

## Office Administration and Expenses of Members of Council

*(City Council on June 3, 4 and 5, 1998, amended this Clause by adding thereto the following:*

*“It is further recommended that:*

- (1) responsibility for the payment of Councillors’ office expenses be transferred from City Clerk’s to the Finance Department;*
- (2) business travel in connection with the International Council for Local Environmental Issues (ICLEI) be added to the list of associations qualifying for funding from the Council Business Travel Budget listed in Appendix ‘A’ under Section (11)(A)(ii), entitled ‘Business Travel’;*
- (3) use of a personal automobile by Members of Council for City business be included as an expense under the Global Office Budget, such reimbursement to be for metrage only and to be subject to the same policy currently applied to City staff, and the Chief Financial Officer and Treasurer be requested to submit a report to the Corporate Services Committee on the personal income tax implications thereof for Members of Council;*
- (4) the Commissioner of Corporate Services, the Chief Financial Officer and Treasurer, and the Chief Administrative Officer be requested to submit a joint report to the Corporate Services Committee on senior staff expenses; and*
- (5) the Chief Financial Officer and Treasurer be requested to submit, on a monthly basis, to Members of Council, an update of their respective office budgets.”)*

**The Corporate Services Committee recommends:**

- (1) the adoption of the following joint report (May 12, 1998) from the Commissioner of Corporate Services, the Chief Financial Officer and Treasurer, and the Chief Administrative Officer, subject to amending Appendix “A”, entitled “Office Administration and Expenses of Members of Council”, as follows:**

- (i) deleting from the Section entitled “Extended Disability”, the following word and figure “six (6)”, and inserting in lieu thereof the following word and figure, “five (5)”, so that such Section shall now read as follows:

**Extended Disability:**

**“Members of Council do not have the ability to sustain effective office operations when a staff member is ill for an extended period of time due to the limited staff resources at his/her disposal.**

**Given that Councillors may be able to sustain effective operations for a short period of time, and that the Councillor has no control over absence due to illness, where replacement staff are required to cover staff absences due to illness of five (5) consecutive business days or more, expenses will be charged to the general Council budget.”; and**

- (ii) deleting therefrom the Section, entitled “Severance Allowances”, and referring such Section back to staff for report thereon to the Corporate Services Committee on the severance arrangement for Councillors’ employees who are terminated without cause;
- (2) that funds for Members of Council to attend annual meetings of the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), the International Union of Local Authorities (IULA), the World Association of Major Metropolis (WAMM), and the Ontario Good Roads Association (OGRA), be provided from the Council Business Travel Budget; and that the additional funds therefor be allocated from the Corporate Contingency Account; and
  - (3) that staff be requested to submit a report to the Corporate Services Committee:
    - (1) on the implications of the foregoing Recommendation No. (2) with respect to Members of Agencies, Boards and Commissions; and
    - (2) on a cap on such expenditures; such report to also review the other policies of the former municipalities in regard thereto.”;

**The Corporate Services Committee submits the following joint report (May 12, 1998) from the Commissioner of Corporate Services, the Chief Financial Officer and Treasurer, and the Chief Administrative Officer:**

Purpose:

To comment on specific issues raised at the Corporate Services Committee meeting of April 27, 1998, with respect to office administration and expenses of Members of Council.

Funding Sources, Financial Implications and Impact Statement:

Approval of the staff recommendations will have no financial impact. Approval of recommendations not put forward by staff will result in expenditures other than those approved in the 1998 Budget.

Recommendations:

It is recommended that the policies and procedures as outlined in Appendix "A", entitled "Office Administration and Expenses of Members of Council", as submitted to the Corporate Services Committee on April 27, 1998, be adopted subject to the following amendments:

- (1) Section 2(I) - Corporate Credit Cards  
that corporate credit cards not be issued to City Councillors;
- (2) Section 11(a) - Travel - Conference/Seminar and Business Travel  
that invitations to speak at a conference or seminar be covered under Conference/Seminar and charged to the Councillor's global budget;
- (3) Section 11(b) - Conference/Seminar and Business Travel Approvals  
that prior to attending any conference/seminar (in or out of town) or business trip, Councillors complete a "Request to Attend/Travel" form and forward the request to the Clerk for processing/recordkeeping; and that the Mayor complete a similar form for any travel he undertakes and process the request through his office.
- (4) Section 11(c) - Corporate Travel Agent  
that Councillors are encouraged to make their travel arrangements at the lowest possible cost either through the corporate travel agent or an independent agent of their choice.

Council Reference/Background/History:

The Corporate Services Committee on February 16, 1998, received a communication (January 15, 1998) from the City Clerk advising that City Council on January 2, 6, 8, and 9, 1998, had before it, amongst other things, a motion by Mayor Lastman and seconded by Councillor Ootes respecting the Final Report of the Toronto Transition Team. Council referred all motions concerning the administration of staffing and salaries to the Corporate Services Committee.

The Corporate Services Committee requested that the Commissioner of Corporate Services submit a report to the Committee on a policy governing the provision of extended disability, overtime, vacation, maternity/parental/adoption leave and severance allowances for Councillors' staff.

The policies and procedures as contained in Appendix "A" entitled "Office Administration and Expenses of Members of Council" was presented to the Corporate Services Committee on April 27, 1998. The Committee requested the Chief Administrative Officer, Commissioner of Corporate Services, and the Chief Financial Officer and Treasurer to review a number of issues and report back to the next meeting of the Committee.

Comments and/or Discussion and/or Justification:

At its meeting on April 27, 1998, the Corporate Services Committee considered Appendix "A" entitled "Office Administration and Expenses of Members of Council" and raised a number of issues to be further reviewed by the Chief Administrative Officer, Commissioner of Corporate Services, and the Chief Financial Officer and Treasurer. The issues raised at the meeting are detailed as follows:

Appendix "A" - Office Administration and Expenses of Members of Council:

(1) Global Budget Expenses:

Tickets for community and other events:

A motion was put forward to delete the limitation of two (2) tickets per community and other events.

The proposed policy states that the global budget does not cover expenses that are corporate in nature, such as sponsorships and donations, since these are similar in nature to grants and are considered by Council as a whole. The recommendation to put a limit of two (2) tickets per event is considered reasonable since, in most circumstances, Councillors attend community events either on their own or with a guest. The purchase of more than two (2) tickets could be viewed as a sponsorship or a donation to a community event and is not recommended.

Use of personal automobile:

A motion was put forward to include "business use of personal automobile" as an expense covered under the Global Office Budget.

Although the Legal Department has advised that there is no legal restriction on including business use of a personal automobile as an expense under the Global Budget, it was the past practice in the former municipalities comprising the City of Toronto to treat automobile expenses as part of the one-third tax free allowance.

Should Council decide to include business use of a personal automobile as an expense under the Global Office Budget, it is recommended that it include the reimbursement of metrage only, and that reimbursement be subject to the same policy that currently applies to staff.

2(f) Permitted Expenditures and General Requirements:

A motion was put forward that any overexpenditure of the global office budget would be recovered from the next year's budget allocation subject to the Councillor being personally responsible for any overexpenditure at the end of the three year term of office.

The primary difficulty with this approach is that the Councillor may start a year with a significant amount of his or her global budget already committed in the absence of an approved budget for that year. If Council decides to reduce the global budget in the second or third year of a Council term, an individual Councillor, due to an overexpenditure in a previous year, may be placed in a situation where it would be very difficult to operate his or her office. It is also important to note that allowing Councillors to overspend could result in the overall Council budget being overspent in a given year. This amendment is therefore not recommended.

2 (I) Corporate Credit Cards:

A motion was put forward to delete the provision for a corporate credit card for City Councillors.

A corporate credit card is a method of paying for certain expenses such as corporate travel and business meetings. The proposal in the policy was an option for councillors to ease in the administration but not to detract in any way from proper documentation requirements. It should be noted, however, that the proposed policy on Office Administration and Expenses allows Councillors to request advances for travel costs not paid directly by the corporation. Business meeting expenses can also be reimbursed through petty cash or via a monthly expense report. Consequently, it does not appear that credit cards are necessary for Councillors.

11(a) Travel - Conference/Seminar and Business Travel:

Two motions were put forward pertaining to invitations to speak or participation as a delegate at conferences and seminars such as AMO, FCM, IULA, WAMM, and OGRA:

- (3) It was moved that Section 11(a)(i) - "Conference/Seminar" be amended so that where Councillors are invited to speak at a conference or seminar, such expenditure could be covered under Conference/Seminar and charged to the Councillor's global

budget. The Chief Administrative Officer was also requested to submit a report to Corporate Services Committee on specific criteria related to invitations to speak.

This amendment presents no difficulty as the Councillor's global budget is intended to cover conferences attended by the Councillor which are not covered under Business Travel. This could include invitations to speak at a conference or seminar.

- (4) It was moved that Section 11(a)(ii) - "Business Travel" be amended to provide that travel as a delegate to annual or general meetings of organizations such as AMO, FCM, IULA, WAMM, and OGRA be charged to the Council Business Travel Budget.

This amendment is not recommended. The Council business travel budget was established to cover association travel by Members of Council elected or appointed to the executive, board, section executive task force or/committee of FCM, AMO, IULA or WAMM. Such travel is restricted to Councillors who have an official position in the respective associations and their duties require them to travel on association business. This travel furthers corporate interests and has the support of Council. Travel to specific venues, even if as a delegate, may not be considered in the same way, and consequently requires the prior approval of Council to access the business travel account.

11(b) Conference/Seminar and Business Travel Approvals:

It was moved that Section 11(b)(i) be amended so that the Councillors and the Mayor shall notify the City Clerk in advance of plans to attend an event.

This requirement is already met through current administrative practices. Councillors must complete a "request to attend/travel form" prior to attending any conference /seminar (in or out of town) or business trips and forward it to the Council Services Unit. The Mayor would complete a similar form for any travel he undertakes and process the request through his office.

11(c) Travel Arrangements - Corporate Travel Agent:

It was moved that the requirement to use the corporate travel agent for travel arrangements be deleted.

Councillors should be encouraged to make their travel arrangements at the lowest possible cost, either through the corporate travel agent or an independent agent of their choice. Accordingly, it may be appropriate to allow Councillors to use another agent if they can obtain travel services at a lower cost.

11(c) Travel Arrangements - Insurance Coverage:

Committee requested clarification of whether Council Members are covered by the City of Toronto insurance plan, even when the travel is not specifically authorized by Council.

The City of Toronto purchases three (3) types of insurance coverage which apply to travel. A Travel Accident Policy provides Council Members with a weekly accident indemnity benefit as well as a principal sum benefit in the event of accidental death, dismemberment or permanent disability for injury sustained while attending any meetings and/or conventions. This type of coverage includes travel to and from these events. The General Liability Policy provides coverage for third party damage, bodily injury and personal injury claims. The Non-Owned Automobile Policy provides coverage for third party liability (in excess of that provided by the owner) and legal liability for physical damage to vehicles rented during business trips. However, to minimize the risk to the City, it is recommended that the waiver deductible, covering collision damage, be purchased from the car rental company. In addition, Sun Life covers the payment of fees for medical or hospital services while travelling outside of Ontario up to the reasonable and customary charge.

All types of insurance coverage will apply, provided that Council Members are acting in the capacity as a Councillor, even in situations where Council has not specifically approved the travel.

14(b) Overtime by Administrative Assistants:

It was moved that this section be amended to provide that overtime worked be included in the General Council Budget, subject to a limit, and that the Chief Administrative Officer and City Clerk report on a reasonable limit.

In reviewing the past annual overtime expenses of administrative staff of the former municipalities, where such an expense was charged to the general Council or Clerk's budget, an upset limit of approximately two weeks pay per administrative position was the norm.

If such an expense were to be provided, an additional \$90,000.00 would be required in the General Council budget.

Given that Councillors manage the workload of their staff, and that lieu time is the most common form of compensation for overtime worked, we recommend that any overtime expenses approved by Councillors for their staff be charged against the Councillor's individual global budget allocation, if funds are not available within the salary budget assigned to the Councillor.

14(b) Vacation:

It was moved that vacation coverage be provided from the General Council budget up to the City standard.

The City standard for vacation is, at a minimum, three (3) weeks after one (1) year of service. If Council chooses to provide replacement staff out of the General Council budget

to cover up to three (3) weeks vacation for each staff member, an additional \$446,100.00 would be required in the General Council budget.

Given the corporate practice of not replacing staff who are on vacation and the cost of such a proposal, we do not recommend the provision of specific funds for this purpose.

Conclusions:

This report responds to a number of issues raised by Committee regarding the administration of Council office expenditures. The City Clerk and City Auditor have been consulted in the development of this report and support its content and recommendations.

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Appendix "A"  
Office Administration and Expenses of Members of Council

- (1) Global Budget Expenses
- (2) Permitted Expenditures and General Requirements
- (3) Purchase and Payment of Goods and Services
- (4) Printing
- (5) Distribution
- (6) Cellular Phones/Long Distance Charges
- (7) Constituency Office Expenses
- (8) Consulting Expenses
- (9) Business Meeting Expenses
- (10) Business Parking
- (11) Travel
- (12) Memberships and Association Fees
- (13) Financial Reports

(14) Staffing

(15) Council Transportation

(16) Office Space

This policy covers the requirements with respect to the office, travel and other expenses of Members of Council. As with all financial transactions of the City, it is expected that this policy, which includes the corporate purchasing requirements, will be observed by all Members of Council and their staff.

Expenditures incurred by Members of Council or their staff must be for City business purposes only. Expenditures that are personal in nature or that further personal interests are not permitted.

(1) Global Budget Expenses:

City Council approved a global budget of \$70,000.00 for each Councillor to cover the cost of general office requirements, communication and constituency office accommodation.

The global budget does not cover expenses that are corporate in nature, such as sponsorships and donations. These are similar in nature to grants and considered by Council as a whole.

The following are examples of items covered by the global office budget of Councillors:

Staff Salaries and Benefits (in excess of the equivalent of three (3) full-time staff)  
Replacement Staff  
Constituency Office  
Constituency Meetings  
Office Materials and Supplies  
Newspaper/Book and Magazine Subscriptions  
Office Machinery and Equipment (above standard configuration)  
Conference Travel  
Seminars  
Postage/Distribution  
Tickets for community and other events (limit of two (2) per event)  
Courier Services  
Printing Services  
Staff Overtime  
Meal Allowances  
Photocopying  
Staff Meterage, Parking  
Transit Passes - Staff (a taxable benefit may be assessed for personal use of such passes)  
Hardware and Software (above standard configuration)  
Basic Telephone Expenses  
Long Distance Charges  
Cell Phones and Pagers  
Advertising and Promotion  
Taxis  
Business Meeting Expenses

(2) Permitted Expenditures and General Requirements:

- (a) Equipment, materials or other assets purchased for office use are the exclusive property of the City.
- (b) Limits for various purchases and other expenditures will be determined by policies approved by Council from time to time, and cannot be exceeded.
- (c) All purchases and expenditures submitted for payment must be supported by original receipts/invoices, which include a description of the goods purchased or services rendered, the cost, applicable taxes and G.S.T. registration number. The support for all purchases and payments will be reviewed and certified by the City Clerk or her designates.

- (d) Members of Council, or their designate, must approve all expenditures charged to their office budgets and submit such expenses to the Council Services Unit.
  - (e) Peculiar transactions or non compliance with policies will be forwarded to the Chief Financial Officer and City Auditor for appropriate action, which may include the refusal of the expenditure claim by the Corporation.
  - (f) Councillors cannot exceed their annual global office budget. Any over-expenditure of a Member's office budget is the personal responsibility of that Member and will be covered from personal funds.
  - (g) Expenses will be charged to the year the goods are received or services rendered. It is important that Councillors advise the City Clerk or her designate of goods or services received prior to the end of the year, but not invoiced until the subsequent year.
  - (h) The City Auditor, as part of his normal duties, may perform random audits of the expenses of all City Departments, including Council Offices. Non compliance or irregularities with respect to the expenses of Members of Council will be discussed with the respective Member and communicated to the Chief Financial Officer and Chief Administrative Officer for any necessary action.
  - (i) Purchases made by Members of Council will be paid directly to the supplier by the Corporation. Incidental expenses may be reimbursed to Councillors through petty cash or upon submission of a completed and supported expense report. Corporate credit cards will be available to City Councillors. However, such cards can only be used for business purposes and expenses must comply with the corporate purchasing guidelines contained herein. Further, the monthly credit card statements must be supported by receipts/invoices indicating the purchase made and its purpose (where appropriate) and be approved by the Councillor.
  - (j) Purchasing documents, as specified in this policy, for all expenses incurred by Council Offices must be forwarded to the Council Services Unit in a timely manner, to ensure prompt payment to suppliers.
- (3) Purchase and Payment of Goods and Services:

All purchases are governed by the Corporation's interim purchasing policy which outlines the authority required with respect to the commitment of funds and the payment of accounts.

As is the case with City Departments, Members of Council and their staff are required to comply with the Corporation's purchasing policy and procedures.

The City Clerk's Department co-ordinates all purchases for the Clerk's Department and Council Offices.

The official supplier of standard office supplies is Grand & Toy. A copy of its catalogue is available with the Purchasing Clerk, Clerk's Department. The mail clerks deliver these supplies typically within one business day.

In order to facilitate the acquisition of standard office supplies, as well as office furnishings or equipment, an Office Supplies Requisition Form is completed by the Councillors' staff. It is then forwarded to the Clerk's Department, Purchasing Clerk, with the following information:

- (i) description of the item;
- (ii) quantity required;
- (iii) estimated cost;
- (iv) date required; and
- (v) suggested supplier, (if any).

Required items that are not shown on the list of standard office supplies will be ordered through external suppliers. Typical delivery periods for office supplies from external suppliers is two (2) weeks.

(a) Purchases under \$200.00

- (i) Incidental expenses costing less than \$200.00 in any one instance may be reimbursed through petty cash.
- (ii) In order to be reimbursed, such expenses must be processed through the City Clerk's Department, be approved by the Councillor and supported by original receipts.
- (iii) All petty cash requirements will be handled through a central petty cash fund maintained by Council Services.

(b) Purchases \$200.00 - \$10,000.00

- (i) An Office Supplies Requisition Form must be completed and approved by the Councillor;
- (ii) all purchases between \$3,000.00 and \$10,000.00 require three (3) written quotes;
- (iii) for purchases under \$3,000.00, three (3) written quotes are encouraged but not mandatory;

- (iv) staff of the Council Services Unit of the Clerk's Department will confirm the availability of funds from within individual Councillors budgets;
  - (v) the Clerk's Department Purchasing Clerk will contact suppliers to obtain three (3) written quotes, where required, and will prepare a Departmental Purchase Order;
  - (vi) when the supporting original receipt/invoice is approved by the Councillor, and goods have been received, payment will be made to the supplier; and
  - (vii) expenditures for which a purchase order is not applicable such as books, subscriptions, or publications, must be approved by the Councillor and supported by original invoices/receipts.
- (c) Purchases over \$10,000.00:
- (i) An Office Supplies Requisition Form must be completed and approved by the Councillor and forwarded to the Council Services Unit;
  - (ii) staff of the Council Services Unit of the Clerk's Department confirm the availability of funds from within individual Councillors budgets;
  - (iii) a Purchase Requisition is then sent to the City of Toronto, Purchasing, Finance Department;
  - (iv) the City of Toronto Purchasing and Material Supply Division contacts suppliers to determine the best value;
  - (v) a Purchase Order is issued by Purchasing and Material Supply to the City Clerk's Department authorizing the acquisition of the goods or services; and
  - (vi) payment is made to suppliers when supported by purchase orders, original invoices, and packing slip or other documentation indicating receipt of goods.

(4) Printing:

A number of service delivery options are being examined for printing, therefore on an interim basis Members may continue to print at Civic Centre locations.

All high volume Council printing (flyers, newsletters, stationery, etc....) is generally produced at No. 90 Niagara Street.

Prior to submitting a printing request to No. 90 Niagara Street, a printing requisition form is required. Council Service Unit will ensure the availability of funds in the respective Councillor's global budget.

(5) Distribution:

The City of Toronto has purchase agreements with Canada Post and various distribution companies that offer very competitive rates.

The Council Services Unit will be contacted prior to arranging any distribution to ensure that your requirements are met at the best possible cost.

(6) Cellular Telephones/Long Distance Charges :

It is the responsibility of Members of Council to review telephone bills for their respective office and to reimburse the City of Toronto through the Council Services Unit for any personal cellular telephone or long distance expenses.

Reimbursement of these personal expenses should be done on at least a quarterly basis.

(7) Constituency Office Expenses:

Councillors who choose to operate a constituency office should be aware of the following:

- (a) The Councillor renting the constituency office is the tenant and responsible for the tenant's obligations under the lease.
- (b) All financial and other obligations arising out of the establishment of a constituency office by a Councillor, including rent, utilities, insurance, realty taxes, maintenance, telephones, office supplies, and the rental of office furniture and equipment, are the sole responsibility of the City Councillor.
- (c) City Councillors may be reimbursed for expenses incurred under 7 (b) from their global budget, subject to providing appropriate invoices and other supporting documentation.
- (d) A signed true copy of the lease as signed is to be filed with the Clerk as well as with the Chief Financial Officer.

Prior to entering into any agreement for a constituency office or incurring any related expenses, Councillors are to contact the Council Services Unit to ensure that sufficient funds are available within their global budgets.

Staff at City Property Services and City Legal Services are available to assist Councillors in securing a constituency office and with the lease agreement.

(8) Consulting Expenses:

With respect to consulting services, it is necessary to review the arrangement for the provision of these services in order to determine whether the proposed arrangement with the consultant has the legal status of an employee or an independent contractor.

Given Revenue Canada's strict guidelines in this regard, Councillors must contact the Council Services Unit prior to committing the Corporation to any services or obligations with respect to provision of these services.

Prior to incurring consulting expenses, Members of Council must comply with the following purchasing procedures:

- (i) a Departmental Purchase Order or letter of agreement must be issued for services estimated to cost between \$200.00 and \$10,000.00 in any calendar year;
- (ii) a Corporate Purchase Order (through City Purchasing) or letter of agreement must be issued for services costing over \$10,000.00 in any calendar year; and
- (iii) purchase orders or letters of agreements with consultants must include the nature of the work performed, the hourly, daily or contract rate, term of arrangement, the anticipated total expenditure on a calendar year basis, and GST registration number.

Please refer all requests for these types of services to the Council Services Unit prior to committing the City of Toronto.

Payment of consulting services must be supported by an original invoice which includes a detailed description of the services rendered, the hourly or per diem rate, the number of hours or days worked and the G.S.T. registration number.

(9) Business Meeting Expenses:

Meetings held at restaurants and hotels may be claimed when the purpose of the meeting is related to the business of the City.

Supporting documentation for luncheon and business meeting expenses must include the following:

- (a) an original receipt;
- (b) the purpose of the meeting;
- (c) the names of all those in attendance; and
- (d) the Councillor's approval

These requirements are consistent with practices in the private sector and are in accordance with Revenue Canada guidelines.

(10) Business Parking:

Parking fees related to business meetings will be reimbursed for actual cost when the purpose and location of the meeting are noted and original receipts are submitted. Claims may be made through petty cash, or as part of a monthly expense claim report.

(11) Travel:

Members of Council are required to travel from time to time to attend conferences and seminars, or to represent the City on specific business. Only those expenses specifically relating to the Councillor will be reimbursed. Expenses for individuals travelling with a Councillor, who are not employees of the Corporation, are considered personal in nature and therefore not eligible for reimbursement.

(A) Definitions:

(i) Conference/Seminar

An expense relates to this category if it furthers corporate goals and involves:

- (a) attendance at a conference, which is an event sponsored by a professional or trade association involving a series of presentations or discussions related to the purposes and goals of the association;
- (b) attendance at a seminar, which is a compact program of not more than five working days, not necessarily offered through an approved academic institution or professional body, for an individual's professional development; and
- (c) participation in study or inspection tours, not specifically directed by Council.

These expenses are charged to the Councillor's global budget.

(ii) Business Travel

Business travel is travel which is necessary to conduct the business affairs of the Corporation and is defined as:

- (a) travel on association business by a Member of Council elected or appointed to the executive, board, section executive, task force or committee of the Federation of Canadian Municipalities, Association of Municipalities of Ontario, International Union of Local Authorities or World Association of Major Metropolises, and charged to the Council Business Travel Budget;

- (b) travel to participate in study or inspection tours, visits or meetings when specifically directed by Council, and charged to the Council Business Travel Budget; and
- (c) travel necessary to carry out duties directly related to a Member of Council's responsibilities as a Chair or Vice-Chair of a City Agency, Board or Commission, and charged to the related Agency, Board or Commission budget.

(B) Conference/Seminar and Business Travel Approvals:

Note: Approvals include registration, travel, accommodation and all related expenses.

- (i) Councillors shall notify the Mayor in advance of plans to attend an event and shall seek Council approval for conference/seminar events exceeding \$3,500.00 (Canadian funds), inclusive of registration, travel, accommodation and all related expenses.
- (ii) Business travel as defined in section 11 (a) (ii) of this policy does not require Council approval, subject to the availability of funds in the Council Business Travel Budget.
- (iii) The Mayor's attendance at events will be limited by the Mayor's budget for the year and will not require prior approval of individual events by Council.

(C) Travel Arrangements:

- (i) When attending out of town conferences or business trips, air travel will be economy class, using the services of the Corporate Travel Agent and eligible alternate travel expenses, be they by bus, train or automobile, shall be limited to the economy class air fare rate.
- (ii) When Councillors use their personal auto to attend an out of town conference, seminar or business trip, reimbursement of meterage will be at the rate of \$0.36 per kilometer.
- (iii) Councillors who use their automobiles for City business are required to carry at least \$1 million of public liability and property damage insurance.

(D) Registration Fees:

Registration fees for conferences and seminars will be paid directly to the conference association. Original documentation must be provided to support the payment.

(E) Accommodation Arrangements:

Whether for out of town conferences/seminars or for business travel, eligible accommodation will be a single standard room, at the lesser of the government rate or actual cost. An original hotel bill must be submitted to support the claim.

(F) Pier Diem (for overnight stay out of town):

- (i) The amount which may be claimed for sundry expenses related to an out of town conference/seminar or business trip may be up to \$65 Cdn. per day when in Canada and \$65 U.S. when outside of the country, with no need to submit receipts.
- (ii) The number of days claimed will be the same as the number associated with the conference/seminar or business trip in question, including the day of departure and return.

(G) Meal Allowance:

For in town conferences/seminars at which meals are not provided by the conference/seminar association and where no per diem may be claimed, a meal allowance of up to \$15.00 may be claimed when supported by original receipts.

(H) Travel to/from Transportation Terminal:

The cost of transportation from home/office to and from an air, bus or train terminal will be reimbursed when supported by an original receipt.

(I) Administration:

- (i) A “request to attend/travel form” will be completed prior to attending any conference/seminar (in or out of town) or business trip. The form will provide all details of the trip, including all related costs, be approved by the Councillor, and forwarded to the Council Services Unit.
- (ii) Advances may be requested for costs not paid for directly by the Corporation. (e.g., per diem, accommodation).
- (iii) An Expense Claim report, supported by original receipts, must be filed with the Council Services Unit within 10 days of return from the event. The balance of unspent advances must be remitted to the City in a timely manner.

(12) Memberships and Association Fees:

Membership fees may be charged to the Councillor's global budget when memberships clearly further municipal interests.

Payment of these expenses will be made directly to the corporate entity whenever possible.

(13) Financial Reports:

- (a) To assist Councillors in tracking their office costs, a monthly summary of expenses detailing paid and encumbered expenditures is provided. Councillors or their staff are encouraged to review these reports and report any errors to staff of the Council Services Unit as soon as possible.
- (b) A report is submitted to Council at the end of each year by the Chief Financial Officer and Treasurer, summarizing the office expenses incurred by each Councillor and identifying the cost of each individual event attended by Members of Council related to conferences, seminars and business travel, including events attended as a member of a City Agency, Board or Commission.

(14) Staffing:

- (a) Procedures:

All staffing requests must be processed through the Council Services Unit prior to the employee's start date.

- (b) Expenses:

Discretionary:

Overtime by Administrative Assistants

Given that Members of Council manage the workload of their staff and that lieu time is the most common form of compensation for overtime worked, any overtime expenses approved by Councillors for their staff will be charged against their individual global budget allocation, if funds are not available within the salary budget assigned to the Councillor.

Vacation:

Members of Council are encouraged to structure staff vacation schedules, where possible, at times that have the least impact on office operations. Where the Member decides to replace a staff member who is on vacation, this expense will be paid from his or her individual global budget allocation, if funds are not available within the salary budget assigned to the Councillor's office.

Non-Discretionary:

Extended Disability:

Members of Council do not have the ability to sustain effective office operations when a staff member is ill for an extended period of time due to the limited staff resources at his/her disposal.

Given that Councillors may be able to sustain effective operations for a short period of time, and that the Councillor has no control over absence due to illness, where replacement staff are required to cover staff absences due to illness of six (6) consecutive business days or more, expenses will be charged to the general Council budget.

#### Accrued Vacation Entitlement:

In instances where a Councillor's staff person has accrued vacation entitlements and leaves the employment of the City of Toronto, such entitlements must be paid to the employee.

Since the Councillor has no discretion over these payments, expenses will be charged to the general Council budget.

#### Maternity/Parental/Adoption Leave:

Members of Council cannot be expected to accommodate extended staff leaves without a temporary replacement.

In order to provide for the temporary replacement of staff who are on extended maternity/parental or adoption leaves, any payments to staff who are on such leaves will be provided from the general Council budget.

#### Severance Allowances:

Council staff may be given severance allowances when their Councillor leaves office or when their Councillor terminates their employment without cause.

If a Council staff member is given a severance allowance because their Councillor has left office, the in-coming Councillor cannot be expected to absorb any of the termination costs. In these instances, expenses will be charged to the general Council budget.

When Councillors terminate staff without cause and elect to pay notice rather than have it worked, it is reasonable to expect Councillors to cover the first 30 days notice out of their global budget. If funds are not available within the salary budget assigned to Councillors. Any termination costs in excess of this amount will be covered by the general Council budget.

(15) Council Transportation:

The regular hours of Council Transportation are 7:00 am - 8:00 pm, except on Council days when service is available until 11:00 pm.

In order to maximize the efficient use of the Council vehicles, the following guidelines are to be followed:

- (a) Council Members and their staff are generally responsible for getting to and from work at their own expense.
- (b) Council cars should be used by Members of Council and the Protocol Division of the City Clerk's Department only when on Council business.
- (c) Guests and/or staff of Members of Council will only be permitted to use the cars when authorized by a Member of Council and only on City Council business.
- (d) Council cars will not generally be used as a delivery service if required for passenger service; however, the delivery of agendas for the City Clerk's Department is acceptable. Requests for deliveries should be limited to items of an urgent nature that cannot be made by Canada Post, courier, or by other means due to time constraints.
- (e) The use of the Council vehicles will be recorded as follows:
  - (i) the names of the users;
  - (ii) the destination of each trip and the approximate time of return;
  - (iii) the actual length of time logged for each trip; and
  - (iv) the side uses, such as deliveries, and the number.

(16) Office Space:

When an outgoing Councillor vacates his or her elected office the incoming representative for that Ward automatically assumes possession of the vacated office and its associated inventory for that Ward.

*(City Council on June 3, 4 and 5, 1998, had before it, during consideration of the foregoing Clause, the following Expense Claim Policy (March 10, 1998) submitted by the Chief Financial Officer and Treasurer:*

*Expense Claim Policy  
For Staff  
Of The City Of Toronto*

*As in all financial transactions of the City, it is expected that high moral standards, good judgement, honesty and integrity will guide the actions taken under this policy.*

*This policy covers requirements with respect to attendance at conferences/seminars, business trips, meterage claims for use of personal auto, meal allowances, business meetings, professional memberships, corporate credit cards and the use of cellular phones and long distance telephone calls.*

*A. Attendance at Conferences/Seminars and Business Travel*

*Attendance at Conferences/Seminars and for Business Travel must be pre-approved, at least two weeks prior to the event. Notwithstanding approval processes outlined in this policy, staff travel outside of Ontario requires pre-approval by the Commissioner and staff travel outside of Canada requires pre-approval by the Chief Administrative Officer.*

*1. Definitions*

*(a) Conferences/Seminars*

*An expense relates to this category if it furthers corporate goals and involves:*

- (i) attendance at a conference, which is an event sponsored by a professional or trade association involving a series of presentations or discussions related to the purposes and goals of the association. Conferences at which an employee is not a speaker on the agenda. (See Business Travel)*
- (ii) attendance at a seminar, which is a compact program of not more than five working days, not necessarily offered through an approved academic institution or professional body, for an individual's professional development. Seminars at which an employee is not a speaker on the agenda. (See Business Travel)*
- (iii) participation in study or inspection tours not specifically directed by Council.*

*(b) Business Travel*

*Business travel is travel which is necessary to conduct the business affairs of the Corporation and is defined as:*

- (i) travel necessary to carry out duties directly related to staff job responsibilities. Conferences and seminars at which the individual is a speaker on the agenda. (See Conferences/Seminars)*

- (ii) *travel by staff undertaken in their capacity as an executive of a professional association where membership is paid by the department.*
- (iii) *travel to an event where a member of staff is a speaker, panel participant or presenting a paper, where participation is formally recognized in the agenda.*
- (iv) *travel to participate in study or inspection tours, visits or meetings when specifically directed by Council.*

## 2. *Conference/Seminar and Business Travel Approvals*

*Note: Approvals include registration, travel, accommodation and all related expenses.*

- (a) *Staff approvals for both in town and out of town conferences and seminars are as follows, for up to \$3,500.00 per event within budget limits:*

- *Mayor or designate approves for Chief Administrative Officer ;*
- *Chief Administrative Officer approves for Commissioners;*
- *Commissioners approve for Directors; and*
- *Commissioner or Designate approves for staff in the department;*

*with approval requested at least two weeks prior to the event. Council approval is required for events exceeding \$3,500.00;*

*business trips are subject to the same staff approvals as conferences and seminars, however, no Council approval is required for business trips.*

- (b) *Advances may be claimed for the estimated and approved cost of the event; if not paid in advance directly to the conference association, hotel or travel agent.*
- (c) *Expense claim forms must be filed within 10 days of return from the event, supported by original receipts, and the total of all unspent advances remitted to the City.*
- (d) *Staff shall file a written report within 30 days with the Department Head outlining the benefits derived from the conference/seminar attended. The Department Head shall file a report with the Chief Administrative Officer.*

## 3. *Travel Arrangements*

*When attending out of town conferences or business trips, air travel shall be economy class, using the services of the Corporate Travel Agent, and eligible alternate travel expenses, whether by bus, train or automobile, shall be limited to the economy class air fare rate.*

## 4. *Accommodation*

*Whether for conferences/seminars or for business travel, the same policy applies to accommodation expenses.*

- (a) Eligible accommodation shall be a single standard room, at the lesser of the government rate or actual cost.*
- (b) An advance may be claimed for accommodation.*
- (c) Original receipts must be submitted with related claim forms for conference/seminar or business travel within 10 days of return from the event, and the total of all unspent advances remitted to the City.*

*5. Per Diem (for overnight stay out of town)*

- (a) The amount which may be claimed for sundry expenses related to an out of town conference/seminar or business trip shall be up to \$65 Cdn. per day when in Canada and \$65 U.S. when outside of the country, with no need to submit receipts.*
- (b) The number of days claimed may be up to the same as the number associated with the conference/seminar or business trip in question, including the day of departure and return.*
- (c) An advance may be claimed for sundry expenses.*
- (d) The per diem claim shall be filed on related claim forms within 10 days of return from the event, and the total of all unspent advances remitted to the City.*

*6. Travel to/from Transportation Terminal*

*The cost of transportation to and from home/office and an air, bus or train terminal shall be reimbursed when supported by an original receipt.*

*B. Personal Auto*

*This policy pertains to staff use of a personal automobile, either for day to day local business or for travel to/from a conference/seminar or business trip.*

- (i) The rate per kilometre claimed shall be the rate which is contained in the collective bargaining agreements of the former municipalities in effect January 1, 1998, for both the union members and the excluded employees of each former municipality, until a new rate is established for the new City of Toronto.*
- (ii) Meterage claims may be made either bi-weekly each pay period, in cases of regular use, or at least monthly. All claims must exclude the distance travelled to and from work and be authorised by the Department Head or designate. Where staff go directly from home to an alternate work location, the employee shall be reimbursed only for the additional distance travelled, beyond the regular distance from home to the employee's regular work location.*

- (iii) *Employees who use their automobiles for City business shall be required to carry at least \$1 million of public liability and property damage insurance.*
- (iv) *Where a personal auto is used to attend a conference/seminar or business trip, and an overnight stay is required, the meterage claims shall be included as part of the overall request for reimbursement for the event.*

*C. Meal Allowance*

*A meal allowance of up to \$15.00 may be granted with the submission of an original receipt when employees are required to work at least two hours of overtime on a normal business day and at least four hours of overtime on a non-scheduled work day. A second meal allowance of up to \$15.00 is allowed when an employee works at least nine hours on a non-scheduled work day. When employees are attending local conferences/seminars for which no other travel allowance applies, and meals are not provided by the conference/seminar association, a meal allowance of up to \$15.00 for lunch may be claimed when supported by original receipts. Authority for approvals rests with the supervisor in the case of overtime, and with the relevant conferences/seminars approval authority.*

*D. Business Meetings*

*Meetings held at eating establishments and hotels may be claimed when:*

- (i) *the purpose of the meeting is related to the business of the municipality and is documented along with the names of all those in attendance;*
- (ii) *the most senior staff person present pays the bill and an original receipt is submitted;*
- (iii) *the second removed supervisor reviews and approves the claim; and*
- (iv) *the Mayor or designate approves for the Chief Administrative Officer , the Chief Administrative Officer approves for Commissioners and Commissioners approve for Directors and other staff, etc.*

*E. Business Parking*

*Parking fees related to business meetings shall be reimbursed for actual cost with the submission of original receipts, approved by the second removed supervisor. Claims may be made via petty cash, bi-weekly through payroll, or at least monthly.*

*F. Professional Memberships & Association Fees*

- (i) *Memberships and association fees may be claimed when the employee is required to carry a professional designation for the performance of job duties or where in the opinion of the Department Head membership will benefit job performance.*

- (ii) *Payment shall be made directly to the corporate entity whenever possible.*
- (iii) *Annual expenditure limits are as prescribed in the budget.*
- (iv) *The Mayor or designate shall approve for the Chief Administrative Officer, the Chief Administrative Officer approve for the Commissioners and the Commissioners approve for the related staff.*

*G. Corporate Credit Cards*

*For the purposes of expense claim policy, credit cards are deemed to be an alternative to reimbursing employees directly by cheque or through petty cash. The use of the corporate credit card must be in compliance with all purchasing policies. On an exception basis, corporate credit cards will be available only to the senior managers who demonstrate to the Chief Administrative Officer a regular need for substantial expenditures while outside of the office in the course of business. The same rigor is required when reviewing and approving credit card expenses as for all claims for reimbursement. Original credit card receipts and invoices must be provided to support the reimbursement.*

*No personal expenses shall be charged to the corporate credit card.*

*H. Cellular Phones/Long Distance Telephone Calls*

*All personal calls shall be logged and monitored by a Department Designate for full reimbursement to the City by employees on at least a quarterly basis, once reviewed by the immediate supervisor.)*

*(Councillor Gardner, at the meeting of City Council on June 3, 4 and 5, 1998, declared his interest in the foregoing Clause, in that a member of his office staff is a relative.)*

*(Councillor Shiner, at the meeting of City Council on June 3, 4 and 5, 1998, declared his interest in the foregoing Clause, in that a member of his office staff is a relative.)*