose body. Meals consumed by Council Members prior to attending evening functions or events. In-town conference/seminar at which meals are not provided and where no per diem may be claimed. Per diem is allowed <u>only if overnight stay is required and no meals are included/provided.</u> Up to two attendance tickets/registration fees at government events/functions. Facility rental Catering order, including coffee, tea, juices, pop, cookies, snacks, light food Venue set-up fees, including audio-visual equipment, flip charts, set-up fees, cleaning charges. External facilitator fees <p>Ineligible Expense:</p> <ul style="list-style-type: none"> Alcohol is a personal expense. Entertainment or Holiday meals with City employees, Council Members' staff, other Council Members or employees of a City agency, board, commission or special purpose body <i>and their relatives.</i> <p><u>Narrative:</u></p> <ul style="list-style-type: none"> For attendance at government events/functions, the first ticket must be used by the Council Member (Council Member Assistant if the Council Member is unable to attend) and the second ticket can be used by the Council Member's spouse/companion. In circumstances where it is customary and expected for a spouse/companion attend, based on the nature of the event (e.g. gala) or the Council Member's status only, Council Member Assistant must be in attendance. Council Members must provide a copy of the event notice/invitation requesting the Council Members attendance as well as (1) proof of payment if seeking reimbursement or (2) supporting documentation in requesting a cheque from the City. <p>• See Guiding Highlights for additional requirements.</p>
<p>Business Meeting Expense(2) (Staff and/or</p>	<p>Eligible: (Council Corporate Budget)</p> <ul style="list-style-type: none"> 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

Council Members)	<p>Committee. Kitchen supplies are to be purchased by the Secretary to the Mayor and Members of Council.</p> <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> • Alcohol
Cable Television	<p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> • Additional cable connections if required. <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> • Movie/entertainment channel programming. • Monthly cable fee for <i>Home Office</i>. • Cable installation and program fee for <i>Home Office</i>. • Cable equipment purchase or rental for <i>Home Office</i>. • Specific cable channels and programs <p><u>Narrative:</u></p> <ul style="list-style-type: none"> • Basic cable (at no cost) is provided in each Council Member's office at City Hall as a corporate expense. • Cable connection at City Hall is provided from City centralized resources (Building & Facilities Department). • Requests for additional cable connection at City Hall must be made to the City's Building and Facilities department.
Community Expense: (Donations to Community Groups) (1)	<p><u>Ineligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> • Donations to community groups, registered sports teams, charitable organizations, non-profit organizations are ineligible. <p><u>Narrative:</u></p> <ul style="list-style-type: none"> • All donations are considered a <i>personal expense</i> and are not to be charged to the Council Member Budget.
Community Expense: (Donations to Community Groups) (2)	<p><u>Eligible (Council Corporate Budget)</u></p> <p>Grants, donations or sponsorship, on behalf of the Corporation, as <u>authorized by Council</u>.</p> <p><u>Note:</u></p> <p>This section is to be read in conjunction with the above section.</p>
Community Expense: (Event Tickets)	<p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> • Up to two tickets per charitable or fund-raising event by a non-profit organization within a ward or City-wide event/function • Participation fee for charitable or fund-raising events such as golf tournaments, walkathons organized by non-profit organizations. <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> • Entertainment events such as theatre shows, musical performances or other concerts are ineligible expenses <u>unless it is a charitable or fund-raising event by a non-profit organization</u> • Fundraising events organized by <u>City staff</u>. • Charity golf tournaments organized by <u>City staff/divisions</u>. • Raffle tickets, silent auctions, table prize tickets at events <p><u>Narrative:</u></p> <ul style="list-style-type: none"> • The charitable or fundraising event must be by a charitable/non-profit organization with either (1) an address in York Region (2) holding the event in York Region or (3) providing services to York Region. The organization must provide a registration number (charitable or non-profit) or must have @Community.Service@organization (CSO) status • For charitable events or dinners, event organizers must make out <i>charitable receipts to the City of Vaughan</i>.

	<ul style="list-style-type: none"> • First ticket must be used by the Council Member (Council Member Assistant if the Council Member is unable to attend) and the second ticket can be used by the Council Member's spouse/companion (in circumstances where it is customary and expected that a spouse/companion attend based on the nature of the event (e.g. gala)) or the Council Member staff only. Council Member/Assistant must be in attendance. • Council Members must provide a copy of the event notice/flyer/email requesting the Council Member's attendance as well as (1) proof of payment if seeking reimbursement or (2) supporting documentation if requesting a cheque from the City. • Council Members must provide a copy of the event notice or flyer requesting the Council Member's attendance as well as the order form and token.
<p>Community Expense: (Gifts and Promotion) (1)</p>	<p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> • City-related promotional items such as fridge magnets, souvenir T-shirts, pins, ties, pens, etc. • Payment for gifts from the Economic Development Department's gift inventory. • Gifts/flowers/awards for constituents, community leaders, seniors for special occasions (max \$100 for each occasion). <p><u>Ineligible Expenses:</u></p> <ul style="list-style-type: none"> • Gifts for Council staff or other employees of City agencies, boards, commissions and special purpose bodies. <p><u>Narrative:</u></p> <ul style="list-style-type: none"> • Council Members must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items. • Request for reimbursement for expenses incurred for flowers/gifts/awards to specific constituents, community leaders or seniors must include an explanation on <i>how it relates to City business</i> (e.g. illness/death/remembrance of a prominent community leader, congratulate/recognize an achievement of a constituent). There may be other circumstances.
<p>Community Expense: (Gifts and Promotion) (2)</p>	<p><u>Eligible Expense (Council Corporate Budget)</u></p> <ul style="list-style-type: none"> • Grade 12 Proficiency Awards or as authorized by Council. • Gifts (flags, promotional items) presented by the Mayor or designate, on behalf of the City and all Council Members, to Official Guests and Dignitaries. • Flowers (or donations to charitable organizations for deaths) for special occasions (births, deaths, illnesses) provided by the Mayor or designate on behalf of the City and all Council Members to community leaders and to senior city officials and their immediate family (mother, father, spouse, child, sibling), to a maximum of \$250 (1 January 2010). <p><u>Eligible Expense (Corporate Communication Budget)</u></p> <ul style="list-style-type: none"> • Sponsorship of the Christmas Staff Children's party, the Christmas Staff Open House or as authorized by Council. <p><u>Note:</u> This section is to be read in conjunction with the above section.</p>
<p>Community Expense: (Hosting Events by Council Member)</p>	<p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> • Costs directly associated with hosting an event • Total costs limited to \$1500 maximum per event. Example: Space rental fees or permit fees, venue decorations and set-up, miscellaneous supplies, equipment rental, including stage, chairs, tables, sound systems, a/v equipment etc. <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> • Payment to City staff of other departments to organize event. • Event costs (as above) for an event organized entirely by a third party with no direct Council Member participation.

	<ul style="list-style-type: none"> • Council Member Events after the cut-off date of June 30th during an election year. <p>Narrative:</p> <ul style="list-style-type: none"> • The event or initiative must be authorized or endorsed by Council so as to be in alignment with the Code of Ethical Conduct on Gifts and Benefits Rule No. 2.1(i). • To be eligible, proof is required of Council Member hosting the event e.g name on flyer, name as co-sponsor of event. • Council Member community event expenses can supplement events organized by program areas, e.g. park opening by Parks, Recreation and Culture, or Environment Days by Waste Management Services etc. • Council Member hosting events can be co-organized with community groups. • Council Members must provide an <i>original detailed invoice</i> from vendor, including nature of service, date and venue of event. • Council Members must comply with the policy on donations to Council Member hosting events. • Donations received for Council Member hosted events, must be reported to both the Integrity Commissioner and the City Clerk's Office. • Donation Cheques received must be made in the name of the City of Vaughan and forwarded to the Finance department. • Donations received by Council Members for a specific event must be maintained in a specific identified City account and must be dedicated to the event originally funded. Surplus donations received in excess of the cost of the specific event during a calendar year, can be carried forward between calendar years to be used for the same specific event only. • Where the specific event is not repeated or continued, any excess funds in the specific account will be forwarded to Council Corporate Budget. • Donations received for hosting community events and expenditures funded by donations, are subject to the same disclosure requirements as expense funded by the Council Member's Office Budget. <p>Form:</p> <ul style="list-style-type: none"> • Integrity Commissioner – Gifts and Benefits Information Statement
<p>Corporate Credit Card Expenses</p>	<ul style="list-style-type: none"> • The Corporate Credit card is provided to the Mayor. It is to be used for City business expenses of the Cardholder. • Personal expenses shall not be put on the Corporate Credit Card. • All credit card expenses must be supported with <i>detailed original receipts and the signed credit card receipt</i>. A credit card receipt in itself is unacceptable. If on a rare occasion the detailed original receipt is mislaid, an explanation of the nature and detail and business purpose of the expense must be provided, signed and dated by the Mayor and accompany the signed credit card receipt. • If the Corporate Credit Card is used for City business to pay for other Council Members and/or City Staff, information should be written on supporting documentation. If the expense is a business meal, then the <i>business purpose</i> of the meeting and <i>who attended must be noted</i>. The expense may be charged to the Mayor's budget, or if agreed in advance, the expense may be split and charged back to the Council Members' and/or City Staffs' budgets for their share. • If through an <u>exceptional circumstance</u>, personal expenses are charged to the Corporate Credit Card, the Mayor must reimburse the City by <i>personal cheque within the same month the personal expenses were incurred</i>, so that the City is not out of pocket when it pays the full monthly balance owing. • Public funds may not be expended or committed for personal use, non-City business use, campaign or election related purposes.
<p>Memberships (1)</p>	<p><u>Eligible Expense (Council Member Budget):</u></p>

	<ul style="list-style-type: none"> Memberships for the Council Member or their staff that are related to the Council Member's work in the community or for the City. <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> Retail memberships (e.g., Costco). Award programs. (e.g., credit card annual fees) <p><u>Narrative:</u></p> <ul style="list-style-type: none"> Council Members must identify how a membership is relevant to City business when the business reason is not evident.
Memberships (2)	<p><u>Eligible (Council Corporate Budget)</u></p> <p>Corporate memberships and fees for AMO and FCM or as authorized by Council for all Council Members.</p>
Newsletters and Flyers, Photocopying and Postage	<p><u>Newsletters/Flyers:</u></p> <p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> Design, writing, copy-editing, printing costs. Distribution costs through Canada Post or private firms. Translation fees. Clip art or stock photo fees. <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> Printing and distributing newsletters after cut-off date (June 30th) during an election year unless so directed and approved by Council <p><u>Narrative:</u></p> <ul style="list-style-type: none"> Council Members are encouraged to use the Photocopying services of the Mailroom for bulk photocopying and the Vendor of Record for printing services. If the Council Member chooses to use other printers, he/she must follow Purchasing policy. Newsletters must relate to the business of the City, York Region and/or relations with other levels of Government. The use of electronic newsletters is governed by "eNewsletters Publication and Mailing Database Policy" which was approved by Council in 2007. Council Members must submit an <i>original invoice</i> from vendor along with a <u>copy of the newsletter or flyer</u>. <p><u>Photocopying:</u></p> <p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> Photocopying charges for copies done by Council Member's Office, mailroom or outside vendors. <p><u>Other information about photocopying:</u></p> <p>For outside vendors, Council Members must provide an <i>original invoice</i> detailing the date of the job and number of copies.</p> <p><u>Postage:</u></p> <p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> Canada Post related costs. Courier delivery costs by outside courier service. <p><u>Narrative:</u></p> <ul style="list-style-type: none"> The City Clerk's Office coordinates all mail services through the City's mailroom, and allocates charges based on usage.
Office Decoration and Maintenance (Maximum \$3,500)	<p><u>Eligible Expense (City's Building and Facilities Budget):</u></p> <ul style="list-style-type: none"> At the <u>beginning</u> of each term, up to \$2,500 limit, the City will thoroughly clean carpets (replace if necessary), clean blinds (replace if necessary), paint the walls for the City Hall Offices of incoming new Council Members. Returning Council Members may also request the same, as required, at the <u>beginning</u> of a new term. Ongoing regular cleaning of offices (carpets, garbage).

	<p><u>Eligible Expense (Council Member Budget):</u> <u>During</u> the Council term, Council Members will be charged:</p> <ul style="list-style-type: none"> • The cost of painting and re-keying for City Hall. <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> • Home Office decorating and maintenance costs. <p><u>Eligible Expense (Council Corporate Budget):</u> <u>Once per term</u>, up to a limit of \$1,000:-</p> <ul style="list-style-type: none"> • Artwork purchased for City Hall Office. • Area Rugs. • Vases, decorations and ornaments. <p><u>Narrative:</u> See Council Member Responsibilities.</p>
Office Furniture (1)	<p><u>Eligible Expense (Council Member Budget):</u> <u>Office Furniture:-</u></p> <ul style="list-style-type: none"> • Costs for refurbishing or repairing furniture to corporate standard. • Moving costs for City furniture at other storage locations. • Transportation costs from vendor. <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> • Furniture for Home Office. <p><u>Narrative:</u></p> <ul style="list-style-type: none"> • All furniture that Council Members buy must be consistent to a Corporate standard to be established by Council. • See Council Member Responsibilities.
Office Furniture (2)	<p><u>Eligible (Council Corporate Budget)</u></p> <ul style="list-style-type: none"> • Basic furniture to corporate standard will be provided to and be shared between Council Members and their staff at the Vaughan City Hall Office. <p><u>Note:</u> This section is to be read in conjunction with the above section.</p>
Photographic Supplies & Services	<p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> • Professional photographer or videographer fees. • Processing and digital print fees. • Frames, CDs, and other output devices. • Film or other storage mechanisms.

	<p><u>Provided from the City's centralized resources:</u></p> <ul style="list-style-type: none"> Random informal photographic services are provided by the Corporate Communications department during normal work hours for Council-approved initiatives. <p><u>Narrative:</u></p> <ul style="list-style-type: none"> Eligible expenses above must be solely for City business. Council Members <u>cannot use photographs or materials that were taken with City resources or by City staff for election-related purposes.</u> Can only use photography for uses consistent with City policy on photography.
Spousal/ Companion Expenses	<p><u>Eligible Expense (Council Member Budget)::</u></p> <ul style="list-style-type: none"> It may be protocol, in exceptional circumstances where it is customary and expected that a spouse/companion attend, <i>based on the nature of the event (e.g., gala)</i>, to have a spouse/companion attend a function due to (1) Business Hospitality with business constituents, business contacts, representatives of other levels of government, international delegations or business visitors from out of town (2) a Community Expense Event, i.e. a charitable or fund-raising event by a registered charitable/non-profit organization with a registration number or Community Service Organization (CSO) status and either (1) an address in York Region (2) holding the event in York Region or (3) providing services to York Region. <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> Spousal/companion fees for airline tickets, conference registrations, additional accommodation, meals, travel, tours etc. should be paid for personally. <p><u>Narrative:</u></p> <ul style="list-style-type: none"> Spousal or Companion expenses are mostly considered a personal expense and are ineligible for reimbursement. See Personal section of the policy.
Spousal Expenses	<p><u>Eligible (Council Corporate Budget)</u></p> <p>Council supported fundraising events. Purchase of a City table for the Mayor and Council Members and their spouses for Council supported fundraising events (Humber Regional Hospital Gala, York Central Hospital Gala, York Region Police Chief's Dinner and Vaughan Health Care Foundation Gala and Chairman's Dinner for the Arts.</p>
Staff-Salary and Benefits Coverage	<p><u>Eligible Expense (Council Member Budget):</u></p> <p>Salaries and Benefits for part-time assistance exceeding vacation coverage provided, if required.</p>
Stationary -Office Supplies -Printing Services	<p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> Toners, labels, paper and supplies available from the City's vendor. General office supplies e.g., staples, pens, pencils, highlighters, post-it notes, writing pads, filing folders and miscellaneous supplies. Stationery including envelopes, letterheads, business cards, diaries. <p><u>Narrative:</u></p> <ul style="list-style-type: none"> Charge for direct usage by Council Members' office including direct support staff. Council Members' staff are set up so that they can directly order supplies from the City's vendor on-line. Use of City of Vaughan logo must comply with the City's standard logo.
Technology Suite (1) -Computer Hardware, Software and Accessories	<p><u>Eligible Expense (Council Member Budget):</u></p> <p><u>Computer Hardware, Software and Accessories</u></p> <ul style="list-style-type: none"> <u>Other than scheduled replacement</u> of corporate standard computer hardware, software and peripherals that have been approved by the Information Technology Management (ITM) department for Council Members and their staff. Includes any upgrades non corporate standard or respective scheduled or unscheduled replacement.

<p>-Wireless (Cell phones, Blackberries, PDAs)</p> <p>-Internet Services</p> <p>-Office Equipment</p> <p>-Telephone and Fax</p>	<p><u>Wireless (Cell phones, Blackberries, PDAs)</u></p> <ul style="list-style-type: none"> • <u>Unscheduled/scheduled replacement</u> of cost of equipment such as blackberries, cell phones or other Personal Digital Assistants (PDAs), <u>limited to only one unit each per Council Member and staff member. The Mayor as head of Council is permitted to have 2 phones.</u> • <u>Wireless blackberry/cellphone monthly charges including System Access Fee 911 fee</u> (limited to one plan per person. The Mayor as head of Council is permitted to have 2 plans, but with separate service providers) • Business-related text messaging costs. • Business-related local or long-distance charges from any phone. • <u>Voice</u> Roaming charges. • Peripherals such as battery chargers, carrying cases, <u>wireless data (memory) stick</u> etc. <p><u>Internet Services</u></p> <ul style="list-style-type: none"> • High-speed internet connection for Home Office (Council Member and staff). • Installation costs. • Modem rental fees. <p><u>Office Equipment:</u></p> <ul style="list-style-type: none"> • Fax machine, shredder, audio-visual equipment, camera, video camera and small appliances for City business. • Maintenance contracts for equipment. • Carrying case for equipment. • Peripherals for equipment. <p><u>Telephone and Fax:</u></p> <ul style="list-style-type: none"> • Peripherals such as headsets, etc. • Standard Home Office <u>Telephone and Fax equipment</u> as determined by ITM, and associated dedicated communication line. • Home Office Monthly fees, including fees for specialty features such as call display, call waiting, messaging. • Pay-per-use conference calling for City Hall Office or Home Office. • Home Office <u>business-related</u> long-distance charges. • Home Office 411 calls. <p><u>Ineligible Expense:</u></p> <p><u>Computer Hardware Software and Accessories</u></p> <ul style="list-style-type: none"> • Non-corporate standard hardware or software. • Equipment that Council Members or their staff may have bought outside of the required ITM procurement process. <p><u>Wireless (Cell phones, Blackberries, PDAs)</u></p> <ul style="list-style-type: none"> • Personal long-distance calls • Pay-per-use calls • Personal messaging/downloads <p><u>Internet Services</u></p> <ul style="list-style-type: none"> • Fees for access to for-fee sites. <p><u>Office Equipment</u></p> <ul style="list-style-type: none"> • Equipment for Home Office other than one fax machine. <p><u>Telephone and Fax:</u></p> <ul style="list-style-type: none"> • Personal long-distance calls. • Pay per use calls. • Phones not supported by ITM <p><u>Narrative:</u></p>
---	---

	<p><u>Computer Hardware, Software and Accessories</u></p> <ul style="list-style-type: none"> • Must follow the ITM procurement process through the ITM department. <p><u>Wireless (Cell phones, Blackberries, PDAs)</u></p> <ul style="list-style-type: none"> • Must buy wireless equipment and set up a plan through ITM department with corporate vendor and corporate contract. Limited to one phone and one plan per Council Member. • Council Members who are not returning to office will be permitted to retain their cell phone numbers and reassign those to their personal cell phones. • Council Members must reimburse the City for any <u>personal</u> long-distance calls from City Hall office or Home office and related roaming charges.. • Council Members must provide only the front pages of the monthly bill itemizing the services and charges. Back-up pages containing a detailed list of telephone calls are not required and will be shredded. • The monthly cell phone bill must be <u>signed (and dated)</u> by the Council Member to verify that the charges have been reviewed and are correct. <p><u>Internet Services</u></p> <ul style="list-style-type: none"> • Council Members must arrange for internet set-up at the Home office with the ITM department. The connection must be primarily for City business usage. <p><u>Office Equipment:</u></p> <ul style="list-style-type: none"> • Must be for business purposes. <p><u>Telephone and Fax:</u></p> <ul style="list-style-type: none"> • Home Office telephone/fax line must be <u>dedicated</u> for City business only. • Council Members must reimburse the City for any <u>personal long-distance</u> calls made from City Hall office or Home office monthly. • Council Members must submit the first few pages of the monthly bill identifying the services and itemized fees for each service. Back-up pages containing detailed list of telephone calls are not required. • Telephone equipment purchased must be supported by the <u>original itemized invoice</u> showing details of the equipment. • Council Members must provide an <u>original work order</u> and <u>invoice</u> detailing any installation or connection work, the address of the work and charges. • Additional phone or fax lines (other than what has been provided out of ITM budget) for the Council Member's office at City Hall must be arranged through the ITM office. Costs will be charged to Council Member Budget. <p><u>Form:</u></p> <ul style="list-style-type: none"> • Form - Payment of Wireless Expenses
<p><u>Technology Suite</u> (2)</p> <p>-Computer Hardware, Software and Accessories</p> <p>-Wireless (Cell phones, Blackberries, PDAs)</p> <p>-Internet Services</p> <p>-Office Equipment</p>	<p><u>Eligible Expense (Council Corporate Budget):</u></p> <p><u>Wireless (Cell phones, Blackberries, PDAs)</u></p> <ul style="list-style-type: none"> • <u>Unscheduled/Scheduled replacement</u> of cost of wireless <u>data card</u> for use with a portable computer (one per Council Member). • <u>Monthly data charges</u>, including data packages for Council Members limited to <u>one</u> wireless plan per person. <p>Data Roaming Charges</p> <p><u>Office Equipment</u></p> <ul style="list-style-type: none"> • Lease, rental, purchase, maintenance and repair costs of all <u>shared</u> equipment for example: photocopier machine, fax machine, reception area, kitchen appliances, furnishings, accessories etc. <p><u>Eligible Expense (Information Technology Management Budget):</u></p> <p><u>Computer Hardware, Software and Accessories</u></p> <ul style="list-style-type: none"> • <u>Scheduled replacement</u> of corporate standard computer hardware, software and peripherals that have been approved by the Information Technology Management

<p>-Telephone and Fax</p>	<p>department.</p> <p><u>Internet Services</u></p> <ul style="list-style-type: none"> • Internet access through the City's network at City Hall. <p><u>Telephone/Fax:</u></p> <ul style="list-style-type: none"> • City Hall office telephone/fax lines. • City Hall office monthly fees, including fees for specialty features such as call display, call waiting, messaging • City Hall business-related long-distance charges. • City Hall office basic telephone equipment. • City Hall office fax machine. • City Hall office 411 calls. <p><u>Note:</u> This section is to be read in conjunction with the above section.</p>
<p>Training (1)</p>	<p><u>Eligible Expense (Council Member Budget)</u></p> <ul style="list-style-type: none"> • Specialized individual training and seminars for Council Members and support staff that meets specific business requirements. <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> • Training unrelated to City business. • Physical fitness, sports, arts programs. • Personal development programs for degrees or diplomas. <p><u>Narrative:</u></p> <ul style="list-style-type: none"> • To be reimbursed for training/seminar fees, Council Members and their staff must provide <u>proof</u> that they have completed the course or program, and an original fee receipt from the education body. • Council Member staff cannot claim overtime for training that takes place after office hours or on weekends. • If there is doubt about the eligibility of a training seminar/course, consult the Human Resources department on its appropriateness.
<p>Training (2)</p>	<p><u>Eligible (Council Corporate Budget)</u></p> <ul style="list-style-type: none"> • Group training and seminars for Council Members and Council support staff as approved by Council. <p><u>Provided from the City's centralized resources:</u></p> <ul style="list-style-type: none"> • Training and development programs from the City. <p><u>Narrative:</u></p> <ul style="list-style-type: none"> • Training and seminars must meet <i>City-related business requirements.</i>
<p>Transportation:</p> <p>-Mileage & Parking</p> <p>-Taxi</p> <p>-Car Rental</p> <p>-Bus, Subway, Train</p>	<p><u>Council Members (excluding the Mayor) have a choice between:-</u> (a) Monthly Allowance or (b) Mileage Claim.</p> <p><u>(a) Monthly Allowance Method (no details required)</u></p> <ul style="list-style-type: none"> • <i>The Allowance is conditional to a boundary of 80 kms one way from City Hall.</i> <p><u>Eligible Expense (Council Member Budget):</u></p> <p>Council Members currently receive an allowance of \$450 per month since 2003. The Audit and Operational Review Committee agreed to increase the amount to \$686 per month on December 10, 2009. This compares favourably to the City of Mississauga which provides an allowance of \$1,412 per month for 2008 based on 20,000 kilometers and the City of Brampton which provided an allowance of \$941 per month for 2008 based on unknown kilometers are given.</p> <ul style="list-style-type: none"> • Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from <u>City Hall to destination and return</u>. If driving, total kilometers claimed must <i>be reduced by 160 kms by Council Members on the Allowance method.</i> • <i>Council members on the monthly Allowance may only claim business related taxi.</i>

car rental, bus, subway/train expenses if the destination city is more than 80 kms one way from City Hall. Within the boundary of 80 km one way from City Hall, these expenses cannot be claimed.

- Business-related parking fees

Narrative:

- Monthly Allowance is to cover all local business related travel expenses (subway, bus, taxi, car rental, train, mileage) within the boundary (within 80km one way from City Hall). No details of mileage are required by the City.
- The monthly Allowance once chosen, will be enforced to the end of the tax year.
- A Council Member's decision for the monthly Allowance must be in writing and sent to the Director of Human Resources.
- Without written notification, Council Members will be reimbursed on the Mileage Claim method.
- Allowances will show on the annual T4. Council Members must keep records of personal and business mileage for Income Tax purposes.
- Business-related Parking expenses must be supported with original receipts from parking operators indicating date, time, and parking location. Credit card receipts will not be accepted unless it has all the relevant details.

(b) Mileage Claim Method (Details required)

Eligible Expense (Council Member Budget)

- Use of personal vehicles to travel for business purposes. *Cannot claim travel expense (rides on cabs or other modes of transportation) between home and the normal work location. For Council Members, City Hall is considered their normal work location.*
- Business related taxi, car rental (includes insurance coverage, gasoline costs), bus, subway/train expenses.
- Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from City Hall to destination and return. If travel from home to destination to City Hall to home, claim total kilometers less distance from home to City Hall to home and any personal mileage. If travel from home to destination to home, claim total kilometers less distance from home to City Hall to home. ***I.E. for ALL mileage claims, claim total mileage less (distance from home to City Hall to home and any personal mileage).***
- Business-related parking fees.
- Business Trips by Council Members or their staff.

Narrative:

- The rate of reimbursement per kilometrage will be at the same rate as applied to City employees.
- Council Members are accountable for the accuracy of the kilometrage claimed.
- The reimbursement is not a taxable benefit.
- Business-related Parking expenses must be supported with original receipts from parking operators indicating date, time, and parking location. Credit card receipts will not be accepted unless it has all the relevant details

Other information about kilometrage:

- Council Members and their staff must report the date, start of day odometer reading and end of day odometer reading, the number of personal kilometers travelled, and the business purpose of the trip according to established categories (e.g. business meeting, ward meeting, constituency meeting and special event).
- Detailed destination addresses are not required. Intersection information (e.g. Hwy 7 and Weston, etc) or building names (e.g. Pierre Berton Library, etc) are acceptable for security and privacy protection reasons.

	<ul style="list-style-type: none"> • Council Members or their staff should submit claims for kilometrage and parking expense at least once a month. <p><u>Ineligible Expense for Allowance or Mileage Claim method.</u></p> <ol style="list-style-type: none"> 1. Gasoline. 2. Personal vehicle maintenance and repair costs. 3. Vehicle licensing fees. 4. Insurance costs. 5. Clean Air Certification costs. 6. Fines for parking, speeding, traffic violations. 7. Tow and impound fees. 8. Car-wash fees. 9. Charges for damage to rental vehicle <p><u>Narrative Applies to Allowance or Mileage Claim:</u></p> <p><u>Taxi</u></p> <ul style="list-style-type: none"> • Council Members must provide an <u>original Taxi receipt</u> with the date and the “to” and “from” destinations. Credit card receipts and statements will not be accepted. If a receipt is mislaid the required information must be provided in writing, be signed and dated. <p><u>Car Rental</u></p> <ul style="list-style-type: none"> • <i>Compact cars should be rented at all times.</i> • Driver must be either the Council Member or their staff. City policies prohibit any third-party drivers where City funds are used to pay the rental fee. • Collision damage coverage must be secured. • Council Members must submit an <i>invoice showing the date of rental, model of car, rental rate and any insurance purchased.</i> <p><u>Bus, Subway, Go Train</u></p> <p>Train, subway or bus receipts are required.</p> <p><u>Mayor’s Lease Vehicle:</u></p> <ul style="list-style-type: none"> • The Mayor is provided with a lease vehicle and therefore does not qualify for a Monthly Allowance or Mileage Claim. • Vehicle expenses for lease, repairs, insurance, license, maintenance, fuel, car wash, <u>highway tolls</u> and business parking are charged to the Mayor’s budget. <u>Original receipts/invoices are required.</u> Credit Card receipts alone will not be accepted. Missing receipts require written explanation <u>of the detail</u> of the expense with signature and date. <p><u>Form:</u></p> <ul style="list-style-type: none"> • Kilometrage & Parking Expense Form for those claiming mileage including parking.
<p>Transportation: Highway Tolls</p>	<p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> • Highway tolls for business meetings. <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> • Highway tolls related to travel between home and normal work location as this is considered a personal expense by the Canada Revenue Agency. For Council Members, City Hall is their normal work location. • Purchase of a transponder or service fees associated therewith. <p><u>Other information about tolls:</u></p> <ul style="list-style-type: none"> • Must identify <u>business purpose</u> use of the toll highway. • Toll billing statement showing the vehicle plate number, must be presented, be signed (and dated) to verify the charges and support the claim.

<p>Travel:</p> <p>Conferences, Seminars and Business Trips</p>	<p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> • Conference registration. • Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from City Hall to destination and return. If driving, <u>the lesser of economy airfare or mileage will be reimbursed.</u> Total kilometers claimed must be reduced by 160 kms <u>and any personal mileage</u> by Council Members on the Allowance method. • Council members on the <u>monthly Allowance</u> may only claim these business related <u>taxi, car rental, bus, subway/train</u> expenses if the destination city is more than 80 kms one way from City Hall as the Allowance replaces claiming these expenses. • Hotel (lowest rate category available on the basis of single room accommodation only at the government/lowest rate where available). <u>Up charges</u> for additional individuals are a personal responsibility. • Business Faxes • Business Computer <u>and Internet</u> Charges • Business Hospitality expenses where an external party is hosted (Business Hospitality Policy applies). • Trip cancellation insurance • Laundry and dry cleaning expenses • Business telephone calls • Reasonable personal long distance telephone charges to family at home will be allowed in consideration of being out of town on City business. • Parking • Extra Medical Insurance- only when travelling <u>outside</u> of Canada. • Visa and Medical shots only if required and for travelling outside of Canada. If this is covered by the City's medical plan, then expenses may not be claimed.
	<p><u>Provisions are presented:</u></p> <p><u>1) Per Diem: A limit of \$125 per day for one or more meals with no required receipts</u></p> <p><u>2) Submit Receipts: Reasonable Meal Expenses with required original detailed receipts and subject to reasonable limits</u></p> <p>OPTION 1</p> <p>• Per Diem (only if overnight stay is required), to cover meals. No receipts are required. If no meals are included provided then cannot claim a per diem allowance.</p> <p><u>Per Diem \$125 Maximum to cover one or more meals per day (overnight stays required)</u></p> <p><u>Breakfast \$10 (including taxes/tips)</u></p> <p><u>Lunch = 20 (including taxes/tips)</u></p> <p><u>Dinner = 50 (including taxes/tips)</u></p> <p><u>Total = 80</u></p> <p><u>Alcohol = 20 (if)</u></p> <p>•</p> <p><u>Where the per diem rate will still apply even if one or two meals are included provided to each day <u>some meals are provided with the conference</u> (e.g. for business etc). However, if 3 daily meals are included provided, then the per diem claim is ineligible.</u></p> <p>• <u>Should a Council Member not participate in any of the 3 daily meals included provided, this will not provide grounds to be eligible for the per diem. Original detailed receipts will then be required for reimbursement of meals</u></p>

consumed limited to \$125 per day (inclusive of tax and gratuities) the per diem will be reduced by the meals reflected above. ~~Original detailed receipts will be required for the remaining meals purchased limited to per diem maximums.~~

- The number of days claimed for the per diem calculation will be the full or partial days at the conference/seminar or business trip provided no meals are included/provided. ~~with 3 meals where no meals are provided/included.~~
- Travel the day before or the day after the conference/seminar/business trip does not qualify for per diem allowance. Require detailed original receipts for meals.
- In exceptional circumstances, reimbursement would be permitted of the total day's meal expenses which exceed the per diem rate. Original detailed receipts would be required to support the expenses with a written explanation of the circumstances.
- Additional reasonable meal expenses incurred while travelling to and from the event will be reimbursed provided detailed original receipts are submitted, limited to per diem maximums.

~~When not choosing Per Diem or when overnight accommodation is not required, all 3 meals require detailed original receipts. The amounts for each of the 3 meals may vary but the total for the day may not exceed the daily maximum per day. Exception - if the conference closing lunch/dinner exceeds the per diem rate, then the difference will be reimbursed upon submission of original detailed receipts.~~

- For travel outside of Canada, per diem will be in U.S. dollars. No receipts are required.

OPTION 2

Submit Receipts:

~~For meals purchased, submit (1) original detailed receipts, (2) signed credit card receipts and provide details of (1) business purpose of the event, (2) names of participants (if applicable) to support expenses to be reimbursed. There is no \$25 daily limit but prudence, reasonableness and sound judgement should be exercised.~~

~~For travel outside of Canada, reimbursement will be converted to Canadian dollars.~~

- If on a rare occasion the original original receipts missing, an explanation of the detail and business purpose of the expense must be provided, signed and dated and accompany the signed credit card receipts.

Ineligible Expense:

- Personal expenses (see "Personal" at front for details)
- Sightseeing expenses
- Medical insurance (when travelling within Canada)
- In Suite Services e.g. movies, bar services
- Alcoholic beverages (considered personal expense except in business hospitality situations.)

Narrative:

- Must be related to the business of City of Vaughan.
- Cash advances for hotel and per diem costs can be requested up to *two weeks* before the travel date.
- Reimbursement will be made for airfare, hotel reservations and conference registration fees that are paid in advance.
- Economy class for airfare or train.
- *Boarding passes/tickets*, to prove flight taken, will be required to be submitted after

the trip.

- If a Council Member chooses to use his/her own vehicle as a mode of travel to the destination, reimbursement will be the *lesser* of economy airfare or mileage (less 160 kms ~~and any personal mileage~~ for those on the Allowance)..
- A Conference may be paid in advance only if the City receives an early-booking discount.
- Council Members can request the City to reimburse expenses for only a portion of the trip, if a City program, agency, board, commission or special-purpose body, or any organization which is an **Eligible body** (provincial, regional and local governments or political subdivisions of them, the Federal government or a foreign government within a foreign country, or a conference, seminar or event organizer) where the member is either speaking or attending in an official capacity, under the Code of Conduct, Gifts and Benefits section, or if the Council Member has an official or speaking role at the conference and the organizer is paying the remainder of the costs for the trip.
- Council Members must report to the *Integrity Commissioner* within 30 days from the first date of travel, all travel costs *funded by* an Eligible body under the Code of Conduct.

Other information about out-of-town conferences and business travel:

- **Attendance at any Conferences, Seminars or Business Trips outside Canada and the USA shall be approved by special resolution of Council.**
- **All travel costs exceeding \$3800 (January 1, 2010) must be approved by Council.**
- A *Travel Notification Form* must be submitted to the City Clerk's Office at least 10 days before traveling.
- Travel reimbursement must include *any itinerary*, confirming travel dates and airline booking.
- Reimbursement of conference registration fees must include a copy of the *conference brochure* confirming the cost and conference dates.
- The reimbursement of hotel costs must include an *original hotel invoice* itemizing room costs and other incidentals.
- Claims for travel, must be submitted to the City Clerk's Office within 30 days after returning from travel. **Original receipts must accompany all claims.**
- Foreign currency will be converted into Canadian currency, based on the exchange rate on the date when the expense was paid, unless a credit card statement is provided to show the actual Cdn dollars charged to their credit card for the expenses.
- No report is required on the outcome of a conference however for *business travel a comprehensive report is required.*
- Adherence to this Policy does not exempt a Council Member from being subject to a Code of Ethical Conduct investigation, nor does it preclude the Integrity Commissioner from receiving complaints against a Member or investigating complaints, under the Code of Conduct Complaint Protocol.
- Where the Council Member has sought the opinion of the Integrity Commissioner before traveling, and if the Integrity Commissioner receives a complaint about the very matter on which the Commissioner has already provided an opinion, the Integrity Commissioner may investigate the complaint as (a) the Members may not have followed the recommendations in the opinion of the Integrity Commissioner or (b) some of the facts may have changed from the time the opinion was sought.

Forms:

- Form - Travel Notification Form
- Integrity Commissioner –Gifts and Benefits Information Statement..

APPROVAL PROCESS

1. Council Members shall ensure that their attendance at Conferences, Seminars or Business Trips meets the following guidelines:

- a) Attendance is relative to the work of the municipality and, will benefit Council Members in the performance of their duties or the Corporation at large.
- b) Council services will not be unduly disrupted.
- c) Funds have been identified in their current budgets.

2. All attendance at Conferences, Seminars or Business Trips must be approved by Council for the Mayor and Council Members *unless approved in the annual budget*.

3. Following approval, substitutions shall be approved by the City Manager.

CONFERENCES AND SEMINARS OUTSIDE THE GREATER TORONTO AREA

1. The maximum amount which may be expended by a Council Member, or a member of staff for attendance at a Conference or Seminar **outside the Greater Toronto Area** (but within Canada or USA) without a special resolution from Council shall be **\$3,800** (Jan 1, 2010).
2. Conferences and Seminars outside the Greater Toronto Area are *authorized through the budgetary process*.
3. Conferences and Seminars outside the ~~Province of Ontario Greater Toronto Area~~ but within Canada or the USA, shall be limited to ~~one~~ **two** per year for Council Members.
- ~~4. Conferences and Seminars outside the Greater Toronto Area (but within the Province of Ontario) shall be limited to one per year for Council Members.~~
5. Any Council Member who wishes to attend a Conference or Seminar in excess of the limitation outlined in 3 ~~and 4~~ above shall have such attendance approved by special resolution of Council.
6. Conferences and Seminars held by the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) shall be included in the limitation as outlined in 3 ~~and 4~~ above.
7. Council Members who are members of the Executive of the FCM or AMO shall be exempted from the limitations as outlined in 3 ~~and 4~~ above.

CONFERENCE, SEMINARS, WITHIN THE GREATER TORONTO AREA

1. Conferences and Seminars *within the Greater Toronto Area* are *authorized through the budgetary process*.

An estimated amount of **\$2,950** per Council Member may be placed in the budget submissions to cover attendance at Conferences and Seminars **within the GTA**.

DRAFT

Websites	<p><u>Provided from the City's centralized resource (ITM Budget)</u></p> <ul style="list-style-type: none"> • Council Members are provided with a standard page on the City's internet site at www.Vaughan.ca for the purposes of publishing contact information and professional profile information. Any changes are to be requested through the ITM department. <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> • Any fees relating to a Council Member's external websites. <p><u>Narrative:</u></p> <ul style="list-style-type: none"> • The personal website of each Council Member hosted <i>outside</i> of the City's internet URL address is entirely the responsibility of the Council Member. • City staff cannot provide any advice related to these external sites, including wording for disclaimers. • The City recommends that Council Members choose a web-hosting company operating <i>from Canada</i> to reduce the risk of breaching the privacy of constituents under the United States Patriots Act requirements. • The Council Members' standard City internet page cannot advocate for a political party, or candidates in any election campaign. • <u>Council Members may not publish links to their personal web sites from their City's website page site.</u>
-----------------	--

ELECTION YEAR:

CURRENT POLICY: New addition to Policy.

NEW POLICY: As described below

Use of Corporate Resources during an Election Year

- The following guidelines apply to an acclaimed Council Member or a Council Member not seeking re-election, as well as all Council Members who seek re-election.
- Under the Municipal Elections Act, the City of Vaughan cannot provide subsidy to any candidates in a municipal election campaign.
- Corporate Resources is defined as any City resources, including the Council Member's office budget, City facilities, City staff and City programs and services.
- An election year begins on (January 1) and ends on the end of term of Council, November 30th.
- Council Members will not be allowed to use the office expense budget for advertising, newsletters, and community expenses after June 30th. ~~except for communications to constituents on Committee, Community Council and Council matters or emergency situations.~~
- Nothing in this Policy shall preclude a Council Member from performing his/her job as a Council Member, nor inhibit him/her from representing the interests of the constituents who elected them.

a. **Policies Applicable During Entire Election Year**

- Corporate resources (any City resources, including the Council Member's office budget, City facilities, City staff and City programs and services) and funding may not be used for any election-related purposes.
- Staff may not canvass or actively work in support of a municipal, provincial or federal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.
- The Office Budget for Council Members for the period January 1 to November 30 in a municipal election year be restricted to 11/12ths of the approved Office Budget with the provision that subsequent to election day:
 - new Council Members be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and
 - re-elected Council Members have available to them the balance of funds remaining as of Election Day.
- Council Members may not deliver any unsolicited material outside their existing ward where printing and/or distribution costs are paid by the City. Care should be taken to ensure that the mailing of newsletters be restricted to the member's ward only (with accommodation made for the normal spillage associated with Canada Post postal walks.) This policy to be effective not only during an election year but at all times.
- Council Members may not:
 - Print or distribute any material paid by City funds that illustrates that a Council Member or any other individual is registered in any election or where they will be running for office;
 - Profile (name or photograph), or make reference to, in any materials paid by City funds, any individual who is registered as a candidate in any election;
 - Print or distribute any material using City funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; and that Minutes of City Council and Committee meetings be exempt from this policy;
- Council Members are responsible to ensure that the content of any communication material, including printed material such as newsletters, advertising etc., funded by the city for the operation of each Council Member's Office, is not directly election-related.
- Web sites or domain names that are funded by the City of Vaughan may not include any election-related campaign material.
- The City is to be reimbursed for all election-related calls from cell phones, blackberries and PDA's which are funded by the City.
- No Council Member shall undertake campaign-related activities on municipal property during regular working hours.
- Council Members may not use the City's voice mail system to record election related messages.
- Council Members may not use the services of any staff in the City of Vaughan to assist in any communication activity related to the preparation or distribution of campaign related materials or events.
- No photographic or video materials may be created by City staff for use in any campaign materials.
- The City of Vaughan logo will not be used in any campaign related materials.

b. Discontinued Activities during an Election Year

The following activities be discontinued for Council Members after **June 30th** of an election year ~~unless so directed and approved by Council~~ :

- The ordering of **stationery**.
- The ordering of **office furniture and furnishings**, except those of an emergency nature, as well as no movement of furniture and furnishings.
- Council Members will not distribute **media releases** using the City of Vaughan media relations or departmental communications networks. ~~unless such a release is considered to be consistent with the duties of an elected official~~

- No **advertising** paid for by the City of Vaughan shall contain the name of a Council Member or the Mayor. ~~unless consistent with their duties as an elected official.~~
- Printing and general distribution of **newsletters**. ~~unless so directed and approved by Council.~~
- **Community expenses**, including Council Member **hosted** events, **tickets** to events and functions, and **gifts and promotions**.

DRAFT

TO: MEMBERS OF THE AUDIT AND OPERATIONAL REVIEW COMMITTEE
 FROM: MICHAEL TUPCHONG, CITY AUDITOR
 DATE: FEBRUARY 1, 2010
 RE: **COUNCIL MEMBER EXPENSE POLICY**
ITEM 1 – AUDIT AND OPERATIONAL REVIEW COMMITTEE - FEBRUARY 1, 2010

Attachment 2

To assist the Committee, the recommended changes to the Council Member Expense Policy, which is before the Committee today, are listed below for easy reference.

	PAGE #	POLICY HEADING	WORDS ADDED/REMOVED	COMMENTARY
1.	Page 3	Executive Summary	. Spousal/companion attendance at charitable/fundraising events by a registered charitable/non-profit organization either (1) an address in York Region (2) holding the event in York Region or (3) providing services to York Region is also permitted.	Clarification by adding words from another section.
2.	Page 5	Guiding Highlights	<ul style="list-style-type: none"> Council Members or their staff must <u>should</u> submit claims for reimbursement at least once a month. However if not possible then must be submitted at least quarterly. 	Change in policy .
3.			<ul style="list-style-type: none"> All requests for payment or reimbursement for expenses must be supported by <u>appropriate original documentation, original detailed receipts and proof of payment. Credit card receipts on their own will not be accepted. If on a rare occasion the detailed original receipt is mislaid, without an explanation on the detail and business purpose of the expense must be provided, be signed and dated and accompany the signed credit card receipt.</u> 	Clarification by adding words from another section.
4.	Page 5	Guiding Highlights	<ul style="list-style-type: none"> All business meeting expenses and business hospitality expenses must be supported by (1) original detailed receipts, (2) signed credit card receipts, and provide details of 1) Business Purpose of Meeting 2) Names of Participants. Alcohol is a personal expense but is acceptable as a reasonable expense in <i>business hospitality</i> situations. Spousal/companion expenses, which are mainly personal, may be acceptable at <i>business hospitality</i> situations if it is protocol for the spouse to be present depending on the nature of the event 	Clarification by adding words from another section.

			e.g., gala and at charitable/fundraising events by registered charitable/non-profit organizations with a registration number, and either (1) an address in York Region (2) holding the event in York Region or (3) providing services to York Region.	
5.	Page 6	Personal	<ul style="list-style-type: none"> Not allowed are the extra costs of personal entertainment, golfing, tours or meals associated with ancillary events such as sightseeing excursions or evening outings when attending a conference, seminar or business trip. 	Clarification
6.	Page 7	Personal	<ul style="list-style-type: none"> Any additional fees incurred as a result of a spouse (or significant other) attending a conference, seminar or business trip (e.g., registration, accommodation, meals, travel, golf tournaments, dinner dances, tours etc.) shall be paid for by the employee/elected official as they are considered personal. 	Clarification by adding more explanation.
7.			<p>Personal expenses incurred by a spouse or companion such as additional accommodation expense, golf tournaments, dinner dances, tours, meals etc. will not be paid by the City.</p>	Deletion. Words are repeated elsewhere.
8.	Page 9	Advertising	<ul style="list-style-type: none"> Any form of personal advertising and promotion is ineligible to be charged to Council Member Budget and is considered a personal expense. Advertising and Promotion is provided for under Council Corporate Budget on behalf of all Council Members. 	Clarification. Words eliminated to remove ambiguity.
9.	Page 10	Advertising	<ul style="list-style-type: none"> Holiday greetings and advertising on behalf of all Council Members. Advertising is not limited to any religion but is determined by Council in the appropriate local newspapers. Season's Greeting cards are distributed by the Secretary to the Mayor and Members of Council on behalf of all Council Members. 	Title correction
10.	Page 10	Business Hospitality	<p>Eligible: (Council Corporate Budget) (City Corporate Budget)</p>	Amendment as suggested by some Council Members.
11.			<ul style="list-style-type: none"> In a situation of a Council-approved business trip in which the Mayor and/or Council Members may wish to reciprocate hospitality to the hosts in appreciation of their hospitality to the City of Vaughan delegation. 	Addition to policy as required by some Council members.
12.			<p>This section is to be read in conjunction with the above section.</p>	Unnecessary comment. Deletion

13.	Page 10	Business Meeting Expense	<ul style="list-style-type: none"> Business meals in the interest of the City of Vaughan for: meetings with City employees, Council Members' staff, other Council Members, External Parties (business constituents, business contacts, government officials, or business visitors from out of town) or employees of a City agency, board, commission or special purpose body. 	Clarification by adding specifics.
14.			<ul style="list-style-type: none"> In-town conference/seminar at which meals are not provided and where no per diem may be claimed. Per diem is allowed only if overnight stay is required and no meals are included/provided. 	Clarification by adding additional words.
15.			<ul style="list-style-type: none"> Two attendance tickets/registration fees at government events/functions. 	Addition as required by some Council members.
16.			<ul style="list-style-type: none"> For attendance at government events/functions, the first ticket must be used by the Council Member and the second ticket can be used by his/her spouse/companion or the Council Member staff only. Council Member must be in attendance. Council Member must explain how attending the event relates to City business. Council Members must provide a copy of the event notice requesting the Council Member's attendance as well as the order form and ticket. 	Clarification due to an addition as required by some Council Members.. Also, explanation of additional requirements as a result of the addition.
17.	Page 11	Business Meeting Expense	<ul style="list-style-type: none"> Annual appreciation dinner with Management staff and Members of Council or as authorized by Council. 	Addition as required to include an event that takes place annually.
18.	Page 12	Community Expense: (Event Tickets)	<ul style="list-style-type: none"> Two tickets per charitable or fund-raising event (by a non-profit organization) within a ward or City-wide event/function. Participation fee for charitable or fund-raising events such as golf tournaments, walkathons organized by non-profit organizations. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> Entertainment events such as theatre shows, musical performances or other concerts are ineligible expenses unless it is a charitable or fund-raising event by a non-profit organization. 	Deletion of unnecessary words
19.			<ul style="list-style-type: none"> Charity golf tournaments organized by <u>City Staff/divisions.</u> 	Clarification

			<ul style="list-style-type: none"> The charitable or fundraising event must be by a registered charitable/non-profit organization with either (1) an address in York Region (2) holding the event in York Region or (3) providing services to York Region. Registration number (charitable or non-profit) must be provided by the organization. Council Member must explain how attending the event relates to City business. 	Clarification by providing more explanation.
20.	Page 12	Community Expense: (Gifts and Promotion) (1)	<ul style="list-style-type: none"> Gifts/flowers/awards for constituents, community leaders, seniors for special occasions (max \$100) for each occasion. 	Addition as required by some Council Members.
21.			Request for reimbursement for Expenses incurred for flowers/gifts/awards to specific constituents, community leaders or seniors must include an explanation on how it relates to City business.	Clarification
22.	Page 13	Community Expense: (Hosting Events by Council Member	<ul style="list-style-type: none"> The event or initiative must be authorized or endorsed by Council so as to be in alignment with the Code of Ethical Conduct on Gifts and Benefits Rule No. 2-1(1). 	Addition to align with Code of Ethical Conduct
23.		Corporate Credit Card Expenses	A credit card receipt in itself is unacceptable. If on a rare occasion the detailed original receipt is mislaid, an explanation of the nature and detail and business purpose of the expense must be provided, signed and dated by the Mayor and accompany the signed credit card receipt.	Clarification by providing more explanation.
24.		Spousal/Companion Expenses	<ul style="list-style-type: none"> It may be protocol, in exceptional circumstances where it is customary and expected that a spouse/companion attend, based on the nature of the event (e.g., gala), to have a spouse/companion attend a function due to (1) Business Hospitality with business constituents, business contacts, representatives of other levels of government, international delegations or business visitors from out of town (2) a Community Expense Event i.e. a charitable or fundraising event by a registered charitable/non-profit organization with a registration number, and either (1) an address in York Region (2) holding the event in York Region or (3) providing services to York Region. Ineligible Expense: Spousal/companion fees for airline tickets, conference registrations, additional accommodation, meals, travel, tours etc should be paid for personally. 	Clarification by providing more detailed information from other areas.

			<ul style="list-style-type: none"> • Golf tournaments, dinner dances are generally personal expenses unless in a charitable/fund-raising event or government event/function. See Community Expense Event Tickets or Business Meeting Expense (b) for more information. • <u>Narrative:</u> Spousal or Companion expenses are mostly considered a personal expense and are ineligible for reimbursement. See "Personal" section of the policy. 	
25.	Page 17	Stationary -Office Supplies -Printing Services	<ul style="list-style-type: none"> • Charge for direct usage by Council Member's office, including direct support staff. 	Clarification to spell out.
26.	Page 17	Technology Suite (1)	<ul style="list-style-type: none"> • Includes any upgrades from corporate standard irrespective if scheduled or unscheduled replacement. 	Clarification to include specifics.
27.			<ul style="list-style-type: none"> • Wireless blackberry/cellphone monthly charges including System Access Fee, 911 fee (limited to one plan per person. The Mayor as head of Council is permitted to have 2 plans, but with separate service providers) • Voice Roaming charges. • Peripherals such as battery charges, carrying cases, wireless data (memory) stick etc. 	<p>Clarification to spell out specifics.</p> <p>Clarification. Splitting of roaming fees between Voice and Data.</p>
28.	Page 19	Technology Suite (2)	Data Roaming Charges	Clarification. Splitting of roaming fees between Voice and Data.
29.	Page 20	Transportation:	<ul style="list-style-type: none"> • Council Members currently receive an allowance of \$450 per month since 2003. The Audit and Operational Review Committee agreed to increase the amount to \$686 per month on December 10, 2009. This compares favourably to the City of Mississauga which provided an allowance of \$1,442 per month for 2008 based on 20,000 kilometres and the City of Brampton which provided an allowance of \$944 per month for 2008 (based on unknown kilometers are given). 	Clarification
30.	Page 22	Transportation	<ul style="list-style-type: none"> • Vehicle expenses for lease, repairs, insurance, license, maintenance, fuel, car wash, highway tolls and business parking are charged to the Mayor's budget. Original receipts/invoices are required. Credit Card receipts alone will not be accepted. Missing receipts require written explanation of the detail of the expense with signature and date. 	Addition due to oversight.

31.	Page 22	Travel	<ul style="list-style-type: none"> Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from City Hall to destination and return. If driving, the lesser of economy airfare or mileage will be reimbursed. Total kilometers claimed must be reduced by 160 kms and any personal mileage by Council Members on the Allowance method. 	Clarification
32.			<ul style="list-style-type: none"> Business Computer and Internet Charges 	Clarification
33.	Page 23	Travel	<ul style="list-style-type: none"> Where some meals are provided with the conference fee, the per diem will be reduced by the meals reflected above. original detailed receipts will be required for the remaining meals purchased, limited to per diem maximums. The number of days claimed for the per diem calculation will be the full days at the conference/seminar or business trip with 3 meals, where no meals are provided/included. 	Clarification
34.	Page 23	Travel	<ul style="list-style-type: none"> If a Council Member chooses to use his/her own vehicle as a mode of travel to the destination, reimbursement will be the <i>lesser of economy airfare or mileage</i> (less 160 kms and any personal mileage for those on the Allowance).. 	Clarification
35.	Page 25	Travel	<ol style="list-style-type: none"> Conferences and Seminars outside the Province of Ontario Greater Toronto Area but within Canada or the USA, shall be limited to one two per year for Council Members. Conferences and Seminars outside the Greater Toronto Area (but within the Province of Ontario) shall be limited to one per year for Council Members. Any Council Member who wishes to attend a Conference or Seminar in excess of the limitation outlined in 3 3.1 above shall have such attendance approved by special resolution of Council. Conferences and Seminars held by the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) shall be included in the limitation as outlined in 3 and 4 above. Council Members who are members of the Executive of the FCM or AMO shall be exempted from the limitations as outlined in 3 and 4 above. 	Simplify

ITEM # 1

**ADDITIONAL
INFORMATION**

Audit & Operational Review Committee
FEB 3, 2010

TO: MEMBERS OF THE AUDIT AND OPERATIONAL REVIEW COMMITTEE
FROM: MICHAEL TUPCHONG, CITY AUDITOR
DATE: FEBRUARY 3, 2010
RE: **COUNCIL MEMBER EXPENSE POLICY**
ITEM 1 – AUDIT AND OPERATIONAL REVIEW COMMITTEE - FEBRUARY 3, 2010

To assist the Committee, the recommended changes to the Council Member Expense Policy, which is before the Committee today, are listed below for easy reference.

	PAGE #	POLICY HEADING	WORDS ADDED / REMOVED	COMMENTARY	Policy Change	Administrative Change
1.	Page 1.11	Advertising	<ul style="list-style-type: none"> Any form of personal advertising and promotion is <i>ineligible</i> to be charged to Council Member Budget. and is considered a personal expense. Any personal advertisement should not use the City logo, make reference to a Council member position or make reference to the City in any way. Advertising and Promotion is provided for under Council Corporate Budget on behalf of all Council Members. 	Clarification. Words eliminated to remove ambiguity. Additional narrative if personal advertising is undertaken.		A
2.	Page 1.12	Advertising	<ul style="list-style-type: none"> Holiday greetings and advertising on behalf of all Council Members. Advertising is not limited to any religion but is determined by Council in the appropriate local newspapers. Season's Greeting cards are distributed by the Secretary to the Mayor and Members of Council on behalf of all Council Members. 	Title correction		A
3	1.12	Business Appreciation Expense (Members of Council with Staff)	<p>Eligible: (Council Corporate Budget)</p> <ul style="list-style-type: none"> Council approved staff appreciation events and/or dinner(s) with Members of Council. Reasonable alcohol during meals. Reasonable expenses as approved by Council. <p>Narrative</p> <ul style="list-style-type: none"> See Guiding Highlights for additional requirements. 	Addition as required to include an event that takes place annually and was not provided for in the policy. An oversight	P	
4	Page 1.13	Business Hospitality	<p>Eligible: (Council Corporate Budget) (Economic Development)</p>	Amendment as actually practiced.		A
5.			<ul style="list-style-type: none"> If on a Council-approved business trip the Mayor and/or Council Members may reciprocate hospitality to the hosts in appreciation of their hospitality to the City of Vaughan delegation. 	Addition to policy as required to provide for reciprocation of hospitality.	P	

6	1.13		This section is to be read in conjunction with the above section.	Unnecessary comment. Deletion		A
7.	Page 1.13	Business Meeting Expense	<ul style="list-style-type: none"> Business meals in the interest of the City of Vaughan for: meetings with City employees, Council Members' staff, other Council Members, External Parties (business constituents, business contacts, government officials, or business visitors from out of town) or employees of a City agency, board, commission or special purpose body. In-town conference/seminar at which meals are not provided and where no per diem may be claimed. Per diem is allowed <u>only if overnight stay is required and no meals are included/provided.</u> 	<p>Clarification by adding specifics.</p> <p>Clarification by adding additional explanation.</p>		A A
8	1.13	Business Meeting Expense	Up to two attendance tickets/registration fees at government events/functions.	Addition as required to allow for attendance at government event/functions.	P	
9.	1.13		<p>Narrative:</p> <ul style="list-style-type: none"> For attendance at government events/functions the first ticket must be used by the Council Member (Council Member Assistant if the Council Member is unable to attend) and the second ticket can be used by the Council Member's spouse/companion (in circumstances where it is customary and expected that a spouse/companion attend based on the nature of the event (e.g. gala)) or the Council Member staff only. Council Member/Assistant must be in attendance. Council Members must provide a copy of the event notice/invite mail requesting the Council Member's attendance as well as (1) proof of payment if seeking reimbursement or (2) supporting documentation if requesting a cheque from the City. 	Clarification due to an addition as required . Also, explanation of additional requirements as a result of the addition.	P.	
10.	Page 1.14	Community Expense: (Event Tickets)	<p><u>Eligible Expense (Council Member Budget):</u></p> <ul style="list-style-type: none"> Up to two tickets per charitable or fund-raising event (by a non-profit organization) within a ward or City-wide event/function. Participation fee for <u>charitable or fund-raising events</u> such as golf tournaments, walkathons organized by non-profit organizations. 	<p>Deletion of unnecessary words.</p> <p>Policy change to expand the parameters for eligibility. Also details for eligibility and requirements to</p>	P	

			<p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> Entertainment events such as theatre shows, musical performances or other concerts are ineligible expenses <u>unless it is a charitable or fund-raising event by a non-profit organization.</u> Fundraising events organized by <u>City staff.</u> Charity golf tournaments organized by <u>City staff/divisions.</u> Raffle tickets, silent auctions, table prize tickets at events <p><u>Narrative:</u></p> <ul style="list-style-type: none"> <u>The charitable or fund-raising event must be by a charitable/non-profit organization with either (1) an address in York Region (2) holding the event in York Region or (3) providing services to York Region. The organization must provide a registration number (charitable or non-profit) or must have Community Service Organization (CSO) status.</u> For charitable events or dinners, event organizers must make out <u>charitable receipts to the City of Vaughan.</u> First ticket must be used by the Council Member <u>(Council Member Assistant if the Council Member is unable to attend) and the second ticket can be used by the Council Member's spouse/companion in circumstances where it is customary and expected that a spouse/companion attend based on the nature of the event (e.g. gala) or the Council Member station only. Council Member/Assistant must be in attendance.</u> <u>Council Members must provide a copy of the event notice/e-mail requesting the Council Member's attendance as well as (1) proof of payment if seeking reimbursement or (2) supporting documentation requesting a cheque from the City.</u> <u>Council Members must provide a copy of the event notice or e-mail requesting the Council Member's attendance as well as the order form and ticket.</u> 	<p>support the expense..</p> <p>Narrative to explain who can use tickets and documentation requirements to support expense.</p>		
--	--	--	--	---	--	--

11.	Page 1.15	Community Expense: (Gifts and Promotion)	<ul style="list-style-type: none"> <u>Gifts/flowers/awards for constituents, community leaders, seniors for special occasions (max \$100) for each occasion.</u> 	Addition as required to allow for presentation of gifts/awards for	P	
-----	-----------	--	---	--	---	--

		(1)	<ul style="list-style-type: none"> Request for reimbursement for Expenses incurred for flowers/gifts/awards to specific constituents, community leaders or seniors must include an explanation on <u>how it relates to City business e.g.</u> <u>illness/death/remembrance of a prominent community leader, congratulate/recognize an achievement of a constituent. There may be other circumstances.</u> 	special occasions by Council Member. Also additional narrative of examples.		
12.	Page 1.15	Community Expense: (Hosting Events by Council Member	<ul style="list-style-type: none"> The event or initiative must be <u>authorized or endorsed by Council</u> so as to be in alignment with the Code of Ethical Conduct on Gifts and Benefits Rule No. 2-1(f). 	Addition to align with Code of Ethical Conduct	P	
13.	1.16	Corporate Credit Card Expenses	A credit card receipt in itself is unacceptable. If <u>on a rare occasion</u> the <u>detailed original receipt</u> is mislaid, an explanation of the <u>nature and detail and business purpose</u> of the expense must be provided, signed and dated by the Mayor and accompany the <u>signed credit card receipt</u>	Clarification by providing more explanation.		A
14	1.17	Newsletters and Flyers, Photocopying and Postage	<p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> Printing and distributing newsletters after cut-off date (June 30th) during an election year, <u>unless so directed and approved by Council.</u> 	Ineligible expense after June 30, unless so directed and approved by Council.	P	
15.	1.19	Spousal/Companion Expenses	<ul style="list-style-type: none"> It may be protocol, in exceptional circumstances where it is customary and expected that a spouse/companion attend, <i>based on the nature of the event (e.g., gala)</i>, to have a spouse/companion attend a function due to (1) Business Hospitality with business constituents, business contacts, representatives of other levels of government, international delegations or business visitors from out of town (2) <u>a Community Expense Event i.e. a charitable or fundraising event by a registered charitable/non-profit organization with a registration number or CSO status, and either (1) an address in York Region (2) holding the event in York Region or (3) providing services to York Region.</u> <u>Ineligible Expense:</u> Spousal/companion fees for airline tickets, conference registrations, additional accommodation, meals, travel, tours etc should be paid for personally. <u>Narrative:</u> Spousal or Companion expenses are mostly considered a 	New policy from previous sections brought forward.	P	

			<p>personal expense and are ineligible for reimbursement. See Personal section of the policy.</p>			
16.	Page 1.19	Stationary -Office Supplies -Printing Services	<ul style="list-style-type: none"> Charge for direct usage by Council Member's office, including direct support staff. 	Clarification by specifying details..		A
17.	Page 1.19	Technology Suite (1)	<ul style="list-style-type: none"> Includes any upgrades from corporate standard irrespective if scheduled or unscheduled replacement. 	Clarification to include specifics.		A
18.	1.20		<ul style="list-style-type: none"> Wireless blackberry/cellphone monthly charges including System Access Fee 9.99 fee (limited to one plan per person. The Mayor as head of Council is permitted to have 2 plans, but with separate service providers) Voice Roaming charges. Peripherals such as battery charges, carrying cases, wireless data (memory) stick etc. 	<p>Clarification to spell out specifics.</p> <p>Clarification. Splitting of roaming fees between Voice and Data.</p>		A
19.	Page 1.21	Technology Suite (2)	Data Roaming Charges	Clarification. Splitting of roaming fees between Voice and Data.		A
20.	Page 1.22	Transportation:	<p>Eligible Expense (Council Member Budget):</p> <ul style="list-style-type: none"> Council Members currently receive an allowance of \$450 per month since 2003. The Audit and Operational Review Committee agreed to increase the amount to \$686.56 starting 2003 per month on December 31, 2009. This compares favourably to the City of Mississauga which provided an allowance of \$1,442 per month for 2008 based on 20,000 kilometers and the City of Brampton which provided an allowance of \$944 per month to 2008 based on unknown kilometers. (Note: based on unknown kilometers are shown) 	<p>Change in allowance amount.</p> <p>Deletion of comparatives from other municipalities.</p>	P	
21.	Page 1.24	Transportation	<ul style="list-style-type: none"> Vehicle expenses for lease, repairs, insurance, license, maintenance, fuel, car wash, highway/tolls and business parking are charged to the Mayor's budget. Original receipts/invoices are required. Credit Card receipts alone will not be accepted. Missing receipts require written explanation of the detail of the expense with signature and date. 	<p>Addition due to original oversight.</p> <p>Mayor's use of toll highway same as other leased vehicles.</p>	P	
22.	Page 1.25	Travel	<ul style="list-style-type: none"> Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from City Hall to destination and return. If driving, the use of economy airfare 	Clarification by adding additional explanation.		A

			<p>or mileage will be reimbursed. Total kilometers claimed must be reduced by 160 kms and any personal mileage by Council Members on the Allowance method.</p>			
23.	1.25		<ul style="list-style-type: none"> Business Computer and Internet Charges 	Clarification by being more specific.		A
24.	Page 1.25	Travel	<p>Two options are presented: 1) Per Diem: with a limit of \$125 per day for one or more meals with no required receipts 2) Submit Receipts: Reasonable Meal Expenses with required original detailed receipts and subject to reasonable limits.</p> <p>OPTION 1</p> <ul style="list-style-type: none"> Per Diem (only if overnight stay is required), to cover meals. No receipts are required. If 3 meals are included/provided then cannot claim a per diem allowance. <p>Per Diem: \$125 Maximum to cover one or more meals per day (overnight stays required) (January 1, 2010) Breakfast—\$15 max including taxes/tips Lunch—\$25 max including taxes/tips Dinner—\$50 max including taxes/tips Total—\$90</p> <ul style="list-style-type: none"> Where the per diem rate will still apply, even if one or two meals are included/provided for each day some meals are provided with the conference fee/seminar/business trip. However, if 3 daily meals are included/provided then the per diem claim is ineligible. Should a Council Member not participate in any of the 3 daily meals included/provided, this will not provide grounds to be eligible for the per diem. Original detailed receipts will then be required for reimbursement of meals consumed limited to \$125 per day (including tax and gratuities) the per diem will be reduced by the meals reflected above. Original detailed receipts will be required of the remaining meals purchased, limited to per diem maximum. The number of days claimed for the per diem calculation will be the full or partial days at the conference/seminar or business trip provided no meals are included/provided, with 3 meals where no meals are provided included. Travel the day before or the day after the conference/seminar/business trip does not qualify for per diem allowance. Require detailed original receipts for 	Policy change to allow a choice of two options. Council must approve one option only.	P	

			<p>meals</p> <ul style="list-style-type: none"> In exceptional circumstances reimbursement would be permitted for the total days meal expenses which exceed the per diem rate. Original detailed receipts would be required to support the expenses with a written explanation of the circumstances. Additional reasonable meal expenses incurred while travelling to and from the event will be reimbursed provided detailed original detailed receipts are submitted limited to per diem maximum. <p>When not choosing Per Diem or when overnight accommodation is not required all 3 meals require detailed original receipts. The amounts for each of the 3 meals may vary but the total for the day may not exceed the daily maximum per day.</p> <p>Exception: If the conference closing lunch/dinner exceeds the per diem rate then the difference will be reimbursed upon submission of original detailed receipts.</p> <ul style="list-style-type: none"> For travel outside of Canada, per diem will be in U.S. dollars. <u>No receipts are required.</u> <p>OPTION 2</p> <p>Submit Receipts:</p> <p><u>For meals purchased, submit (1) original detailed receipts (2) signed credit card receipts and provide details of (1) Business Purpose of Meeting (2) Names of Participants (if applicable) to support expenses to be reimbursed. There is no \$125 daily limit our prudence, reasonableness and sound judgement should be exercised.</u></p> <p><u>For travel outside of Canada reimbursement will be converted to Canadian dollars.</u></p> <ul style="list-style-type: none"> On a rare occasion the detailed original receipts missed an explanation of the detail and business purpose of the expense must be provided signed and dated and accompany the signed credit card receipt. 			
25.	Page 1.27	Travel	<ul style="list-style-type: none"> If a Council Member chooses to use his/her own vehicle as a mode of travel to the destination, reimbursement will be the lesser of economy airfare or mileage (less 160 kms and any personal mileage for those on the 	Clarification		A

26.	Page 1.28	Travel	<p>Allowance)..</p> <ol style="list-style-type: none"> 1. Conferences and Seminars outside the Province of Ontario Greater Toronto Area but within Canada or the USA, shall be limited to one two per year for Council Members. 2. Conferences and Seminars outside the Greater Toronto Area (but within the Province of Ontario) shall be limited to one per year for Council Members. 3. Any Council Member who wishes to attend a Conference or Seminar in excess of the limitation outlined in 3 and 4 above shall have such attendance approved by special resolution of Council. 4. Conferences and Seminars held by the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) shall be included in the limitation as outlined in 3 and 4 above. 5. Council Members who are members of the Executive of the FCM or AMO shall be exempted from the limitations as outlined in 3 and 4 above. 	<p>Simplify. Still allowed 2 conferences outside GTA but within Canada and USA. .</p>	P	
27	1.30	<p><u>Use of Corporate Resources during an Election Year</u></p>	<ul style="list-style-type: none"> • Council Members will not be allowed to use the office expense budget for advertising, newsletters, and community expenses after June 30th. except for communications to constituents or Committee, Community Council and Council matters or emergency situations. <p>Council Members will not be allowed to use the office expense budget for advertising, newsletters, and community expenses after June 30th <i>except for communications to constituents on Committee, Community Council and Council matters or emergency</i></p>	<p>Deletion of word "advertising" which is not applicable.</p> <p>Change in policy to exclude exception for newsletters and community expenses..</p>	P	

			<i>situations.</i>			
28	1.31	<u>Discontinue d Activities during an Election Year</u>	The following activities be discontinued for Council Members after June 30th of an election year. unless so directed and approved by Council :	Include the words <u>"unless so directed and approved by Council ."</u>	P	
29	1.31	<u>Discontinue d Activities during an Election Year</u>	<ul style="list-style-type: none"> • Council Members will not distribute media releases using the City of Vaughan media relations or departmental communications networks. unless such a release is considered to be consistent with their duties as an elected official. 	Media releases not permitted after June 30 th in an election year. Eliminate the exception to simplify and reduce potential problems.	P	
30	1.32		<ul style="list-style-type: none"> • No advertising paid for by the City of Vaughan shall contain the name of a Council Member or the Mayor. unless consistent with their duties as an elected official. • Printing and general distribution of newsletters. unless so directed and approved by Council. • 	<p><i>No advertising or newsletters after June 30 th in an election year.</i> Eliminate the exception to simplify and reduce potential problems.</p> <p>"Unless so directed and approved by Council" stated at the title heading. Eliminate duplicate words.</p>	P	

ITEM # 1**ADDITIONAL
INFORMATION****Magnifico, Rose****Subject: FW: Council Expense Policy Proposal****Audit & Operational Review Committee
February 3, 2010****From:** Richard Lorello [mailto:rlorello@rogers.com]**Sent:** Wednesday, February 03, 2010 3:11 PM**To:** Rosati, Gino**Cc:** Carella, Tony; DiVona, Bernie; Ferri, Mario; Frustaglio, Joyce; Jackson, Linda; Meffe, Peter; Racco, Sandra; Shefman, Alan; Craig, Suzanne; Harris, Clayton; 'pgombu@thestar.ca'; 'cgrech@yrmg.com'; 'adobranowski@vaughantoday.ca'; 'michaelmcclymont@hotmail.com'; Abrams, Jeffrey**Subject:** Re: Council Expense Policy Proposal

Thank you Councillor Rosati.

--- On Wed, 2/3/10, Rosati, Gino <Gino.Rosati@vaughan.ca> wrote:

From: Rosati, Gino <Gino.Rosati@vaughan.ca>**Subject:** Re: Council Expense Policy Proposal**To:** "rlorello@rogers.com" <rlorello@rogers.com>**Cc:** "Carella, Tony" <Tony.Carella@vaughan.ca>, "DiVona, Bernie" <Bernie.DiVona@vaughan.ca>, "Ferri, Mario" <Mario.Ferri@vaughan.ca>, "Frustaglio, Joyce" <Joyce.Frustaglio@vaughan.ca>, "Jackson, Linda" <Linda.Jackson@vaughan.ca>, "Meffe, Peter" <Peter.Meffe@vaughan.ca>, "Racco, Sandra" <Sandra.Racco@vaughan.ca>, "Shefman, Alan" <Alan.Shefman@vaughan.ca>, "Craig, Suzanne" <Suzanne.Craig@vaughan.ca>, "Harris, Clayton" <Clayton.Harris@vaughan.ca>, "pgombu@thestar.ca" <pgombu@thestar.ca>, "cgrech@yrmg.com" <cgrech@yrmg.com>, "adobranowski@vaughantoday.ca" <adobranowski@vaughantoday.ca>, "michaelmcclymont@hotmail.com" <michaelmcclymont@hotmail.com>, "Abrams, Jeffrey" <Jeffrey.Abrams@vaughan.ca>**Date:** Wednesday, February 3, 2010, 8:04 PM

Mr. Your suggestion is acknowledged. I shall see that it is introduced at today's meeting, starting at 4:30pm. Gino Rosati

From: Richard Lorello <rlorello@rogers.com>**To:** Rosati, Gino**Cc:** Carella, Tony; DiVona, Bernie; Ferri, Mario; Frustaglio, Joyce; Jackson, Linda; Meffe, Peter; Racco, Sandra; Shefman, Alan; Craig, Suzanne; Harris, Clayton; 'Phinjo Gombu' <pgombu@thestar.ca>; Caroline Grech <cgrech@yrmg.com>; Alexis Dobranowski <adobranowski@vaughantoday.ca>; Michael McClymont <michaelmcclymont@hotmail.com>; Abrams, Jeffrey**Sent:** Wed Feb 03 14:36:11 2010**Subject:** RE: Council Expense Policy Proposal

Councillor Rosati

Thank your for your reply, but I firmly believe that the new council expense policy should have a provision that states that members of council cannot contract family members directly out of their expense budget.

This would, in my opinion make it perfectly clear to current and future members of council that they cannot enter into such transactions.

There would be no harm in adopting such a provision and strengthen the policy further. I ask that you support such a provision.

Sincerely

Richard T. Lorello

--- On Tue, 2/2/10, Rosati, Gino <Gino.Rosati@vaughan.ca> wrote:

From: Rosati, Gino <Gino.Rosati@vaughan.ca>**Subject:** RE: Council Expense Policy Proposal**To:** "Richard Lorello" <rlorello@rogers.com>**Cc:** "Carella, Tony" <Tony.Carella@vaughan.ca>, "DiVona, Bernie" <Bernie.DiVona@vaughan.ca>, "Ferri, Mario" <Mario.Ferri@vaughan.ca>, "Frustaglio, Joyce" <Joyce.Frustaglio@vaughan.ca>, "Jackson, Linda" <Linda.Jackson@vaughan.ca>, "Meffe, Peter" <Peter.Meffe@vaughan.ca>, "Racco, Sandra" <Sandra.Racco@vaughan.ca>, "Shefman, Alan" <Alan.Shefman@vaughan.ca>, "Craig, Suzanne" <Suzanne.Craig@vaughan.ca>, "Harris, Clayton" <Clayton.Harris@vaughan.ca>, "Phinjo Gombu" <pgombu@thestar.ca>, "Caroline Grech" <cgrech@yrmg.com>, "Alexis Dobranowski" <adobranowski@vaughantoday.ca>, "Michael McClymont" <michaelmcclymont@hotmail.com>, "Abrams, Jeffrey" <Jeffrey.Abrams@vaughan.ca>

2/3/2010

procurement policy, signed by new and existing vendors conducting business with the City of Vaughan, stating and disclosing whether the vendor's owners/principals/directors/shareholders have a family relationship with any member of council. As per my discussion with Commissioner Craig, this type of statement of disclosure has been adopted by other municipalities and she could likely shed more light on such a mechanism for the purchasing department.

As you are aware, there have been a number of questionable practices with respect to the use of council expenses and also with respect to family members of council obtaining hundreds of thousands of dollars of untendered work and without competitive quotes.

I propose that these statements be clearly stated within the respective policies.

I hope you will agree with me when I say that I believe that these measures will go a long way in demonstrating that the City of Vaughan does business fairly and without special treatment of one vendor over another.

I would be happy to provide any assistance or input on this matter.

I anxiously await any feedback that you can provide.

Sincerely
Richard T. Lorello

This e-mail, including any attachment(s), may be confidential and is intended solely for the attention and information of the named addressee(s). If you are not the intended recipient or have received this message in error, please notify me immediately by return e-mail and permanently delete the original transmission from your computer, including any attachment(s). Any unauthorized distribution, disclosure or copying of this message and attachment(s) by anyone other than the recipient is strictly prohibited.