

## **COMMITTEE OF THE WHOLE (WORKING SESSION) - NOVEMBER 30, 2009**

### **PRELIMINARY DRAFT COUNCIL MEMBER EXPENSE POLICY**

#### **Recommendation**

The City Auditor recommends:

1. That the preliminary draft Council Member Expense Policy be received for discussion; and,
2. That the Committee of the Whole (Working Session) recommendation be incorporated into the Preliminary Draft Council Member Expense Policy and forwarded to the Audit and Operational Review Committee meeting of December 10, 2009 for further discussion and any further refinement.

#### **Economic Impact**

There is no economic impact.

#### **Communications Plan**

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

#### **Purpose**

To review the preliminary draft prepared by the City Auditor and to have open discussion with Members of Council to understand the contents and ramifications of the Policy before the policy is further refined and finalized.

#### **Background - Analysis and Options**

At the Audit and Operational Review Committee meeting of November 16, 2009, the Committee recommended that the Council member Expense Policy be received and referred to the next available Committee of the Whole (Working Session); That staff provide a report on the process, including timeframe and the proposed establishment of a task force; and that the preliminary draft Council Member Expense Policy be posted on the City's website as soon as possible and that the public be encouraged to provide comments.

The preliminary draft Council Member Expense Policy was posted on the City's website on November 17<sup>th</sup>, 2009. Residents of Vaughan were encouraged to provide comments. On November 17<sup>th</sup>, 2009 the City Auditor also e-mailed all Members of Council and solicited comments from them. They were also informed to copy all other Members of Council of their comments.

As of November 25, 2009, (1) the City Auditor has not received any comments from residents of Vaughan as a result of the web posting.

(2) Written comments have not been received from Members of Council as well.

The City Auditor has made minor editing which has been shaded for ease of reference.

On the last page of the draft Council Member Expense Policy report, are comments from a resident in her deputation letter and verbal comments from a Council Member.

**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 draft Council Member Expense Policy is being brought forward at this time for discussion.

**Attachments**

Preliminary Draft Report on the Council Member Expense Policy.

**Report prepared by:**

Michael Tupchong

Respectfully submitted,

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City Auditor

**CITY OF VAUGHAN**

**COUNCIL MEMBER EXPENSE POLICY**

**(Preliminary draft for discussion purposes)**

November 30, 2009

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## **Executive Summary:**

- The proposed Council Member Expense Policy is in draft form and is open for discussion and improvement. It 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.
- It is proposed to eliminate the Policy No. 01.14 Par 4.1.3 monthly \$200 allowance for incidental expenses as there is no transparency of these expenses and the new policy covers more extensive expenses not addressed in the current policy. Incidental expenses can be accumulated and claimed with receipts.
- It is proposed that the current \$450 per month travel allowance ( 01.05), be increased as it started in 2003. Based on an estimated 12, 000 kilometers per year. and using Runzheimer figures from Canadian Automobile Association, the amount would be \$650 per month. The approximate average kilometers claimed by Council Members in 2008 and 2007 was 12,000.
- It is proposed that Council choose between a Monthly Allowance ( no documentation required by the City) or to submit monthly Mileage Claims with the latter now requiring more information of the "from" and "to" locations and 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 ( based on the nature of the event) 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.
- 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 30<sup>th</sup>*, 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:**

- 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 Principles for Allowable Expenses**

- Council Members or their staff must submit claims for reimbursement at least once a month.
- All requests for payment or reimbursement for expenses must be supported by appropriate original documentation, original receipts and proof of payment. Credit card receipts on their own will not be accepted without any explanation.
- In cases where additional information is required to support the expenditure, this is mentioned in the narrative section of the allowable expense.
- 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 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.
- 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 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 dispute between the Finance department and any Council Member with expense claims, the City Auditor should be consulted on the intended interpretation of the Council Member Expense policy in question. If the dispute is still not resolved then the dispute will be brought forward to the Audit and Operational Review Committee for a final ruling.
- 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.

#### **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.
- 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:**

- Personal expenses further one's own interest, are incurred for one's own benefit and promotes oneself more than the interest of the City.
- Attending an event/function in a personal capacity for visibility, self-promotion and recognition, benefits the Council Member and is a personal expense whether one is also "promoting" the City or not.
- 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 as per 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 or seminar.
- 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 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 (e.g., registration, accommodation, meals, travel, etc.) shall be paid for by the employee/elected official.
- Personal expenses incurred by a spouse or companion such as additional accommodation expense, golf tournaments, dinner dances 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.
- Council Members' expenses are reviewed by the TBD to ensure compliance with the Council Member Expense Policy and are approved by him/her by way of signature and date, before they are sent for payment processing.

## **G. Budgets**

- The Council Budget shall be broken down into (1) Council Corporate Budget and (2) Individual Council Member Office Budgets on the principles that items that are *shared* are charged to the Council Corporate Budget and items that can be attributed to an Individual Council Member 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 Member 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 Member 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 Member 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 T 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.

**COUNCIL MEMBER EXPENSE POLICY**

Expenditures are in alphabetical order, and are to be charged to Council Member Budget, Council Corporate Budget or City departmental budget where applicable.

Dollar Amounts in the New Policy are for January 1, 2010. They should be adjusted increase on January 1 each year. See Guiding Principles based on the prior year's Consumer Price Index for Toronto as published by Statistics Canada.

<b><u>EXPENSE TYPE</u></b>	<b><u>CURRENT POLICY</u></b>	<b><u>PROPOSED POLICY</u></b>
<b>Approval Process</b>	<p>03.19 Council resolved:</p> <p><i>That effective January 1, 1997, credit card expenses for the Chief Administrative Officer be approved by the Mayor, and credit card expenses for the Mayor be approved by the Chief Administrative Officer.</i></p>	<ul style="list-style-type: none"> <li>• Council Members are responsible for their expenses and sign their validity and accuracy.</li> <li>• Council Members' expenses are reviewed by the TBD to ensure compliance with the Council Member Expense Policy and are approved by him/her, before they are sent for payment processing.</li> <li>• 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.</li> <li>• In cases of dispute between the TBD and any Council Member with expense claims, the City Auditor should be consulted on the intended interpretation of the Council Member Expense policy in question. If the dispute is still not resolved then the dispute will be brought forward to the Audit and Operational Review Committee for a final ruling.</li> </ul>
<b>Advertising and Promotion(1)</b>	<p>4.1.15 Holiday greetings on behalf of an individual Council Member. (Council Member Budget).</p>	<p><b><u>Eligible Expense ( Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>• Paid advertising that is related to the business of the City and/or Region of which the City is a part of, in all types of media.</li> <li>• Advertising that supplements City advertisements to promote specific programs/events, such as Environment Day, park opening.</li> <li>• Design and production costs for the advertising.</li> <li>• Holiday greetings, congratulations on behalf of an individual Council Member. ( see expense covered by Council Corporate Budget).</li> </ul> <p><b><u>Ineligible Expense:</u></b></p> <ul style="list-style-type: none"> <li>• Paid advertising that a Council Member places after the cut-off date of <b>June 30<sup>th</sup></b> during an election year.</li> <li>• Paid advertising that promotes political parties, or candidates in any election campaigns.</li> </ul> <p><b><u>Narrative:</u></b></p> <ul style="list-style-type: none"> <li>• For reimbursement, the Council Member must provide the <i>itemized original invoice</i> from the media organization stating the <i>name</i> of the publication, the <i>date</i> that the print ad appeared or that a television or radio ad aired.</li> <li>• A copy of the <i>print ad</i> must also be provided.</li> </ul>

Current Policy

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<p><b>Advertising and Promotion (2)</b></p>	<p>3.1.4 Holiday greetings and advertising on behalf of all Council Members. Advertising is limited to Christmas and Rosh Hashanah in the appropriate local newspapers. Season's Greeting cards are distributed by the Mayor's office on behalf of all Council Members. (Council Corporate Budget)</p>	<p><b><u>Eligible: (Council Corporate Budget)</u></b></p> <ul style="list-style-type: none"> <li>Holiday greetings and advertising on behalf of all Council Members. Advertising is not limited to any religion but is determined by Council Christmas and Rosh Hashanah in the appropriate local newspapers. Season's Greeting cards are distributed by the Mayor's office on behalf of all Council Members.</li> </ul> <p><u>Note:</u> This section is to be read in conjunction with the above section.</p>
<p><b>Books, Magazines, Newspapers, Periodicals</b></p>	<p>4.1.8 Subscriptions and publications. (Council Member Budget).</p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> <li>Lifestyle / entertainment magazines (e.g. sports, cooking, gardening, fashion, celebrities, travel, how to etc.).</li> </ul> <p><u>Narrative:</u></p> <ul style="list-style-type: none"> <li>Name of book or magazine must be included on the invoice.</li> <li>Council Members must identify the <i>business purpose</i> for the books, magazines, newspapers, periodicals when the business reason is not evident.</li> <li>Delivery address can be City Hall office, or Home Office.</li> <li>Council Members must provide an original subscription invoice or renewal notice indicating delivery address of publication.</li> </ul>

<p><b>Business Hospitality Expense (1)</b></p>	<p>4.1.14 Reimbursement of expenditures for business meals with staff and/or external persons with supporting documentation and receipts. ( Council Member Budget) 4.1.9 Expenses (airline, accommodation, meals, etc) authorized by Council, relating to attendance at a City function or special event. (Council Member Budget)</p>	<p><b><u>Eligible Expense ( Council Member Budget)</u></b></p> <ul style="list-style-type: none"> <li>Facility rental.</li> <li>Council Members' expenses for food and beverages related to business meals or receptions with business constituents, business contacts, representatives of other levels of government, international delegations or business visitors from out of town.</li> <li>Reasonable alcohol during meals or receptions involving business hospitality.</li> <li>Reasonable entertainment expenses.</li> </ul> <p><u>Narrative:</u> See <b>Guiding Principles</b>.</p>
<p><b>Business Hospitality Expense (2)</b></p>	<p>3.1.14 Special catering required for visiting dignitaries. (Council Corporate Budget)</p>	<p><b><u>Eligible: (Council Corporate Budget)</u></b></p> <ul style="list-style-type: none"> <li>Where <i>Council decides</i> that a business hospitality situation has arisen whereby special catering is required for the Mayor and all of Council to host special constituents, business contacts, representatives of other levels of government, international delegations or visitors from out of tow.</li> <li>Reasonable alcohol during meals or receptions involving business hospitality.</li> <li>Reasonable entertainment expenses.</li> </ul> <p><u>Note:</u> This section is to be read in conjunction with the above section.</p>
<p><b>Business Meeting Expense (1)</b></p>	<p>4.1.14 Reimbursement of expenditures for business meals with staff and/or</p>	<p><b><u>Eligible Expense( Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>Business meals in the interest of the City of Vaughan for: meetings with City employees, Council Members' staff,</li> </ul>

Current Policy

Proposed Policy

	<p><i>external persons with supporting documentation and receipts. (Council Member Budget).</i></p> <p><i>4.1.3 Monthly expense allowance, as established by by-law, for Regional and Local Council Members to reimburse them for incidental expenses incurred without receipt or the requirement of Council approval. (Council Member Budget)</i></p>	<p>other Council Members or employees of a City agency, board, commission or special purpose body.</p> <ul style="list-style-type: none"> <li>Meals consumed by Council Members prior to attending evening functions or events.</li> <li>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</u></li> <li>Facility rental</li> <li>Catering order, including coffee, tea, juices, pop, cookies, snacks, light food</li> <li>Venue set-up fees, including audio-visual equipment, flip charts, set-up fees, cleaning charges</li> <li>External facilitator fees</li> </ul> <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> <li>Alcohol. Alcohol is a personal expense unless in business hospitality situations.</li> <li>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 and their relatives.</li> </ul> <p><u>Narrative:</u> See Guiding Principles.</p>
<p><b>Business Meeting Expense(2)</b></p>	<p><i>3.1.3 Catered meals for Council meetings when required, and kitchen supplies. Catered meals (lunches and dinners) to be the responsibility of the Assistant of the Chair of the Committee and are to be purchased at the discretion of the Chair of the Committee. Kitchen supplies are to be purchased by the Secretary to the Mayor. (Council Corporate Budget)</i></p>	<p><b><u>Eligible: (Council Corporate Budget)</u></b></p> <ul style="list-style-type: none"> <li>Catered meals for Council meetings when required, and kitchen supplies. Catered meals (lunches and dinners) to be the responsibility of the Assistant of the Chair of the Committee and are to be purchased at the discretion of the Chair of the Committee. Kitchen supplies are to be purchased by the Secretary to the Mayor and Members of Council.</li> </ul> <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> <li>Alcohol</li> </ul>
<p><b>Cable Television</b></p>	<p>New addition to Policy</p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>Specific cable channels and programs. Council Members must demonstrate a <u>business requirement for specific cable programming package.</u></li> <li>Additional cable connections if required.</li> </ul> <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> <li>Movie/entertainment channel programming.</li> <li>Monthly cable fee for Home Office.</li> <li>Cable installation and program fee for Home Office.</li> <li>Cable equipment purchase or rental for Home Office.</li> </ul> <p><u>Narrative::</u></p> <ul style="list-style-type: none"> <li>No cost basic cable is provided in each Council Member's office at City Hall as a corporate expense.</li> <li>Cable connection at City Hall is provided from City centralized resources (Building &amp; Facilities Department).</li> <li>Requests for additional cable connection at City Hall must be made to the City's Building and Facilities department.</li> </ul>

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<p><b>Community Expense: (Donations to Community Groups) (1)</b></p>	<p>New addition to Policy</p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>• Donations to <u>community</u> groups with a bank account (e.g., registered sports teams, charitable organizations, registered non-profit organizations, etc), and <b>not</b> to <i>individuals, group of individuals or trust fund.</i></li> <li>• Limit of \$250 per group per year.</li> <li>• <u>Donations must be made via City of Vaughan cheques</u> (on behalf of the Council Member) to the community group. Council Member or staff personal cheques should not be used.</li> <li>• <u>Donation receipts</u> must be addressed to the <u>City of Vaughan.</u></li> </ul> <p><b><u>Narrative:</u></b></p> <ul style="list-style-type: none"> <li>• A Council Member uses his/her own discretion whether to donate or not and to which community group.</li> <li>• Donations must be accompanied by a <u>request from the organization</u> with details about the community group and the <u>purpose</u> of the donation.</li> <li>• <u>Donation receipts</u> received by Council Members must be forwarded to the Finance Department.</li> </ul>
<p><b>Community Expense: (Donations to Community Groups) (2)</b></p>	<p>3.1.6 Grants, donations or sponsorship, on behalf of the Corporation, as authorized by Council. (Council Corp. Budget).</p>	<p><b><u>Eligible (Council Corporate Budget)</u></b> Grants, donations or sponsorship, on behalf of the Corporation, as <u>authorized by Council.</u></p> <p><b><u>Note:</u></b> This section is to be read in conjunction with the above section.</p>
<p><b>Community Expense: (Event Tickets)</b></p>	<p>New addition to Policy</p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>• Two tickets per <u>charitable or fund-raising</u> event by a non-profit organization within ward or City-wide event/function.</li> <li>• Participation fee for <u>charitable or fund-raising</u> events such as golf tournaments, walkathons organized by <u>non-profit organizations, etc.</u></li> </ul> <p><b><u>Ineligible Expense:</u></b></p> <ul style="list-style-type: none"> <li>• 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></li> <li>• Fundraising events organized by <u>City staff.</u></li> <li>• Charity golf tournaments organized by <u>City divisions.</u></li> <li>• Raffle tickets, silent auctions, table prize tickets at events</li> </ul> <p><b><u>Narrative:</u></b></p> <ul style="list-style-type: none"> <li>• For charitable events or dinners, event organizers must make out <u>charitable receipts to the City of Vaughan.</u></li> <li>• Tickets can be used by the Council Member and his/her spouse/guest or the Council Member staff only.</li> <li>• Council Members <b>must provide</b> a copy of the <u>event notice or flyer requesting the Council Member's attendance as well as the order form and ticket.</u></li> </ul>
<p><b>Community Expense: (Gifts and Promotion) (1)</b></p>	<p>New addition to Policy</p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>• Promotional items such as fridge magnets, souvenir T-shirts, promotional chocolates, pins, ties, pens, etc.</li> <li>• Gift baskets / flowers for constituents for special occasions.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Table prizes for local community groups.</li> <li>• Payment for gifts from the Economic Development Department's gift inventory.</li> </ul> <p><u>Ineligible Expenses:</u></p> <ul style="list-style-type: none"> <li>• Gifts for Council staff or other employees of City agencies, boards, commissions and special purpose bodies.</li> </ul> <p><u>Narrative:</u></p> <ul style="list-style-type: none"> <li>• Council Members must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items.</li> <li>• Request for reimbursement for flowers and gifts to specific constituents must include an <u>explanation</u> on <i>how it relates to City business</i>.</li> </ul>
<p><b>Community Expense: (Gifts and Promotion) (2)</b></p>	<p>3.1.5 Sponsorship of the Christmas Staff Children's party and the Christmas Staff Open House or as authorized by Council. (Council Corporate Budget).</p> <p>3.1.8 Grade 12 Proficiency Awards. (Council Corporate Budget).</p> <p>3.1.10 Gifts (flags, promotional items) provided by the Mayor or designate to Official Guests and Dignitaries (Council Corporate Budget).</p> <p>3.1.12 Flowers for special occasions on behalf of the Corporation (births, deaths, illnesses) for community leaders and for senior city officials and their immediate family (mother, father, spouse, child, and sibling) on behalf of the City, to a maximum of \$150. (Council Corporate Budget)</p>	<p><b><u>Eligible Expense (Council Corporate Budget)</u></b></p> <ul style="list-style-type: none"> <li>• Sponsorship of the Christmas Staff Children's party and the Christmas Staff Open House or as authorized by Council.</li> <li>• Grade 12 Proficiency Awards or as authorized by Council.</li> <li>• Gifts (flags, promotional items) provided by the <u>Mayor or designate on behalf of the City</u> to Official Guests and Dignitaries.</li> <li>• Flowers for special occasions (births, deaths, illnesses) provided by the <u>Mayor or designate on behalf of the City</u> 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).</li> </ul> <p><u>Note:</u> This section is to be read in conjunction with the above section.</p>
<p><b>Community Expense: (Hosting Events by Council Member)</b></p>	<p>New addition to Policy</p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>• Costs directly associated with hosting an event</li> <li>• 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.</li> <li>• <u>To be eligible, proof is required of Council Member hosting the event e.g name on flyer, name as co-sponsor of event.</u></li> </ul> <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> <li>• Payment to City staff of other departments to organize event.</li> <li>• Event costs (as above) for an event organized entirely by a third party <i>with no direct Council Member participation</i>.</li> <li>• Council Member Events after the cut-off date of <b>June 30<sup>th</sup></b> during an election year.</li> </ul> <p><u>Narrative:</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Council Member hosting events can be co-organized with community groups.</li> <li>• Council Members must provide an <i>original detailed invoice</i> from vendor, including <i>nature of service, date and venue</i> of event.</li> <li>• Council Members must comply with the policy on donations to Council Member hosting events.</li> <li>• Donations received for Council Member hosted events, must be reported to both the <i>Integrity Commissioner</i> and the City Clerk's Office.</li> <li>• Donations received by Council Members cannot be carried over between calendar years.</li> <li>• Surplus donation funds received for an event ( i.e. donations received in excess of the cost of a specific event) during a calendar year, will be forwarded to Council Corporate Budget.</li> <li>• 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.</li> </ul> <p><u>Form:</u></p> <ul style="list-style-type: none"> <li>• Integrity Commissioner – Gifts and Benefits Information Statement</li> </ul>
<p><b>Corporate Credit Card Expenses</b></p>	<p>New addition to Policy.</p>	<ul style="list-style-type: none"> <li>• The Corporate Credit card is provided to the Mayor. It is to be used for City business expenses of the Cardholder.</li> <li>• If the Corporate Credit Card is used for City business to pay for other Council Members and/or City Staff, the information should be written on supporting documentation so that the expenses are split and charged back to the Council Members and/or City Staff .</li> <li>• Personal expenses shall not be put on the Corporate Credit Card.</li> <li>• 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.</li> <li>• Public funds may not be expended or committed for personal use, non-City business use, campaign or election related purposes.</li> <li>• All credit card expenses must be supported with <i>detailed original receipts and the signed credit card receipt</i>. A <i>credit card receipt</i> in itself is unacceptable. If the <i>detailed original receipt</i> is mislaid, an explanation of the <u>nature</u> and <u>detail</u> of the expense must be provided, <u>signed and dated</u> by the Mayor.</li> </ul>
<p><b>Memberships (1)</b></p>	<p>New addition to Policy</p>	<p><u><b>Eligible Expense (Council Member Budget):</b></u></p> <ul style="list-style-type: none"> <li>• Memberships for the Council Member or their staff that are related to the Council Member's work in the community or for the City.</li> </ul> <p><u><b>Ineligible Expense:</b></u></p>



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		<ul style="list-style-type: none"> <li>• Retail memberships( e.g., Costco).</li> <li>• Award programs. (e.g., credit card annual fees)</li> </ul> <p><u>Narrative:</u></p> <ul style="list-style-type: none"> <li>• Council Members must identify how a membership is relevant to City business when the business reason is not evident.</li> </ul>
<p><b>Memberships (2)</b></p>	<p>3.1.11 Corporate memberships and fees for AMO and FCM or as authorized by Council. (Council Corporate Budget)</p>	<p><b>Eligible (Council Corporate Budget)</b> Corporate memberships and fees for AMO and FCM or as authorized by Council for all Council Members.</p>
<p><b>Newsletters and Flyers, Photocopying and Postage</b></p>	<p>4.1.2 Photocopy charges and postage costs. (Council Member Budget)</p> <p>01.18 "That from this date forward all postage and printing costs for Council Members, processed through the Clerk's Department Mail Room, be requisitioned and charged back to the appropriate Council Member". (Council Member Budget).</p>	<p><b>Newsletters/Flyers:</b> <b>Eligible Expense (Council Member Budget):</b></p> <ul style="list-style-type: none"> <li>• Design, writing, copy-editing, printing costs.</li> <li>• Distribution costs through Canada Post or private firms.</li> <li>• Translation fees.</li> <li>• Clip art or stock photo fees.</li> </ul> <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> <li>• Printing and distributing newsletters after cut-off date (<b>June 30th</b>) during an election year.</li> </ul> <p><u>Narrative:</u></p> <ul style="list-style-type: none"> <li>• Council Members are encouraged to use the Photocopying services of the Mailroom for bulk photocopying and the Vendor of Record for printing services.</li> <li>• If the Council Member chooses to use other printers, he/she must follow Purchasing policy.</li> <li>• Newsletters must relate to the business of the City and/or Region of which the City is a part of.</li> <li>• The use of electronic newsletters is governed by "eNewsletters Publication and Mailing Database Policy" which was approved by Council in 2007.</li> <li>• Council Members must submit an <i>original invoice</i> from vendor along with a <u>copy of the newsletter or flyer</u>.</li> </ul> <p><b>Photocopying:</b> <b>Eligible Expense (Council Member Budget):</b></p> <ul style="list-style-type: none"> <li>• Photocopying charges for copies done by Council Member's Office, mailroom or outside vendors.</li> </ul> <p><u>Other information about photocopying:</u> For outside vendors, Council Members must provide an <i>original invoice detailing the date of the job and number of copies</i>.</p> <p><b>Postage:</b> <b>Eligible Expense (Council Member Budget):</b></p> <ul style="list-style-type: none"> <li>• Canada Post related costs.</li> <li>• Courier delivery costs by outside courier service.</li> </ul> <p><u>Narrative:</u></p> <ul style="list-style-type: none"> <li>• The City Clerk's Office coordinates all mail services through the City's mailroom, and allocates charges based on usage.</li> <li>• <del>Outside courier service should only be initiated when mailroom service cannot meet the requirements.</del></li> </ul>

<p><b>Office Decoration and Maintenance</b></p>	<p>2.8 Council Members offices will be redecorated at the commencement of each term of office, upon request, to a maximum of \$3,500.(Council Corporate Budget)</p>	<p><b><u>Eligible Expense (City's Building and Facilities Budget):</u></b></p> <ul style="list-style-type: none"> <li>• Ongoing regular cleaning of offices.</li> <li>• At the <u>beginning</u> of each term, <b>up to \$2,000 limit</b>, 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.</li> </ul> <p><b><u>Eligible Expense (Council Member Budget):</u></b>  <u>During</u> the Council term, Council Members will be charged:</p> <ul style="list-style-type: none"> <li>• The cost of painting and re-keying for City Hall.</li> </ul> <p><b><u>Ineligible Expense:</u></b></p> <ul style="list-style-type: none"> <li>• Home Office decorating and maintenance costs.</li> </ul> <p><b><u>Eligible Expense (Council Corporate Budget):</u></b>  Once per term, up to a <b>limit of \$1,500:-</b></p> <ul style="list-style-type: none"> <li>• Artwork purchased for City Hall Office.</li> <li>• Area Rugs.</li> <li>• Vases, decorations and ornaments.</li> </ul> <p><b><u>Narrative:</u></b>  See Council Member Responsibilities.</p>
<p><b>Office Furniture (1)</b></p>	<p>4.1.7 Lease, rental, purchase, maintenance and repair costs of <b>office equipment and furniture, computer hardware and software not consistent</b> with corporate standards. (Council Member Budget).  2.7 Council Members and their Staff will be provided with all <b>furniture and office/computer equipment (including Blackberries, palm pilots, home internet access) required to carry out their duties to a standard compatible with the rest of the corporation.</b> (Council Member Budget for replacement prior to scheduled replacement; ITM budget for <u>scheduled replacement</u>).</p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b>  <b><u>Office Furniture:-</u></b></p> <ul style="list-style-type: none"> <li>• Costs for refurbishing or repairing furniture to corporate standard.</li> <li>• Moving costs for City furniture at other storage locations.</li> <li>• Transportation costs from vendor</li> </ul> <p><b><u>Ineligible Expense:</u></b></p> <ul style="list-style-type: none"> <li>• Furniture for Home Office.</li> </ul> <p><b><u>Narrative:</u></b></p> <ul style="list-style-type: none"> <li>• All furniture that Council Members buy must be consistent to a Corporate standard to be established by Council.</li> <li>• See Council Member Responsibilities.</li> </ul>
<p><b>Office Furniture (2)</b></p>	<p>3.1.1 Lease, rental, purchase, maintenance and repair costs of <b>all shared equipment and furniture costs: photocopier, fax machine, reception area, kitchen appliances, furnishings, accessories, etc</b> (Council Corporate Budget)  3.1.2 Lease, rental, purchase, maintenance and repair costs of <b>furniture, equipment and computer hardware/software for Council Members and their staff to Corporate standard.</b> (Requests to be submitted annually prior to the preparation of the Council Corporate Budget).</p>	<p><b><u>Eligible (Council Corporate Budget)</u></b></p> <ul style="list-style-type: none"> <li>• Basic furniture to corporate standard will be provided to <b>and be shared between</b> Council Members and their staff at the Vaughan City Hall Office.</li> </ul> <p><b><u>Note:</u></b>  This section is to be read in conjunction with the above section.</p>

<p><b>Photographic Supplies &amp; Services</b></p>	<p>New addition to Policy</p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>Professional photographer or videographer fees.</li> <li>Processing and digital print fees.</li> <li>Frames, CDs, and other output devices.</li> <li>Film or other storage mechanisms.</li> </ul> <p><b><u>Provided from the City's centralized resources:</u></b></p> <ul style="list-style-type: none"> <li>Random informal photographic services are provided by the Corporate Communications department during normal work hours for Council-approved initiatives.</li> </ul> <p><b><u>Narrative:</u></b></p> <ul style="list-style-type: none"> <li>Eligible expenses above must be solely for City business.</li> <li>Council Members cannot use photographs or materials that were taken by City staff for <i>election-related purposes</i>.</li> <li>Can only use photography for uses consistent with City policy on photography.</li> </ul>
<p><b>Spousal Expenses</b></p>	<p>New addition to Policy</p>	<p><b><u>Eligible Expense(Council Member Budget)::</u></b></p> <ul style="list-style-type: none"> <li>It may be protocol, <i>based on the nature of the event</i>, to have a spouse/companion attend a function due to <b>business hospitality</b> with business constituents, business contacts, representatives of other levels of government, international delegations or business visitors from out of town.</li> </ul> <p><b><u>Ineligible Expense:</u></b></p> <ul style="list-style-type: none"> <li>Spousal/companion fees for airline tickets, conference registrations, additional-accommodation, meals, travel, golf tournaments, dinner dances etc should be paid for personally.</li> </ul> <p><b><u>Narrative:</u></b></p> <ul style="list-style-type: none"> <li>Spousal or Companion expenses are mostly considered a personal expense and are ineligible for reimbursement.</li> </ul>
<p><b>Spousal Expenses</b></p>	<p>3.1.13 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)(Council Corporate Budget).</p>	<p><b><u>Eligible (Council Corporate Budget)</u></b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>
<p><b>Staff-Salary and Benefits Overage</b></p>	<p>4.1.11 Salaries and Benefits for part-time assistance exceeding vacation coverage provided, if required. (Council Member Budget).</p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>Salaries and Benefits for part-time assistance exceeding vacation coverage provided, if required.</li> </ul>
<p><b>Stationary</b> <b>-Office Supplies</b> <b>-Printing Services</b></p>	<p>4.1.10 Office supplies. (Council Member Budget) 4.1.4 Other expenses: i.e. framing of pictures, promotional items (pins, ties, pens, etc), conferences and seminars, <b>business cards, stationery, Day-timers, parking, etc)</b> (Council Member Budget). 01.18 "That from this date</p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>Toners, labels, paper and supplies available from the City's vendor.</li> <li>General office supplies e.g., staples, pens, pencils, highlighters, post-it notes, writing pads, filing folders and miscellaneous supplies.</li> <li>Stationery including envelopes, letterheads, business cards, diaries.</li> </ul>

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	<p><i>forward all postage and printing costs for Council Members, processed through the Clerk's Department Mail Room, be requisitioned and charged back to the appropriate Council Member". (Council Member Budget).</i></p>	<p><u>Narrative:</u></p> <ul style="list-style-type: none"> <li>• Council Members' staff are set up so that they can directly order supplies from the City's vendor on-line.</li> <li>• Use of City of Vaughan logo must comply with the City's standard logo.</li> </ul>
<p><b>Technology Suite (1)</b></p> <p><b>-Computer Hardware, Software and Accessories</b></p> <p><b>-Wireless (Cell phones, Blackberries, PDAs)</b></p> <p><b>-Internet Services</b></p> <p><b>-Office Equipment</b></p> <p><b>-Telephone and Fax</b></p>	<p><i>2.7 Council Members and their Staff will be provided with all furniture and office/computer equipment (including Blackberries, palm pilots, home internet access) required to carry out their duties to a standard compatible with the rest of the corporation. (ITM budget for scheduled replacement ; Council Member Budget for replacement prior to scheduled replacement.) Blackberries are always charged to Council Member Budget.</i></p> <p><i>4.1.7 Lease, rental, purchase, maintenance and repair costs of office equipment and furniture, computer hardware and software not consistent with corporate standards (Council Member Budget).</i></p> <p><i>4.1.5 One hundred per cent of the cost of purchase of cellular telephones. (Council Member Budget)</i></p> <p><i>4.1.13 Reimbursement of expenditures for cellular telephone charges, 407 charges and mileage. It shall be the responsibility of each Council Member to retain supporting invoices and documentation. Please note, under Canada</i></p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <p><b><u>Computer Hardware, Software and Accessories</u></b></p> <ul style="list-style-type: none"> <li>• <u>Before 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.</li> </ul> <p><b><u>Wireless (Cell phones, Blackberries, PDAs)</u></b></p> <ul style="list-style-type: none"> <li>• <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 per Council Member and staff member.</u></li> <li>• Wireless blackberry/cellphone monthly charges ( limited to one plan only)</li> <li>• Business-related text messaging costs.</li> <li>• Business-related long-distance charges.</li> <li>• Roaming charges.</li> <li>• Peripherals such as battery charges, carrying cases, wireless data stick etc.</li> </ul> <p><b><u>Internet Services</u></b></p> <ul style="list-style-type: none"> <li>• High-speed internet connection for Home Office (Council Member and staff).</li> <li>• Installation costs.</li> <li>• Modem rental fees.</li> </ul> <p><b><u>Office Equipment:-</u></b></p> <ul style="list-style-type: none"> <li>• Fax machines, shredders, audio-visual equipment, cameras, video cameras and small appliances.</li> <li>• Maintenance contracts for equipment.</li> <li>• Carrying case for equipment.</li> <li>• Peripherals for equipment.</li> </ul> <p><b><u>Telephone and Fax:</u></b></p> <ul style="list-style-type: none"> <li>• Peripherals such as headsets, etc.</li> <li>• Standard Home Office Telephone and Fax equipment as determined by ITM, and associated dedicated communication line.</li> <li>• Home Office Monthly fees, including fees for specialty features such as call display, call waiting, messaging.</li> <li>• Pay-per-use conference calling for City Hall Office or Home Office.</li> <li>• Home Office <i>business-related</i> long-distance charges.</li> <li>• Home Office 411 calls.</li> </ul> <p><b><u>Ineligible Expense:</u></b></p> <p><b><u>Computer Hardware, Software and Accessories</u></b></p> <ul style="list-style-type: none"> <li>• Non-corporate standard hardware or software.</li> </ul>

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	<p><i>Customs and Revenue Agency guidelines, mileage from home to and from the place of work is considered personal mileage and therefore is not an allowable expense. (Council Member Budget)</i></p> <p><i>01.07 "That as of January 1, 1992, Council Members be reimbursed for the basic monthly charge for their cellular phones and for the costs of any calls relating to City of Vaughan business" (Council Member Budget)</i></p>	<ul style="list-style-type: none"> <li>• Equipment that Council Members or their staff may have bought outside of the required ITM procurement process.</li> </ul> <p><u>Wireless (Cell phones, Blackberries, PDAs)</u></p> <ul style="list-style-type: none"> <li>• Personal long-distance calls</li> <li>• Pay-per-use calls</li> <li>• Personal messaging/downloads</li> </ul> <p><u>Internet Services</u></p> <ul style="list-style-type: none"> <li>• Fees for access to for-fee sites.</li> </ul> <p><u>Office Equipment</u></p> <ul style="list-style-type: none"> <li>• Equipment for Home Office other than one fax machine.</li> </ul> <p><u>Telephone and Fax:</u></p> <ul style="list-style-type: none"> <li>• Personal long-distance calls.</li> <li>• Pay per use calls.</li> <li>• Phones not supported by ITM.</li> </ul> <p><u>Narrative:</u></p> <p><u>Computer Hardware, Software and Accessories</u></p> <ul style="list-style-type: none"> <li>• Must follow the ITM procurement process through the ITM department.</li> </ul> <p><u>Wireless (Cell phones, Blackberries, PDAs)</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Council Members must reimburse the City for any personal long-distance calls from City Hall office or Home office.</li> <li>• Council Members must provide only the <i>front pages of the monthly bill itemizing the services and charges</i>. Back-up pages containing a detailed list of telephone calls are not required and will be shredded.</li> <li>• The monthly cell phone bill must be <i>signed (and dated)</i> by the Council Member to verify that the charges have been reviewed and are correct.</li> </ul> <p><u>Internet Services</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><u>Office Equipment:</u></p> <ul style="list-style-type: none"> <li>• Must be for business purposes.</li> </ul> <p><u>Telephone and Fax:</u></p> <ul style="list-style-type: none"> <li>• Home Office telephone/fax line must be <u>dedicated</u> for City business only.</li> <li>• Council Members must reimburse the City for any <u>personal long-distance</u> calls made from City Hall office or Home office monthly.</li> <li>• Council Members must submit the <i>first few pages of the monthly bill identifying the services and itemized fees</i> for each service. Back-up pages containing detailed list of telephone calls are not required.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Telephone equipment purchased must be supported by the original itemized invoice showing details of the equipment.</li> <li>• Council Members must provide an original work order and invoice detailing any installation or connection work, the address of the work and charges.</li> <li>• 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.</li> </ul> <p><u>Form:</u></p> <ul style="list-style-type: none"> <li>• Form - Payment of Wireless Expenses</li> </ul>
<p><b>Technology Suite (2)</b></p> <p><b>-Computer Hardware, Software and Accessories</b></p> <p><b>-Wireless (Cell phones, Blackberries, PDAs)</b></p> <p><b>-Internet Services</b></p> <p><b>-Office Equipment</b></p> <p><b>-Telephone and Fax</b></p>	<p>2.7 Council Members and their Staff will be provided with all furniture and office/computer equipment (including Blackberries, palm pilots, home internet access) required to carry out their duties to a standard compatible with the rest of the corporation. (ITM budget for scheduled replacement; Council Member Budget for replacement prior to scheduled replacement.)</p> <p>3.1.2 Lease, rental, purchase, maintenance and repair costs of furniture, equipment and computer hardware/software for Council Members and their staff to Corporate standard. (Requests to be submitted annually prior to the preparation of the Council Corporate Budget)</p> <p>3.1.7 Long Distance telephone charges (Council Corporate Budget)</p>	<p><b><u>Eligible Expense (Council Corporate Budget):</u></b></p> <p><u>Wireless (Cell phones, Blackberries, PDAs)</u></p> <ul style="list-style-type: none"> <li>• <u>Unscheduled/Scheduled replacement</u> of cost of wireless data card for use with a portable computer (one per Council Member).</li> <li>• Monthly data charges, including data packages for Council Members limited to <u>one wireless plan</u> per person.</li> </ul> <p><u>Office Equipment</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b><u>Eligible Expense (Information Technology Management Budget):</u></b></p> <p><u>Computer Hardware, Software and Accessories</u></p> <ul style="list-style-type: none"> <li>• <u>Scheduled replacement</u> of corporate standard computer hardware, software and peripherals that have been approved by the Information Technology Management department.</li> </ul> <p><u>Internet Services</u></p> <ul style="list-style-type: none"> <li>• Internet access through the City's network at City Hall.</li> </ul> <p><u>Telephone/Fax:</u></p> <ul style="list-style-type: none"> <li>• City Hall office telephone/fax lines.</li> <li>• City Hall office monthly fees, including fees for specialty features such as call display, call waiting, messaging</li> <li>• City Hall business-related long-distance charges.</li> <li>• City Hall office basic telephone equipment.</li> <li>• City Hall office fax machine.</li> <li>• City Hall office 411 calls.</li> </ul> <p><u>Note:</u></p> <p>This section is to be read in conjunction with the above section.</p>
<p><b>Training (1)</b></p>	<p>4.1.12 Specialized individual training and seminars for support staff. (Council Member Budget)</p>	<p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>• Specialized individual training and seminars for support staff that meets specific business requirements.</li> </ul> <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> <li>• Training unrelated to City business.</li> <li>• Physical fitness, sports, arts programs.</li> <li>• Personal development programs for degrees or diplomas.</li> </ul> <p><u>Narrative:</u></p>

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		<ul style="list-style-type: none"> <li>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.</li> <li>Council Member staff cannot claim overtime for training that takes place after office hours or on weekends.</li> </ul>
<p><b>Training (2)</b></p>	<p>3.1.9 Council support staff, as approved by Council, including group training and seminars, and vacation coverage and 6 days sick leave coverage. (Council Corporate Budget)</p>	<p><b>Eligible (Council Corporate Budget)</b></p> <ul style="list-style-type: none"> <li>Group training and seminars for Council support staff as approved by Council.</li> </ul> <p><i>Provided from the City's centralized resources:</i></p> <ul style="list-style-type: none"> <li>Training and development programs from the City.</li> </ul> <p><i>Narrative:</i></p> <ul style="list-style-type: none"> <li>Training and seminars must meet City-related business requirements.</li> </ul>
<p><b>Transportation:</b></p> <p>-Mileage &amp; Parking</p> <p>-Taxi</p> <p>-Car Rental</p> <p>-Bus, Subway, Train</p>	<p>4.1.13 Reimbursement of expenditures for cellular telephone charges, 407 charges and <b>mileage</b>. It shall be the responsibility of each Council Member to retain supporting invoices and documentation. Please note, under Canada Customs and Revenue Agency guidelines, mileage from home to and from the place of work is considered personal mileage and therefore is not an allowable expense. (Council Member Budget).</p> <p>01.05 "That the Mayor and Council Members be given the option to either claim mileage or receive an allowance up to a maximum of \$450 per month for 2003". (Council Member Budget)</p> <p>03.03 LIMOUSINE, TAXI, CAR RENTAL, PARKING Reimbursement for actual cost (receipt required). (individuals budget)</p> <p>03.03 TRAIN OR BUS Reimbursement will be for actual fares (receipt required). (Council Member Budget)</p>	<p><b>Council Members (excluding the Mayor) have a choice between:-</b></p> <p><b>(a)Monthly Allowance or (b)Mileage Claim.</b></p> <p><b><u>(a) Monthly Allowance Method (no details required)</u></b></p> <ul style="list-style-type: none"> <li>The Allowance is conditional to a boundary of 80 kms one way from City Hall.</li> </ul> <p><b><u>Eligible Expense (Council Member Budget):</u></b></p> <ul style="list-style-type: none"> <li>Council Members currently receive an allowance of <b>\$450 per month since 2003. This figure needs to be reviewed. See Executive Summary.</b></li> <li>Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from City Hall to destination and return. If driving, total kilometers claimed must be reduced by 160 kms by Council Members on the Allowance method.</li> <li>Council members on the <u>monthly Allowance</u> may only claim <u>business related taxi, car rental, bus, subway/train expenses</u> if the destination city is <u>more than 80 kms</u> one way from City Hall. Within the boundary of 80 km one way from City Hall, these expenses cannot be claimed.</li> <li>Business-related parking fees</li> </ul> <p><b><u>Narrative:</u></b></p> <ul style="list-style-type: none"> <li>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.</li> <li>The monthly Allowance once chosen, will be enforced to the end of the tax year.</li> <li>A Council Member's decision for the monthly Allowance must be in <u>writing</u> and sent to the Director of Human Resources.</li> <li>Without written notification, Council Members will be reimbursed on the Mileage Claim method.</li> <li>Allowances will show on the annual T4. Council Members must keep records of personal and business mileage for Income Tax purposes.</li> <li>Business-related Parking expenses must be supported with <u>original receipts</u> from parking operators indicating</li> </ul>

		<p><i>date, time, and parking location.</i> Credit card receipts will not be accepted unless it has all the relevant details.</p> <p><b><u>(b) Mileage Claim Method ( Details required)</u></b>  <b><u>Eligible Expense (Council Member Budget)</u></b></p> <ul style="list-style-type: none"> <li>• Use of personal vehicles to travel for business purposes. <i>Cannot claim travel expense (rides on cabs or other modes of transportation) between home and the normal work location. For Council Members, <u>City Hall</u> is considered their normal work location.</i></li> <li>• Business related taxi, car rental (includes insurance coverage, gasoline costs), bus, subway/train expenses.</li> <li>• Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from <u>City Hall</u> to destination and return. If travel from <u>home</u> to destination to <u>City Hall</u> to home, claim total kilometers <i>less distance from home to City Hall to home</i>. If travel from <u>home</u> to destination to home, claim total kilometers <i>less distance from home to City Hall to home</i>. <b><i>I.E. for ALL mileage claims, claim total mileage less (distance from home to City Hall to home and any personal mileage).</i></b></li> <li>• Business-related parking fees.</li> <li>• Business Trips by Council Members or their staff.</li> </ul> <p><b><u>Narrative:</u></b></p> <ul style="list-style-type: none"> <li>• The rate of reimbursement per kilometrage will be at the same rate as applied to City employees.</li> <li>• Council Members are accountable for the accuracy of the kilometrage claimed.</li> <li>• The reimbursement is not a taxable benefit.</li> <li>• Business-related Parking expenses must be supported with <i>original receipts</i> from parking operators indicating <i>date, time, and parking location</i>. Credit card receipts will not be accepted unless it has all the relevant details</li> </ul> <p><b><u>Other information about kilometrage:</u></b></p> <ul style="list-style-type: none"> <li>• Council Members and their staff must report the <u>date</u>, <u>start</u> and <u>end</u> points, the number of <u>kilometers</u> travelled and the <u>business purpose</u> of the trip according to established categories (e.g. business meeting, ward meeting, constituency meeting and special event).</li> <li>• Detailed municipal 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.</li> <li>• Council Members or their staff should submit claims for kilometrage and parking expense at least once a month.</li> </ul> <p><b><u>Ineligible Expense for Allowance or Mileage Claim method.</u></b></p> <ol style="list-style-type: none"> <li>1. Gasoline.</li> <li>2. Personal vehicle maintenance and repair costs.</li> <li>3. Vehicle licensing fees.</li> <li>4. Insurance costs.</li> <li>5. Clean Air Certification costs.</li> <li>6. Fines for parking, speeding, traffic violations.</li> </ol>
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	<p>4.1.6 Mayor's vehicle-lease, repairs, insurance, license, maintenance. (Council Member Budget).</p>	<p>7. Tow and impound fees.              8. Car-wash fees.              9. Charges for damage to rental vehicle  <u><b>Narrative Applies to Allowance or Mileage Claim :</b></u>  <u>Taxi</u>  <ul style="list-style-type: none"> <li>• 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.</li> </ul> <u>Car Rental</u>  <ul style="list-style-type: none"> <li>• <i>Compact</i> cars should be rented at all times.</li> <li>• 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.</li> <li>• Collision damage coverage must be secured.</li> <li>• Council Members must submit an <i>invoice showing the date of rental, model of car, rental rate and any insurance purchased.</i></li> </ul> <u>Bus, Subway, Go Train</u>              Train, subway or bus receipts are required.  <u><b>Mayor's Lease Vehicle:</b></u>  <ul style="list-style-type: none"> <li>• The Mayor is provided with a lease vehicle and therefore does not qualify for a Monthly Allowance or Mileage Claim.</li> <li>• Vehicle expenses for lease, repairs, insurance, license, maintenance, fuel, car wash 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 of the expense with signature and date.</li> </ul> <u>Form:</u>  <ul style="list-style-type: none"> <li>• Kilometrage &amp; Parking Expense Form for those claiming mileage or parking.</li> </ul> </p>
<p><b>Transportation: Highway Tolls</b></p>	<p>4.1.13 Reimbursement of expenditures for cellular telephone charges, 407 charges and mileage. It shall be the responsibility of each Council Member to retain supporting invoices and documentation. Please note, under Canada Customs and Revenue Agency guidelines, mileage from home to and from the place of work is considered personal mileage and therefore is not an allowable expense. (Council Member Budget).</p>	<p><u><b>Eligible Expense (Council Member Budget):</b></u>  <ul style="list-style-type: none"> <li>• Highway tolls for business meetings.</li> </ul> <u>Ineligible Expense:</u>  <ul style="list-style-type: none"> <li>• 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.</li> <li>• Purchase of a transponder or service fees associated therewith.</li> </ul> <u>Other information about tolls:</u>  <ul style="list-style-type: none"> <li>• Must identify <u>business purpose</u> use of the toll highway.</li> <li>• Toll billing statement showing the vehicle plate number, must be presented, be signed (and dated) to verify the charges and support the claim.</li> </ul> </p>
<p><b>Travel: Conferences, Seminars and Business Trips</b></p>	<p>CITY OF VAUGHAN              POLICY MANUAL              / SECTION: ADMINISTRATION              POLICY NO.: 03.031              CNL: 90.08.02(22)</p>	<p><u><b>Eligible Expense (Council Member Budget):</b></u>  <ul style="list-style-type: none"> <li>• Conference registration.</li> <li>• Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from City Hall to destination and return. If</li> </ul> </p>

<p>AMENDED CNL: 92.11.16(46)  <b>DEPARTMENT:</b>          ADMINISTRATIVE          Council resolved:  <b>SUBJECT:</b>          ATTENDANCE AT          CONFERENCES AND          SEMINARS COUNCIL          MEMBERS AND          STAFF  <i>That the policy on attendance at          Conferences and Seminars as          amended October 20, 1992, be          approved.</i>  <b>DEFINITIONS</b>  <b>CONFERENCES</b> (Includes          Annual Meetings, Conventions,          Congresses, Symposium,          Exhibitions.) A gathering of a          large number of individuals          sponsored by a Professional          Association or other institution          which combines the exchange of          information and the presentation          of papers, lectures and          disseminations in the areas of          specialization of the sponsoring          body usual duration up to 5          days.  <b>SEMINAR</b> (Includes workshop)          A gathering of a medium or small          number of people of relatively          short duration (one or two days)          which is primarily educational on          one theme, usually sponsored by          a professional association or          educational institution.  <b>GREATER TORONTO AREA</b>          Regions of York, Durham, Peel          and Halton and the Municipality          of Metropolitan Toronto.  <b>GENERAL GUIDELINES</b>  <b>APPROVAL PROCESS</b>          1. A Commissioner and/or          Department Head shall be          responsible to ensure that the          time and expense associated          with attendance of an employee          at Conferences or Seminars          meets the following guidelines.          a) attendance is relative to the          work of the municipality and, in          the opinion of the Department          Head, will be of benefit to the          employee in the performance of          his or her duties or to the          Corporation or Commission at          large.          Page 1 of 5          b) The Department's services          will not be unduly disrupted.          c) Funds have been identified in          the Department's current budget.          2. All attendance at Conferences          and Seminars must be approved          by the employee's</p>	<p>driving, total kilometers claimed must be reduced by 160 kms by Council Members on the Allowance method.</p> <ul style="list-style-type: none"> <li>• Council members on the <u>monthly Allowance</u> may only claim these business <u>related 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.</li> <li>• Hotel (lowest rate category available on the basis of single room accommodation only at the government/lowest rate where available). <i>Up charges</i> for additional individuals are a personal responsibility.</li> <li>• Business Faxes</li> <li>• Business Computer Charges</li> <li>• <b>Per Diem</b> (only if overnight stay is required), to cover meals. <u>No receipts are required.</u> See below.</li> <li>• Business Hospitality expenses where an external party is hosted ( Business Hospitality Policy applies).</li> <li>• Trip cancellation insurance</li> <li>• Laundry and dry cleaning expenses</li> <li>• Business telephone calls</li> <li>• Reasonable personal long distance telephone charges to family at home will be allowed in consideration of being out of town on City business.</li> <li>• Parking</li> <li>• Extra Medical Insurance- only when travelling <u>outside</u> of Canada.</li> <li>• 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.</li> </ul> <p><u>Ineligible Expense:</u></p> <ul style="list-style-type: none"> <li>• Personal expenses( see "Personal" at front for details)</li> <li>• Sightseeing expenses</li> <li>• Medical Insurance( when travelling within Canada)</li> <li>• In Suite Services e.g. movies, bar services</li> <li>• Alcoholic beverages(considered personal expense except in business hospitality situations.)</li> </ul> <p><b>Narrative:</b>  <b>Per Diem</b>  <b>Breakfast \$15 max including taxes/tips</b>  <b>Lunch \$25 max including taxes/tips</b>  <b>Dinner \$50 max including taxes/tips</b>  <b>Total \$90</b>          (January 1, 2010).</p> <ul style="list-style-type: none"> <li>• For travel outside of Canada, per diem will be in U.S. dollars. <u>No receipts are required.</u></li> <li>• Where some meals are provided with the conference fee, the per diem will be reduced by the meals reflected above.</li> <li>• The number of days claimed will be the <b>full days</b> at the conference/seminar or business trip with 3 meals.</li> <li>• Additional reasonable meal expenses incurred while travelling <u>to</u> and <u>from</u> the event will be reimbursed provided</li> </ul>
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<p>Commissioner and/or Department Head.          3. All attendance at Conferences and Conventions must be approved in the annual budget.          4. Following approval, substitutions shall be approved by the Chief Administrative Officer and or/the Deputy Administrator.  <b>CONFERENCES AND SEMINARS OUTSIDE THE GREATER TORONTO AREA</b>          1. Conferences and Seminars outside Ontario but within Canada and the USA shall be limited to one per year for Commissioners (City of Vaughan) Department Heads, and Deputy Department Heads and Senior Managers subject to the approval of the Chief Administrative Officer).          2. The maximum amount which may be expended by a Council Member, or a member of staff for attendance at a Conference or Seminar without a special resolution from Council shall be <b>\$2,500.00</b>:          3. Conferences and Seminars outside the Greater Toronto Area are authorized through the Budgetary process.          4. Conference and Seminars outside the Greater Toronto Area but within the Province of Ontario shall be limited to one per year for Management.          5. Exceptions to the above may occur if a staff member is invited to participate at a Conference or Seminar, or is a member of the executive body of an association; such participation in any such meetings as an officer shall be approved by the Department Heads and Commissioner and/or the Chief Administrative Officer and shall be exempt from this Policy.          6. Conferences and Seminars outside the Province of Ontario but within Canada and the USA shall be limited to one per year for Council Members.          Page 2 of 5          7. Conferences and Seminars outside the Greater Toronto Area shall be limited to one per year for Council Members.          8. Any Council Member who wishes to attend a Conference or Seminar in excess of the limitation outlined in 6 &amp; 7 above</p>	<p>detailed original receipts are submitted limited to per diem maximums.  <u>When not choosing Per Diem or when overnight accommodation is not required</u>, all 3 meals require detailed original receipts with the total for the day limited to the per diem maximum. <b>Exception:</b> If the <u>closing lunch/dinner exceeds the per diem rate</u>, then the difference will be reimbursed upon submission of detailed receipts.</p> <ul style="list-style-type: none"> <li>• Must be related to the business of City of Vaughan.</li> <li>• Cash advances for hotel and per diem costs can be requested up to <i>two weeks</i> before the travel date.</li> <li>• Reimbursement will be made for airfare, hotel reservations and conference registration fees that are paid in advance.</li> <li>• Economy class for airfare or train.</li> <li>• <i>Boarding passes</i>, to prove flight taken, will be required to be submitted after the trip.</li> <li>• 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 for those on the Allowance)..</li> <li>• A Conference may be paid in advance only if the City receives an early-booking discount.</li> <li>• 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 <b>Eligible body</b> (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 <u>paying</u> the remainder of the costs for the trip.</li> <li>• Council Members must report to the Integrity Commissioner within 30 days from the first date of travel, all travel costs <i>funded by</i> an Eligible body under the Code of Conduct.</li> </ul> <p><u>Other information about out-of-town conferences and business travel:</u></p> <ul style="list-style-type: none"> <li>• <b>Attendance at any Conferences, Seminars or Business Trips <u>outside Canada and the USA</u> shall be approved by special resolution of Council.</b></li> <li>• <b>All travel costs exceeding \$3800 (January 1, 2010) must be approved by Council.</b></li> <li>• A <i>Travel Notification Form</i> must be submitted to the City Clerk's Office at least 10 days before traveling.</li> <li>• Travel reimbursement must include <i>any itinerary</i> confirming travel dates and airline booking.</li> <li>• Reimbursement of conference registration fees must include a copy of the <i>conference brochure</i> confirming the</li> </ul>
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<p>shall have such attendance approved by special resolution of Council.</p> <p>9. 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 6 and 7 above.</p> <p>10. Council Members who are members of the Executive of the FCM or AMO shall be exempted from the limitations as outlined in 6 and 7 above.</p> <p>ii. Attendance at any Conferences or Seminars outside Canada and the USA shall be approved by special resolution of Council. Notwithstanding any of the foregoing, the Chief Administrative Officer may grant an exemption to this policy for employees of the Corporation where, in his opinion, the best interests of the municipality is served.</p> <p><b>CONFERENCE AND SEMINARS WITHIN THE GREATER TORONTO AREA</b></p> <p>1. Conferences and Seminars within the GTA are authorized through the budgetary process.</p> <p>2. Conferences and Seminars within the GTA, the registration fee for which is in excess of \$500.00 should be individually itemized in budget submissions.</p> <p>3. Departments may place in their budget submissions an estimated amount to cover attendance for employees at Conferences and Seminars within the GTA the estimated costs for which is less than \$500.00.</p> <p>4. An estimated amount of \$2,000 per Council Member may be placed in the budget submissions to cover attendance at Conferences and Seminars within the GTA.</p> <p>Page 3 of 5</p> <p>Notwithstanding any of the foregoing, the Chief Administrative Officer may grant an exemption to this policy for employees of the Corporation Where, in his opinion, the best interests of the municipality are served.</p> <p><b>EXPENSES AND ALLOWANCES</b></p> <p>1. DAILY ALLOWANCE</p>	<p>cost and conference dates.</p> <ul style="list-style-type: none"> <li>• The reimbursement of hotel costs must include an <i>original hotel invoice</i> itemizing room costs and other incidentals.</li> <li>• Claims for travel, must be submitted to the City Clerk's Office within 30 days after returning from travel. <b>Original receipts must accompany all claims.</b></li> <li>• 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:</li> <li>• No report is required on the outcome of a conference however for <i>business travel a comprehensive report is required.</i></li> <li>• 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.</li> <li>• 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.</li> </ul> <p><u>Forms:</u></p> <ul style="list-style-type: none"> <li>• Form - Travel Notification Form</li> <li>• Integrity Commissioner –Gifts and Benefits Information Statement.</li> </ul> <p><b>APPROVAL PROCESS</b></p> <p>1. Council Members shall ensure that their attendance at Conferences, Seminars or Business Trips meets the following guidelines:</p> <ol style="list-style-type: none"> <li>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.</li> <li>b) Council services will not be unduly disrupted.</li> <li>c) Funds have been identified in their current budgets.</li> </ol> <p>2. All attendance at Conferences, Seminars or Business Trips must be approved by Council for the Mayor and Council Members <i>unless approved in the annual budget.</i></p> <p>3. Following approval, substitutions shall be approved by the City Manager.</p> <p><b>CONFERENCE AND SEMINARS <u>OUTSIDE</u> THE GREATER TORONTO AREA</b></p> <ol style="list-style-type: none"> <li>1. The maximum amount which may be expended by a Council Member, or a member of staff for attendance at a Conference or Seminar <i>outside the Greater</i></li> </ol>
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	<p>An allowance of up to \$75 Canadian funds will be paid for each day of the Conference or Seminar.          Conferences in the USA will be reimbursed at the rate of \$75 US per day. An additional day's allowance where overnight accommodation outside the GTA is required may be claimed. Receipts for 75% of the expenditures will be required.</p> <p><b>TRAVEL EXPENSES</b></p> <p><b>1. AIR TRAVEL</b>          Reimbursement will be for actual cost of economy air or the most economical air fare plus other airport taxes and surcharges where applicable (receipt required).</p> <p><b>2. TRAIN OR BUS</b>          Reimbursement will be for actual fares (receipt required).</p> <p><b>3. AUTOMOBILE</b>          Reimbursement will be based on the kilometer reimbursement rate in effect at the time applied to the actual distance travelled. Individual automobile reimbursement must not exceed the total cost of economy air fare(s) based on the number of participants per automobile, where applicable.</p> <p>Page 4 of 5</p> <p><b>4. LIMOUSINE, TAXI, CAR RENTAL, PARKING</b>          Reimbursement for actual cost (receipt required).</p> <p><b>5. HOTEL ACCOMMODATION</b>          Reimbursement for hotel accommodation will be based on the cost of a standard room with bath (receipt required). Reimbursement will be limited to the number of days of the Conference or Seminar plus an additional day where overnight accommodation outside the GTA is required and less one day for conferences or seminars within the GTA where overnight accommodations are required. Incidental expenses related to accommodation are covered by the daily allowance.</p> <p><b>ADVANCEMENT OF FUNDS</b>          Following the authorization of an employee to attend a Conference or Seminar, the City Treasurer may advance funds based on estimated expenses. It is the responsibility of the employee to provide receipts and account for the advance.</p> <p><b>REIMBURSEMENT</b></p>	<p><b>Toronto Area</b> (but within Canada or USA) without a special resolution from Council shall be <b>\$3,800</b>( Jan 1, 2010):</p> <ol style="list-style-type: none"> <li>2. Conferences and Seminars outside the Greater Toronto Area are authorized through the budgetary process.</li> <li>3. Conferences and Seminars <u>outside</u> the Province of Ontario but within Canada or the USA, shall be limited to one per year for Council Members.</li> <li>4. Conferences and Seminars outside the Greater Toronto Area (but <u>within</u> the Province of Ontario) shall be limited to one per year for Council Members.</li> <li>5. Any Council Member who wishes to attend a Conference or Seminar in excess of the limitation outlined in 3 &amp; 4 above shall have such attendance approved by special resolution of Council.</li> <li>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.</li> <li>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.</li> </ol> <p><b>CONFERENCE, SEMINARS, <u>WITHIN</u> THE GREATER TORONTO AREA</b></p> <ol style="list-style-type: none"> <li>1. Conferences and Seminars <i>within the Greater Toronto Area</i> are authorized through the budgetary process. An estimated amount of <b>\$2,950</b> per Council Member may be placed in the budget submissions to cover attendance at Conferences and Seminars <b><u>within</u> the GTA.</b></li> </ol>
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	<p>All expense statements must be submitted to the Finance Department within 30 days of attendance.          Reimbursement shall be for the participant only; any expenses incurred by someone accompanying the participant shall be the responsibility of the participant.          Reimbursement shall be net of any amounts recoverable from other organizations.          Approval for expense statements must be obtained from the individual to whom they directly report prior to their submission to the Finance Department. "          Page 5 of 5</p>	
<p><b>Websites</b></p>	<p>New addition to Policy</p>	<p><b><u>Provided from the City's centralized resource (ITM Budget)</u></b></p> <ul style="list-style-type: none"> <li>• Council Members are provided with a standard page on the City's internet site at <a href="http://www.Vaughan.ca">www.Vaughan.ca</a> for the purposes of publishing contact information and professional profile information. Any changes are to be requested through the ITM department.</li> </ul> <p><b><u>Ineligible Expense:</u></b></p> <ul style="list-style-type: none"> <li>• Any fees relating to a Council Member's external websites.</li> </ul> <p><b><u>Narrative:</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• City staff cannot provide any advice related to these external sites, including wording for disclaimers.</li> <li>• 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.</li> <li>• The Council Members' standard City internet page cannot advocate for a political party, or candidates in any election campaign.</li> <li>• Council Members may publish links to their personal web sites from their City's website page site.</li> </ul>

## **ELECTION YEAR:**

**CURRENT POLICY:** New addition to Policy.

**NEW POLICY:** As described below.

### **Use of Corporate Resources during an Election Year**

- 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 nomination day (January 2) and ends on Election Day.
- Council Members will not be allowed to use the office expense budget for advertising, newsletters, and community expenses after **June 30<sup>th</sup>** except for communications to constituents on Committee, Community Council and Council matters or emergency situations.
- 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.
- 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:

- 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 their duties as 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**.



## Comments received

### Residents:

"not acceptable for any member of this council to use public money for spouses. Spouses are not elected. "

"Spouses should be allowed to attend, and paid for by our tax dollars ONLY when there is absolute justification, and it is a vote by council that authorizes attendance."

"Alcohol should NEVER be allowed under any circumstances." "Elected members of this council should not have their judgement impaired while representing the residents of this city in business meetings. Drink on your own time and using your own money."

Policy for holiday greetings. "We live in a multi-cultural society. What about Muslim and Hindu and Chinese holidays? The policy has to be changed."

"Spouses wishing to attend must do so at their own cost in all circumstances."

"The City should immediately implement a zero tolerance policy on expensing purchases involving alcohol, period, anytime, anywhere." "This zero tolerance policy is becoming common practice even in the private sector."

"The Mayor's use of public funds for entertaining staff and their spouses is not acceptable use of taxpayer money." "As such immediately advise the Mayor to cease this practice as her staff are City employees. In addition, issue a reminder to all Council and Senior Management staff advising of such."

"The Mayor should be advised to immediately cease from submitting non City issued cell phone expenses to the City. The City Manager should be advised to refuse any such expense claims. This policy should be enforced for all City staff and Council members."

### Councillor:

Has a concern with Donations to Community Groups by individual Council Members. Not sure whether this should be allowed.