

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 9, 2010

Item 1, Report No. 3, of the Audit and Operational Review Committee, which was adopted without amendment by the Council of the City of Vaughan on March 9, 2010.

1 COUNCIL MEMBER EXPENSE POLICY

The Audit and Operational Review Committee recommends:

- 1) That a new mileage allowance of \$890 per month, be approved;**
- 2) That the Council Member Expense Policy incorporating the recommendations of the Audit and Operational Review Committee of February 16 and 18, 2010 be forwarded to the Committee of the Whole meeting of February 23, 2010;**
- 3) That Policy 01.36, Council Member Expense Policy, be replaced with the new Version R13 and assigned a new policy number; and**
- 4) That the following report of the City Auditor, dated February 18, 2010, be received.**

Recommendation

The City Auditor recommends:

1. That the Council Member Expense Policy Version R13 which incorporates the recommendations from the Audit and Operational Review Committee meetings held on 16 February 2010 be approved.
2. That the Council Member Expense Policy incorporating the Audit and Operational Review Committee's recommendations of today, be forwarded to the Committee of the Whole meeting of 23 February 2010.
3. That Policy 01.36, Council Member Expense Policy, be replaced with the new Version R13 and assigned a new policy number with the effective date being retroactive to February 1, 2010 and the Election section of the Policy effective January 1, of an election year.

Contribution to Sustainability

The Council Member Expense Policy is being finalized.

Economic Impact

There is no economic impact.

Communications Plan

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

Purpose

The Council Member Expense Policy has been refined and amended as a result of the recommendations approved by the Audit and Operational Review Committee meeting held on February 16, 2010.

Background - Analysis and Options

The original Council Member Expense Policy was approved by Council on December 14, 2009.

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Refinements were made to the Policy as a result of training sessions held in January 2010 and Audit and Operational Review Committee meetings held on February 1, 3, and 16, 2010.

The February 16, 2010 meeting provided the following recommendations:

The Audit and Operational Review Committee recommends:

- 1) That the Council Member Expense Policy, Version R12E, contained in the memorandum of the City Auditor, dated February 16, 2010, be amended as follows:
 - i) 4.1 Council Members and Council Staff: delete the first sentence in bullet 14 “Council members are to personally pay for York Region expenses and claim reimbursement directly from York Region”;
 - ii) 4.2 Finance Staff: insert:
 - Finance staff shall review submitted expense documentation and ensure the documentation is in accordance with policy prior to processing submitted expenses for payment;
 - iii) 4.3 City Auditor : delete bullet 1 “Expense Review”;
 - iv) 4.3 City Auditor, amend as follows:
 - Dispute Resolution and/or Exemption to the Policy: In the cases of uncertainty on the interpretation of any item in the Council Member Expense Policy or exemption to the Policy, the City Auditor should be consulted on the intended interpretation of the Council Member Expense Policy in question. If any dispute or exemption is not resolved the matter will be brought forward to the Audit and Operational Review Committee for a final ruling. In the meantime any disputed items will not be paid by the City;
 - v) Advertising insert:
 - Eligible Expense /Council Member Budget
 - Advertising is permitted if it is related to the business of the City in all types of media of charitable/non-profit organizations with either (1) an address in Vaughan (2) holding the event in Vaughan or (3) providing services to Vaughan. The organization must either provide a registration number (charitable or non-profit) or must have Community Service Organization (CSO) status with the City of Vaughan.
 - Council Members must provide a copy of the organization’s letter/notice/flyer/e-mail to the Council Member or a copy of the print ad, as well as (1) proof of payment if seeking reimbursement or (2) supporting documentation if requesting a cheque from the City.
 - Advertising is provided under Council Corporate Budget on behalf of all Council Members.
Narrative: Council Members cannot place any advertising after June 30th in an election year;
 - vi) Community Expense: (Donations to Community Groups): reword to state donations are not eligible under the Council Member Budget and delete narrative;
 - vii) Community Expense: (Event Tickets): replace “York Region” where it appears in this section with “Vaughan”;

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- viii) **Community Expense: (Hosting Events by Council Member):** In the first bullet under “Narrative” add the sentence, “In the event the Member of Council is raising funds, receiving donations or services-in-kind, the event or initiative must be authorized by Council”;
- ix) **Office Decoration and Maintenance:** replace the words “At the beginning of each term” in bullet one with “Once during the term”;
- x) **Spousal/Companion Expenses:** delete the narrative;
- xi) **Stationary:** insert “That toner cartridges be charged to Council Members budgets beyond normal allocation charged under Council Corporate Budget per calendar year”;
- xii) **Mileage & Parking:** increase the Council Members mileage allowance to \$980 per month; and
- xiii) **That the Council Member Expense Policy include appropriate wording to be provided by staff to the effect that Members of Council not award work to family members;**

Relationship to Vaughan Vision 2020

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

Regional Implications

Not applicable

Conclusion

The Council Member Expense Policy was approved by Council on December 14, 2009. From the Audit and Operational Review Committee meetings of February 1, 3 and 16, 2010, the Policy has been refined to provide more clarity and understanding with some policy changes. The Policy is being brought forward at this time for further discussion and refinement.

Attachments

Report on the Council Member Expense Policy version R13.

Report prepared by:

Michael Tupchong

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

Please refer to Audit and Operational Review Committee, Item 1, Report No. 2 and Committee of the Whole, Item 26, Report No. 9, for further disposition regarding this matter.