

Councillor Expense Policy

*City Clerk's Office
June 2008*

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1 Glossary

For the purpose of this Policy, the following terms are defined as follows:

Admail	Unaddressed mail service offered by Canada Post for distribution of flyers or newsletters to households within specific postal walks.
Allowable or Eligible Expenses	Expenses that the City will reimburse or pay for.
Business Hospitality Expenses	Breakfast, lunch, dinner and reception expenses that Councillors incur while hosting a third party.
Business Meal Allowance	Breakfast, lunch or dinner expenses that Councillors incur for meeting with Councillors' staff, other Councillors, City staff, or staff of City's Agencies, Boards, Commissions or other special purpose bodies.
Business Meeting Expense	Coffee, tea, juice, cookies and light snacks catered for meetings at City Hall or other venues.
City Clerk	Refers to the City Clerk, or delegate, Director of Council and Support Services.
Constituency Office	Any offices in addition to City Hall that a Councillor may have whether at a civic centre, other city facility or private property.
Council Business Travel Budget	Centralized funding in the Council budget that pays for travel of Councillors to meetings of inter-governmental organizations of which the City is a member, such as the Federation of Canadian Municipalities.
Council General Expense Budget	Centralized funding in the Council budget which pays for centralized resources and supports to Councillors.
Councillor Office Expense Budget	Annual discretionary budget allocated to each Councillor. Councillors have full discretion over how they spend the funds from their Office Expense Budget.
Councillor Staffing Budget	Annual discretionary budget allocated to each Councillor to allow them to hire full-time or part-time staff in their offices.
Councillor's Office	Refers to both the Councillor and his or her staff.
Director, Council and Support Services	Refers to the Director and the staff of the Council and Support Services Unit, City Clerk's Office.

Greater Toronto Area (GTA)	The City of Toronto and the regions of Durham, Halton, Peel and York.
Ineligible Expenses	Expenses that the City will not reimburse or pay for.
Inter-divisional Charges (IDC)	A mechanism internal to the City of Toronto for a City division or business unit to charge for services rendered through an internal adjustment in the SAP system.
Kilometrage	Set rate per kilometre travelled when personal vehicles are used for work-related purposes.
Normal work location	A location at which the employee, as a rule, reports for work (Canada Revenue Agency definition). For Councillors, Toronto City Hall is their normal work location.
P-Card	City purchasing card issued to Councillors' staff for repeat purchases of low-value supplies and materials.
Per Diem	A specific amount of money provided to Councillors on a daily basis to cover expenses such as meals, personal telephone calls, entertainment and other personal expenses during a work related trip.
Protocol Unit	Refers to the Protocol Unit of the City Clerk's Office.
Printing and Distribution Unit	Refers to the Printing and Distribution Unit of the City Clerk's Office.
Reimburse	Repay. In some cases Councillors may purchase and pay for certain materials, goods or services, for which the City may afterwards pay them back either through petty cash or through a City cheque.
Sole Source	Selection of a vendor for a product or a service without obtaining three quotations because of specific reasons.
Third Party	Any individual that is not a City employee, an employee of a City of Toronto agency, board or commission, another Member of Council or Councillor's staff.
Travel Card	City purchasing card issued to Councillors' staff to facilitate travel arrangements for Councillors, including conference registration, airline/train/bus booking and hotel reservations.

2 Introduction

The City of Toronto provides resources and support to Councillors through these mechanisms:

2.1 Council General Expense Budget

- To fund general support for all Councillors and for inter-governmental related business travel. See Appendix 1.

2.2 Councillor Staffing Budget

- A discretionary staffing budget is provided to each Councillor in an amount equivalent to the top of the range for three staff - an Executive Assistant, an Administrative Assistant and a Constituency Assistant.
- The budget is to pay for staff salaries.
- Any over-expenditure in staff salary can be paid by the discretionary office expense budget
- Councillors cannot transfer salary budget between years or use their staffing budget to pay for office expenses.

2.3 Councillor Office Expense Budget

- Discretionary office budget allocated to each Councillor to pay for expenses that are allowable in the Policy.
- 2008 level is set at \$53,100.
- Councillors cannot exceed their annual office expense budget. Any over-expenditure is the personal responsibility of the Councillor and to be paid by the Councillor.
- Councillors cannot transfer office budgets between years.

The Councillor Expense Policy addresses allowable expenses from the Councillor Office Expense Budget.

3 Guiding Legislation

The *City of Toronto Act, 2006, S. 131*, describes the role of City Council:

- To represent the public and consider the well-being and interests of the City;
- To develop and evaluate the policies and programs of the City;
- To determine which services the City provides;
- To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- To ensure the accountability and transparency of the operations of the City, including the activities of the senior management of the City;
- To maintain the financial integrity of the City; and
- To carry out the duties of Council under this or any other Act.

The *City of Toronto Act* and the City's Code of Conduct for Members of Council require Members to act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions. Members are ultimately accountable to the public and their constituents.

4 Policy Overview

4.1 Purpose

This policy guides the expenditures that support Councillors in performing their diverse roles and in representing their constituents. The budget allows Councillors to:

- Communicate with their constituents about the meetings and activities of City Council and its committees.
- Communicate with their constituents about the business and services of the City and its agencies.
- Enhance and promote a harmonious community in their wards.
- Administer their offices in City Hall and in their communities.
- Represent the City at functions or events.

The policy is intended to:

- Provide Councillors with the flexibility to allocate resources in the most efficient way to meet their own particular requirements.
- Simplify the processes that Councillors and their staff use to administer their budgets by eliminating unnecessary rules.
- Recognize Councillors' accountability for managing City resources allocated to them.

The City of Toronto funds the expenditure activities and supply requirements of Councillors which:

- Fall within the general categories of expenditures that this policy outlines.
- Are non-partisan or personal in nature.
- Are within the limits that City Council has set for its Members.

Councillors are personally responsible for expenditures that do not fall within these criteria. The Director of Council and Support Services is available to help Councillors and their staff to understand these criteria and to help them plan their budgets and expenditures.

4.2 Scope

The policy sets out the rules that apply on how transactions are to be conducted when Councillors use their discretionary office expense budget, set at \$53,100.

The policy does not apply to expenses funded by City programs, agencies, boards, commissions and other special purpose bodies.

4.3 Principles

When interpreting this policy, the following principles should be kept in mind:

a. Autonomy of Council

- City Council, as the decision-making body of the City, is separate and distinct from the City administration.
- The autonomy of Council is provided for in the *City of Toronto Act, 2006*.

b. Integrity of Council

- The integrity of City Council as a whole and the offices of the Councillors must be protected.
- The interest of City Council as a whole takes precedence over the personal interest of individual Members of Council.

c. Accountability

- Since Councillors use public funds when they perform their duties, the public expects public funds to be used prudently.
- Councillors 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.
- Councillors' expenses must be reasonable and reflect what the public expects of an elected official.
- Councillors' business expenses and personal expenses must be kept separate.

d. Transparency

- The public has a right to know how public funds allocated to Councillors are spent.
- The public's right to Councillors' expense information must be balanced against the need to protect privacy and personal information, and allow time for proper accounting and reconciliation of expenses.

e. **Equitable Access to Resources**

- There should be a level playing field among all Councillors irrespective of personal financial circumstances.
- Councillors should have access to the same level of funding to run their offices.

d. **Flexibility and Limits**

- Councillors require flexibility to perform their roles, operate their offices and pursue their interests.
- Councillors engage their communities differently.
- Expenditures must not conflict with rules set out in Elections and other legislations. (Appendix 2)
- All accounting, audit and Income Tax Act principles and rules must be followed.

4.4 **Purchasing, Accounting and Payment Procedures**

a. **Purchasing Procedures**

The following sets out how Councillors can purchase goods and services and the purchasing procedures related to different value purchases. The Director, Council and Support Services is available to provide advice on purchasing procedures, assist with vendor lists and obtaining quotations, and prepare purchasing documents. Generally, it is advisable that Councillors consult with the Director, Council and Support Services prior to ordering any goods or service.

The following sets out whether quotations are required:

<u>Purchases with Value of</u>	<u>Procedure</u>
• Less than \$3,000:	No quotations required.
• \$3,000 to \$7,500:	3 quotations recommended, but not required.
• \$7,501 to \$10,000:	3 quotations required; can be telephone quotes.
• \$10,001 to \$50,000:	3 written quotations required either by e-mail or fax.
• More than \$50,000:	Formal purchasing process with the issue of a Request for Quotation or Request for Proposal.

In situations where the value of purchase requires three quotations but there is a particular vendor which the Councillor wishes to use, a sole source purchase form needs to be prepared. The Director, Council and Support Services will provide assistance in preparing the appropriate documentation requirements in this situation, including the sole source purchase form.

For purchasing of consulting service, a formal agreement is required with the vendor. The Director, Council and Support Services will provide assistance on drafting the required agreement.

For IT Purchases, Councillors must use the Request for IT Purchases (Form D).

b. Accounting Procedures

Councillors' claims for expenses must follow basic accounting and audit principles:

- Expenses must relate to the business of the City of Toronto.
- When providing supporting documentation for justifying business expenses related to kilometrage, parking and taxi rides, Councillors need to provide the specific details about these expenses as outlined in Section 5 – *Transportation – Kilometrage & Parking*.
- Councillors or their staff must incur the expenses. Expenses incurred by third parties cannot be claimed.
- Councillors and their staff cannot claim expenses of a personal nature. Where an invoice contains expenses of a personal nature, Councillors or their staff must reimburse the City for those personal expenses when they submit the request for reimbursement or payment of the expense to the Director, Council and Support Services.
- Councillors and their staff must provide proper documentation, including detailed original receipts, for all expense claims. Credit card receipts or statements alone are not sufficient and will not be accepted. In the case of any internet on-line purchases, a copy of the confirmation must be attached to the claim.
- Invoices must include a description of the goods purchased or services rendered, the cost, applicable taxes and GST Registration Number.
- Equipment purchased with City funds are considered City property and must be returned to the City at the end of the term or such earlier time as the Councillor leaves office.
- Councillors or their authorized staff must sign off all receipts or invoices with original signatures. Documentation with only signature stamps or electronic signatures will not be accepted.
- Delegation of signing authority to staff must be documented in a formal memo to Director, Council and Support Services with samples of signatures prior to the transaction.
- Expenses must be charged to the year in which they occurred. Expenses cannot be carried forward to different years.
- Councillors who charge for goods against the current year must have received the goods and/or services from the vendor before December 31 of the year.
- At the end of the year, when expenses have been incurred but invoices are not yet received, Councillors must inform the Director, Council and Support Services so that a proper liability can be set up. Invoices from previous years that have not been set up as liabilities will not be paid or reimbursed from the previous year's budget. Payment may be made against the current year's budget.
- The City of Toronto is exempted from GST. GST paid to vendors will not be included in the amount charged to the Councillor's Office Expense Report.
- Monthly summary of expenses paid and budget remaining in the Councillor's Office Expense Budget is provided to Councillors. If there are any discrepancies or disagreement, Councillors must advise Director, Council and Support Services immediately.

c. Payment Procedures

- Expenses less than \$200 will be reimbursed through petty cash.
- Travel cards are available for hotel, airline and conference registration. Councillors' staff who use travel cards must follow the procedures and guidelines, as set out in the Accounting Services website:
http://insideto.toronto.ca/finance/accounting_services/pcard.htm
- Purchasing cards are available for purchase of materials and supplies. Councillors' staff who use purchasing cards must follow the procedures and guidelines, as set out in the Accounting Services website:
http://insideto.toronto.ca/finance/accounting_services/pcard.htm
- For reimbursement or payment of expenses, Councillors and Councillors' staff should use Form A - Request for Reimbursement/Payment Form, included in Appendix 3.
- For reimbursement or payment of business meals and hospitality expenses, Councillors and Councillors' staff should use Form B - Request for Reimbursement of Business Meals/Hospitality Expenses, included in Appendix 3.
- For reimbursement or payment of taxi expenses, Councillors and Councillors' staff should use Form C - Reimbursement – Taxi Expenses, included in Appendix 3.
- For reimbursement or payment of IT purchases, Councillors and Councillors' staff should use Form D - Request for IT Purchases, included in Appendix 3.
- For reimbursement or payment of telephone/wireless expenses, Councillors and Councillors' staff should use Form E - Payment of Telecom Expenses, included in Appendix 3.
- For notification of travel, Councillors and Councillors' staff should use Form F - Travel Notification, included in Appendix 3.
- To hire staff or change existing staff status such as salary, job title, etc., Councillors should use Form G - Staff Request/Change form, included in Appendix 3.
- For kilometrage and parking expense reimbursements, Councillors and Councillors' staff should use Form H - Kilometrage and Parking Expenses, included in Appendix 3.

4.5 Roles and Responsibilities

a. Councillors

- Authorize expenditures from their Office Expense Budget or staff budgets.
- Meet all financial, legal and Income Tax obligations.
- Stay within budget guidelines and expenditure categories outlined in this Policy.
- Keep safe and maintain all equipment and furniture provided by the City.
- Keep safe and maintain all equipment purchased with City funds.
- Ensure that all purchases are appropriate and that invoices are authorized after orders have been received or services rendered.
- Comply with purchasing, accounting and financial policies approved for Councillors.

- Contact the Director, Council and Support Services to seek advice on all aspects on the administration of this Policy.

b. City Clerk's Office

- Provide accounting and financial support to Councillors by paying expenditures, preparing financial management reports and providing advice on handling difficult or unusual transactions.
- Provide purchasing support to Councillors with vendor lists, obtaining quotations, issuing purchasing documents and developing formal agreements.
- Provide staffing support to Councillors by preparing payroll documentation.
- Provide information technology support to Councillors with desktop and application support
- Advise Councillors of the status of their budgets and expenditures.
- Advise Councillors if any item appears to breach the Councillor Expense Policy or is inappropriate.
- Make sure that supporting documentation is in place and that expenditures conform with Councillor policies.
- Monitor changes in City policies and procedures and review relevance of these changes for the Councillor Expense Policy and related procedures.
- Provide training and orientation for Councillors and their staff at the beginning of each term and when required or as requested during the term from time to time.

4.6 Using Personal Funds

- Councillors are allowed to use personal funds for all types of office expenses as set out in this policy.
- Whether Councillors use public funds or personal funds, the limit of office expenses is set at the same amount. The current upper limit for expense is \$53,100. Councillors can choose to use public funds, personal funds or a combination of the two for these expenditures, as long as the total amount of expenditure remains within \$53,100.
- Councillors who pay for office expenses by personal funds are subject to the same accountability mechanism and must file all receipts with the Director, Council and Support Services on a monthly basis with the exception of kilometrage, business meals, personal cell phone and parking expenses.
- Councillors who pay office expenses by personal funds must disclose these expenses in the same manner as office expenditures using City funds. The City Clerk will report these expenses quarterly and in the annual Report on Remuneration and Expenses for Members of Council.

4.7 Use of Corporate Resources during an Election Year

- Under the Municipal Elections Act, the City of Toronto cannot provide subsidy to any candidates in a municipal election campaign. Therefore, special conditions for expenses for Councillors apply during an election year.

- Corporate Resources is defined as any City resources, including the Councillor's office expense budget, City facilities, City staff and City programs and services.
- An election year begins on nomination day (January 2) and ends on Election Day.
- Councillors will not be allowed to use the office expense budget for advertising, newsletters, and community expenses after the first Monday in September (Labour Day) of an election year, except for communications to constituents on Committee, Community Council and Council matters or emergency situations.
- The following guidelines apply to an acclaimed Councillor or a Councillor not seeking re-election, as well as all Councillors who seek re-election.
- Nothing in this Policy shall preclude a Councillor from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

a. Policies Applicable During Entire Election Year

- Corporate resources and funding may not be used for any election-related purposes, with the exception that community groups be extended access to City facilities for the explicit purpose of conducting all-candidates meetings, including all-candidates meetings for municipal, provincial and federal elections, at a nominal fee of \$1.00, and all registered candidates within each specific category must be invited to attend such meetings.
- Councillors' 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.
- Councillors may not use their Constituency Office for any election-related purposes, which include displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related material in the office.
- The Office Expense Budget for Councillors for the period January 1 to Election Day in a municipal election year be restricted to 11/12ths of the approved Office Expense Budget with the provision that subsequent to election day:
 - new Councillors be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and
 - re-elected Councillors have available to them the balance of funds remaining as of Election Day.
- Councillors may not deliver any unsolicited material outside their existing ward where the 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.

- Councillors may not:
 - Print or distribute any material paid by City funds that illustrates that a Councillor 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;
- Councillors 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 Councillor's Office, is not directly election-related.
- Web sites or domain names that are funded by the City of Toronto may not include any election-related campaign material.
- The City Clerk or her designate shall be responsible at all times for setting of committee agendas, in consultation with the Chair of the Standing Committee.
- Councillors may not use the City's voice mail system to record election related messages.
- Councillors may not use the services of any staff in the City of Toronto 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 Toronto logo will not be used in any campaign related materials.

b. Discontinued Activities

The following activities be discontinued for Councillors after the first Monday in September (Labour Day) of an election year:

- No advertising paid for by the City of Toronto shall contain the name of a Councillor 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.
- 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.
- Councillors will not enter into joint ventures using city funds outside their existing wards, unless specifically approved by Council. At all other times, a signed agreement between Ward Councillors is required.
- Councillors will not distribute media releases using the City of Toronto media relations or departmental communications networks or distribution systems unless such a release is considered to be consistent with their duties as an elected official.
- The City of Toronto media clippings package will be made available to the general public through copies provided for viewing at the central library and at the counter of all civic centres.
- Community expenses, including community events, tickets to events and functions, and gifts and promotions.

4.8 Review Process

- Councillors are responsible for authorizing all expenditures.
- The Director, Council and Support Services will review all expenses submitted by Councillors to determine that proper documentation is in place and the expenditure is in compliance with the Councillor Expense Policy.
- The City Clerk has ultimate responsibility and authority for the administration of Councillor expenses and the Councillor Expense Policy.

4.9 Disclosure

- This routine disclosure policy for Councillor expenses is made pursuant to Section 15 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- The City Clerk and Treasurer shall report to Council the remuneration and expenses for Members of Council by March 31 of the following year, as legislated by the *City of Toronto Act, 2006*.
- The City Clerk will publish Councillors' expenses, including year-to-date expenditure details, on the City's website within 30 days of the end of the quarter or the year-end closing date. Supporting transaction documentation will have personal and other MFIPPA exempted information redacted prior to posting.

4.10 Future Policy Updates

- Any future policy changes must specifically refer to the sections and clauses in the Councillor Expense Policy that are being changed or amended.
- The City Clerk will be responsible for updating the policy after City Council decisions, and posting the updated policy on the internet and intranet.

5 Allowable Expenses

This section outlines the categories and types of allowable expenses that can be charged to the Councillor's Office Expense Budget. It outlines the details for each type of expense, documentation requirements, and forms to be used.

All requests for payment or reimbursement for expenses must be supported with an original itemized invoice/receipt. Credit card statements or receipts will not be accepted. Where a Councillor or their staff is requesting reimbursement for an expense, proof of payment must also be submitted. In cases where additional information is required to support the expenditure, this is noted in the detail section of the allowable expense.

Councillors or their authorized staff must sign off all receipts or invoices with original signatures (signature stamps and electronic signatures will not be accepted).

Expense types are listed alphabetically for ease of reference.

Expense Type	Detail
Advertising & Promotions	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none">• Paid advertising that is related to the business of the City in all types of media.• Advertising that supplements advertisements that City divisions place to promote specific programs, such as Environment Day, or specific events, such as a park opening.• Design and production costs for the advertising. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none">• Advertising that a Councillor places after the cut-off date during an election year. Refer to section 4.7.• Advertising that promotes for-profit organizations, third parties, other levels of government, political parties, or candidates in any election campaigns. Refer to section 4.7. <p><i>Conditions:</i></p> <ul style="list-style-type: none">• City election policies limit Councillors in placing advertising during an election year. Councillors cannot place advertising after the cut-off date that City Council determines. Refer to section 4.7. <p><i>Other information about advertising and promotion:</i></p> <ul style="list-style-type: none">• In order to be reimbursed, the Councillor must provide the itemized original invoice from the media organization stating the name of the publication, the date that the print ad appeared or that a television or radio ad aired.• A copy of the print ad must also be provided.• The Director, Council and Support Services will arrange for payment directly to the media organization which ran the ad. <p><i>Form:</i></p> <ul style="list-style-type: none">• Form A - Request for Reimbursement/Payment of Expenses
Books & Magazines	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none">• Books, magazines, and periodicals that are related to the business of the City. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none">• Books, magazines, periodicals that have no demonstrated relation to the business of the City. <p><i>Conditions:</i></p> <ul style="list-style-type: none">• Name of book or magazine must be included on the invoice. <p><i>Form:</i></p> <ul style="list-style-type: none">• Form A - Request for Reimbursement/Payment of Expenses

Expense Type	Detail
Business Hospitality Expenses	<p><i>Eligible Expense</i></p> <ul style="list-style-type: none"> • Facility rental. • Councillors' expenses for food and beverages related to business meals or receptions with constituents, business contacts, representatives of other levels of government, international delegations or visitors. • Alcohol during meals or receptions. <p><i>Ineligible Expense</i></p> <ul style="list-style-type: none"> • Entertainment expenses <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors must identify business purpose for the expense. <p><i>Other information about hospitality expenses:</i> Councillors must provide:</p> <ul style="list-style-type: none"> • Original itemized receipt showing items consumed. • Full name of all participants attending meeting. • Date and purpose of meeting. <p><i>Form:</i></p> <ul style="list-style-type: none"> • Form B - Reimbursement of Business Meals/Hospitality Expenses
Business Meal Allowance	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Maximum annual meal allowance of \$500.00 for: <ul style="list-style-type: none"> - meetings with City employees, Councillors' staff, other Members of Council or employees of a City agency, board, commission or special purpose body. - meals consumed by Councillors prior to attending evening functions or events. - in-town conference/seminar at which meals are not provided and where no per diem may be claimed. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Alcohol <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors must identify business purpose for the meeting and explain how schedules do not permit such a meeting in the office during normal work hours. <p><i>Other information about business meals:</i> Councillors must provide:</p> <ul style="list-style-type: none"> • Original itemized receipt showing items consumed. • Full name of all participants attending meeting. • Date and purpose of meeting.

Expense Type	Detail
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Form:

- Form B - Reimbursement of Business Meals/Hospitality Expenses

Business Meeting Expense

Eligible Expense:

- Facility rental
- Catering order, including coffee, tea, juices, pop, cookies, snacks, light food
- Venue set-up fees, including audio-visual equipment, flip charts, set-up fees, cleaning charges
- External facilitator fees

Ineligible Expense:

- Alcohol

Conditions:

- Councillors must identify business purpose for meeting.
- Meeting can be held at any facility the Councillor feels is suitable for the nature of their meeting.
- Attendees can be Councillors' staff, other Councillors, City employees, employees of a City agency, board, commission or special purpose body, external parties.
- Councillors must provide:
 - Original itemized receipt.
 - Name of participants or group attending the meeting
 - Date and purpose of meeting.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Cable Television

Eligible Expense:

- Monthly fee for basic cable and news channels for Constituency Office.
- Installation charge for cable connection at Constituency Office.
- Cable equipment purchase or rental for Constituency Office.

Ineligible Expense:

- Movie /entertainment channel programming.
- Monthly cable fee for Home Office.
- Cable installation and program fee for Home Office.
- Cable equipment purchase or rental for Home Office.

Conditions:

- Councillors must demonstrate a business requirement for specific cable programming package.

Expense Type	Detail
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Other information about cable television:

- Cable connection at City Hall and civic centre is provided from City centralized resources.
- Requests for cable connection at City Hall or civic centre must be made through the City’s Audio-Visual Unit, Facilities and Real Estate Division.
- Requests for cable connection at a Constituency Office must be made by the Councillor directly with the cable provider.
- Direct deposit payment to the vendor is recommended.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Colour Printer Output

Eligible Expense:

- Output from large-format colour printer on second floor of City Hall.
- Specialty output by outside vendors.

Conditions:

- Councillors or their staff requiring access to the colour printer must contact the Director, Council and Support Services who will arrange for connection to the colour printer.
- Where an external vendor is used, Councillors must provide original invoice detailing date and nature of job.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Community Expense – Events

Eligible Expense:

- Space rental fees or permit fees
- Venue decorations and set-up
- Catering
- Miscellaneous supplies
- Performers
- Off-duty officers
- Equipment rental, including stage, chairs, tables, sound systems, a/v equipment
- Temporary staff
- Uniforms
- Giveaways and prizes

Ineligible Expense:

- Payment to City staff to organize event.
- Event costs for an event organized entirely by a third party with no direct Councillor participation.

Expense Type	Detail
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Conditions:

- Councillor community event expenses can supplement events organized by program areas, e.g. park opening by Parks, Forestry and Recreation, or Environment Days by Solid Waste Management Services.
- Councillor community events can be co-organized with community groups.
- Councillors must comply with the policy on donations to Councillor community events, as approved by City Council at its meeting on December 11, 12 and 13, 2007.

Other information about events:

- Councillors must provide an original detailed invoice from vendor, including nature of service, date and venue of event.
- Donations received for community events must be reported to both the Integrity Commissioner and the Director, Council and Support Services.
- Donations received by Councillors cannot be carried over between calendar years.
- Surplus donation funds received during a calendar year will either be returned to the donating organization, or forwarded to Council's general fund.
- Donations received for community events and expenditures funded by donations are subject to the same disclosure requirements as expense funded by the Office Expense Budget.

Form:

- Form A - Request for Reimbursement/Payment of Expenses
- Integrity Commissioner – Gifts and Benefits Form

Community Expense – Gifts & Promotions

Eligible Expense:

- Promotional items such as fridge magnets, souvenir T-shirts, promotional chocolates, pens, etc.
- Gift baskets / flowers for constituents for special occasions.
- Table prizes for local community groups.
- Payment for gifts from the Protocol Unit's gift inventory.

Ineligible Expenses:

- Gifts for Council staff or other employees of the City, agencies, boards, commissions and special purpose bodies.

Other information about gifts and promotions:

- The Protocol Unit provides each Councillor with 500 City of Toronto pins at no charge each year.
- Councillors must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items.
- Request for reimbursement for flowers and gifts to specific

Expense Type	Detail
	<p>constituents must include an explanation on how it relates to City business.</p> <p><i>Form:</i></p> <ul style="list-style-type: none"> Form A - Request for Reimbursement/Payment of Expenses <p>Community Expense – Event Tickets</p> <p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Two tickets per charitable event within ward or City-wide event or function. Participation fee for charitable or fund-raising events such as golf tournaments, walkathons organized by non-profit organizations, etc. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> Entertainment events such as theatre shows, musical performances or other concerts. Fundraising events organized by City staff. Charity golf tournaments organized by City divisions. Raffle tickets, silent auctions, table prize tickets at events <p><i>Conditions:</i></p> <ul style="list-style-type: none"> For charitable events or dinners, event organizers must make out charitable receipts to the City of Toronto, where applicable. Tickets can be used by the Councillor and their spouse or guest. Tickets can be used by Councillor staff only. Councillors must provide a copy of the event notice or flyer requesting the Councillor’s attendance as well as the order form and ticket. <p><i>Form:</i></p> <ul style="list-style-type: none"> Form A - Request for Reimbursement/Payment of Expenses
<p>Computer Hardware, Software & Accessories</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Corporate standard computer hardware, software and peripherals that have been approved by the Director, Council and Support Services. Remote access tokens issued by Corporate I & T. Encrypted USB keys issued by Corporate I & T. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> Non-corporate standard hardware or software. Equipment that Councillors or their staff may have bought outside of the required IT procurement process. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> All hardware, software and peripherals must comply with corporate standards. Councillors’ Office must follow the Council IT procurement process

Expense Type	Detail
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by first checking with the Director, Council and Support Services.

- Councillors' Office must buy all hardware and software through corporate vendor of record or from another vendor that City staff have selected.
- All computer hardware, software and peripherals that Councillors or their staff buy with City funds becomes City of Toronto property and must be returned at the end of the term.
- All computer hardware, software and peripherals purchased will be recorded in the I & T asset inventory.
- Councillors must sign off on this inventory annually.

Other information about computer hardware and software:

- The Director, Council and Support Services will provide an original receipt or invoice from the vendor for the Councillor to sign before staff process payment.
- The Corporate I & T division will process remote access tokens fees annually through inter-divisional charges.

Form:

- Form D - Request for IT Purchase

Constituency Office Expenses

Eligible Expense:

- Rental for space
- Property tax for space
- Utilities / operating and maintenance costs
- Security
- Insurance
- Custodial / cleaning charges
- Signage fees
- Telephone and I&T changes in addition to the base provided
- Renovation / tenant improvement costs
- Furniture costs
- Moving costs

Ineligible Expense:

- Residential home expenses, including property tax, mortgage or rent for home, home maintenance fees, home utilities, home cleaning fees.

Conditions:

- Additional space can be rented at Toronto City Hall, a civic centre, if available, as well as other City space or private properties.
- Councillors can choose to have more than one Constituency Office.

Constituency Office at City Hall, Civic Centre or other City Space:

- City Council has approved the lease rate schedule as 80 cents per square foot to a maximum of \$400 per month.

Expense Type	Detail
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- Councillors must sign a lease with the Facilities and Real Estate Division for the term of Council, unless otherwise specified.
- Councillors can choose to end the lease at any time if they give prior notice in accordance with the lease agreement.
- Rental costs are invoiced quarterly and charged to the Councillor's Office Expense Budget.

Constituency Office on private property

- The term of the lease must not extend beyond the end of the Council term.
- It is recommended that the lease be negotiated by City staff and that the lessee be the City of Toronto. If Councillors choose to take the lease in their own name, Councillors will be accountable for all aspects of the lease and City staff will not be involved in the negotiation or review of the lease agreement.
- Lease rate must be at market value.
- Councillors must provide the Director, Council and Support Services with a copy of the lease signed by the Councillor and the landlord along with a memo outlining payment arrangements with the landlord.
- Payments to the landlord will be processed by the City by direct deposit.
- Councillors cannot sub-lease space to third parties, including community organizations, not-for-profit / charitable organizations or other persons.
- Councillors cannot rent space from a family member, an employee of the City of Toronto, or another Member of Council.

Home Office:

- A Councillor may choose to operate a Home Office.
- If a Councillor chooses to operate a Home Office, he or she must notify the Director, Council and Support Services.
- Home Office is not considered a Constituency Office.

Form:

- City of Toronto rental agreement for City space.

Consulting Services

Eligible Expense:

- Research or consultation in areas where City staff cannot provide service or opinion.

Ineligible Expense:

- Research or consultation opinion in areas where City staff are available to provide the service.
- Opinions that Councillors have sought as a second opinion to the advice that City staff have already provided or that are sought to contradict a City Council position.

Provided from the City's centralized resources:

- City staff and expertise in program areas, for example: planning.

Conditions:

- Councillors must identify:
 - business requirement for retaining a consultant, and
 - reason why City staff cannot perform the research or provide the opinion.
- Consulting Services are defined as any firm or individual providing expert advice/opinion on a non-recurring basis to support/assist decisions in the following areas: technical, management/research and development, information technology, external lawyers and planners and creative communications.
- Councillors who wish to receive a second opinion to the advice that City staff have already provided must process a request to Council, requesting that Council authorize the Councillor to retain external consulting services for this purpose.
- Councillors must remind all consultants that if their annual business exceeds \$30,000, the consultant must charge GST. Invoices must include GST number and amount.

Other information about consulting services:

- Councillors must sign a contract or formal agreement with the consultant which sets out the terms and conditions in detail.
- For consultants that Councillors engage on a long-term basis, a blanket contract will be set up.
- The consultant's monthly invoice must identify the hours worked and the deliverables.
- The City Clerk reports consulting costs through quarterly variance reports.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Internet Services

Eligible Expense:

- High-speed internet connection for Constituency Office or Home Office.
- High-speed internet connection for Councillor's staff.
- Installation costs.
- Modem rental fees.

Ineligible Expense:

- Fees for access to for-fee sites

Provided from the City's Centralized Resources:

- Internet access through the City's network at City Hall, civic centres

Expense Type	Detail
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- and other City buildings
- One additional high-speed internet connection is provided for the Councillor's Constituency Office.

Conditions:

- Councillors may order directly from any internet supplier.
- If a Councillor chooses to install a high-speed internet connection at his or her Home Office with City funds, he or she must declare by memo that the connection is primarily for City business usage.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Legal Fees

Eligible Expense:

- Legal fees related to Code of Conduct investigations:
 - if the Integrity Commissioner finds that the Councillor has inadvertently violated the Code or violated the Code in good faith; or
 - if the Integrity Commissioner has found the Councillor violating the Code and City Council received the Integrity Commissioner's report for information.
- Fees related to judicial reviews related to Code of Conduct investigations.
- Fees eligible under the Indemnification Policy. This includes: civil actions or proceedings or criminal or other charges against a Councillor resulting from the Councillor performing the duties of a Councillor, and if the Councillor has not been found guilty.

Ineligible Expense:

- Personal conflict of interest opinions.
- Legal opinion that the City Solicitor can provide.
- Legal opinion that Councillors have sought as a second opinion to the advice that the City Solicitor has already provided.
- Legal opinion that contradicts or weakens a known City position.
- Legal opinion that supports a community group against a City position.

Conditions:

- Councillors should always consult with the City Solicitor before incurring any legal expenses (including legal research).
- Councillors who wish to receive a second opinion to the advice that City staff have already provided must process a request to Council, requesting that Council direct the City Solicitor to retain external legal services for this purpose.
- The City Solicitor must verify the rate of legal fees to determine the reasonableness of the lawyer's account.
- Policy for Councillors Receiving Legal Advice with regard to

Expense Type	Detail
	<p>matters relating to City business (adopted by City Council April 26, 2000).</p> <p><i>Other information about legal fees:</i></p> <ul style="list-style-type: none"> • Original invoice from lawyer detailing hours worked, the fee per hour and the nature of work performed. <p><i>Form:</i></p> <ul style="list-style-type: none"> • Form A - Request for Reimbursement/Payment of Expenses
Memberships	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Memberships for the Councillor or their staff that are related to the Councillor's work in the community or for the City. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Retail memberships. • Award programs. <p><i>Other information about memberships:</i></p> <ul style="list-style-type: none"> • Councillors must identify how a membership is relevant to City business when the business reason is not evident. <p><i>Form:</i></p> <ul style="list-style-type: none"> • Form A - Request for Reimbursement/Payment of Expenses
Newsletters & Flyers	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Design, writing, copy-editing, printing costs. • Distribution costs, either through Canada Post Admail or by private distribution firms. • Translation fees. • Clip art or stock photo fees. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Printing and distributing newsletters after cut-off date during an election year. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors are recommended to use the Print and Distribution Unit which is the City's Printer of Record. • If the Councillor chooses to use other printers, he/she is responsible for getting three quotations on the cost of printing before proceeding, if the job exceeds \$7,500. • Councillors should limit the circulation of newsletters or flyers to the geographic boundary of the Councillor's ward. • The City prohibits Councillors from distributing newsletters after cut-off date during an election year. See section 4.7.

Expense Type	Detail
	<ul style="list-style-type: none"> Newsletters cannot advocate for a political party, other levels of government, particular for-profit organizations or individuals not related to the business of the City. <p><i>Other information about newsletters and flyers:</i></p> <ul style="list-style-type: none"> Councillors must submit an original design, writing, copy-editing, printing or distribution invoice from vendor along with a copy of the newsletter or flyer. The Director, Council and Support Services will process Canada Post Admail charges directly and charge them to each Councillor's Office Expense Budget. The Print and Distribution Unit charges its costs by inter-divisional charges (IDCs) directly against the Councillor's Office Expense Budget. <p><i>Form:</i></p> <ul style="list-style-type: none"> Form A - Request for Reimbursement/Payment of Expenses
<p>Newspaper & Magazine Subscriptions</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Annual subscriptions to daily, weekly and monthly newspapers, news, trade and business magazines, ethnic publications and other periodicals. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> Lifestyle / entertainment magazines <p><i>Conditions:</i></p> <ul style="list-style-type: none"> Councillors must identify the business purpose for the subscription, magazine or publication when the business reason is not evident. Delivery address can be City Hall office, Constituency Office or Home Office. Councillors must provide an original subscription invoice or renewal notice indicating delivery address of publication. <p><i>Form:</i></p> <ul style="list-style-type: none"> Form A - Request for Reimbursement/Payment of Expenses
<p>Office Decorations</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Original artwork from Toronto artists for City Hall or Constituency Office. Rental fee for original artwork from Toronto artists for City Hall or Constituency Office. Office decorations for special occasions for City Hall or Constituency Office.

Expense Type	Detail
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Ineligible Expense:

- Original artwork that Councillors buy or rent for Home Office.
- Decorations for Home Office.

Provided from the City's centralized resources:

- The City loans artwork from its fine art collection for Councillors' offices at no charge. Councillors must sign an art loan form. Councillors must contact Economic Development, Culture and Tourism Division, Art Services Coordinator to make necessary arrangements.

Conditions:

- Original art that Councillors buy with City funds become the property of the City of Toronto and the City's art collection curator must assess or evaluate the art.
- Councillors must return all leased or purchased artwork to the City at the end of the term.
- All leased or purchased artwork will be part of the office inventory and Councillors are required to sign off on the inventory annually.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Office Equipment

Eligible Expense:

- Fax machines, shredders, audio-visual equipment, cameras, video cameras and small appliances.
- Maintenance contracts for equipment.
- Carrying case for equipment.
- Peripherals for equipment.

Ineligible Expense:

- Equipment for Home Office other than one fax machine.

Conditions:

- Councillors must identify the business requirement for equipment for City Hall office or Constituency Office.
- All equipment purchased with City funds becomes property of the City and Councillors must return all equipment to the City at the end of the term.
- All equipment purchased will be inventoried and Councillors are required to sign off on the inventory annually.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Expense Type	Detail
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Office Furniture

Eligible Expense:

- Standard office furniture, including chairs, desks, work stations, file cabinets, book shelves, sofas, conference tables, side tables, stands.
- Moving costs for City furniture at other storage locations.
- Transportation costs from vendor
- Costs for refurbishing or repairing furniture.
- One-time cost to move personal furniture from home to City Hall or Constituency Office.

Ineligible Expense:

- Furniture not required for an office environment, such as a bed.
- Costs for moving personal furniture.
- Furniture for Home Office other than one desk and one chair.

Provided from the City's centralized resources

- Basic furniture at the Toronto City Hall Office and at civic centre offices.

Conditions:

- All furniture that Councillors buy must comply with City's ergonomic and health and safety standards.
- Councillors can choose to use either the City's supplier and blanket contract or any other vendor to order office furniture and chairs.
- Councillors are responsible for verifying that all goods are received in good condition.
- Furniture can be for the Councillor's City Hall office or Constituency Office.
- All furniture purchased with City funds is considered City property and are inventoried.
- Councillors cannot trade furniture among themselves. Furniture belongs to the Office of the Councillor and not to the individual Councillor. At the end of a term, furniture will be passed from the outgoing to the incoming Councillor for the Ward.
- Councillors must report to the Director, Council and Support Services when they move any furniture from one office to another so that staff can update the furniture inventory accordingly.
- The Director, Council and Support Services is responsible for coordinating the disposing of furniture and updating the furniture inventory accordingly.
- The Councillor must sign off on his/her furniture inventory annually.
- Councillors can bring personal furniture to the office.
- Councillors must return all items on the furniture inventory to the City at the end of the term.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Expense Type	Detail
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Office Supplies

Eligible Expense:

- Toners, labels, paper and supplies available from the City’s vendor.
- General office supplies.

Provided from the City’s centralized services:

- Basic office supplies such as pens, pencils, post-it notes, writing pads and filing folders are available from the supplies cabinet located with Council and Support Services.

Conditions:

- Councillors can buy from the City’s vendor or directly from other vendors.
- Councillors’ staff are set up so that they can directly order supplies from the City’s vendor on-line.

Other information about office supplies:

- Accounting Services will automatically process on-line purchases from the City’s vendor against the Councillors’ Office Expense Budgets.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Photocopying

Eligible Expense:

- Photocopying charges for copiers on 2nd Floor of City Hall or Councillor areas at North York, Scarborough and Etobicoke Civic Centres.
- Reproduction costs from Printing and Distribution Unit.
- Photocopying charges by outside vendors.

Other information about photocopying:

- The Director, Council and Support Services issues copier access cards to Councillors.
- Councillors must verify a statement listing the copies that they or their staff have made every month.
- The Director, Council and Support Services charges for copies made at photocopiers in the Councillor areas at City Hall or civic centres against the Councillor’s Office Expense Budget.
- Reproduction costs from the Printing and Distribution Unit are processed through inter-divisional charges (IDCs).
- For outside vendors, Councillors must provide an original invoice, detailing the date of the job and number of copies.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Expense Type	Detail
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Photographic Supplies & Services

Eligible Expense:

- Professional photographer fees.
- Processing and digital print fees.
- Frames, CDs, and other output devices.
- Film or other storage mechanisms.
- Overtime for City photographer.

Provided from the City's centralized resources:

- City photographer and videographer service during normal work hours.

Conditions:

- Councillors cannot use photographs or materials that were taken by the City photographers for election-related purposes.
- Request for photography or videography must be made in advance with the Multi-Media and Production Services Unit, City Clerk's Office.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Postage and Courier Services

Eligible Expense:

- Canada Post regular and premium mail services.
- Courier delivery costs.
- Stamps.

Conditions:

- The City Clerk's Office coordinates all mail and courier services through the mailroom located at Toronto city Hall and civic centres.
- Direct purchase of stamps and courier service by Councillor's office only when mailroom service cannot meet requirements.
- Costs will be charged directly through IDCs.

Form:

- Form A - Request for Reimbursement/Payment of Expense (if needed)

Printing Services

Eligible Expense:

- Stationery including envelopes, letterheads, business cards.

Conditions:

- Use of City of Toronto logo must comply with the City's Visual Identity Program.
- Printing of all stationery is coordinated by the Printing and

Expense Type	Detail
	<p>Distribution Unit as the Printer of Record for the City.</p> <ul style="list-style-type: none"> • Cost of printing will be charged against the Councillor’s Office Expense Budget through IDCs. • Councillors who use outside printers for office stationery must provide rationale on why the Printing and Distribution Unit cannot deliver the service. <p><i>Form:</i></p> <ul style="list-style-type: none"> • Form A - Request for Reimbursement/Payment of Expense
<p>Professional & Contracted Services</p>	<p><i>Eligible Expenses:</i></p> <ul style="list-style-type: none"> • Firms or individuals whom Councillors or their staff retain for specific business purposes with clear deliverables, fee structures and timelines. <p><i>Ineligible Expenses:</i></p> <ul style="list-style-type: none"> • Services that City staff provide. <p><i>Provided from the City’s centralized resources:</i></p> <ul style="list-style-type: none"> • City staff and expertise in program areas, e.g. planning research <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • The Director, Council and Support Services will set up blanket contracts if a contractor provides a service for an extended period of time. • Councillors must remind all contractors that if their annual business exceeds \$30,000, the contractor must charge GST. • Invoices must include the GST number, where required, and the GST amount. • Councillors must provide an original itemized invoice from the contractor, stating the number of hours worked, the work performed and the outcomes the contractor delivered. <p><i>Form:</i></p> <ul style="list-style-type: none"> • Form A - Request for Reimbursement/Payment of Expenses
<p>Staff - Salary Overage</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Any salary costs incurred in excess of Councillors’ Staffing Budget <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Bonuses <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Once the Councillor has reached the maximum Staffing Budget, excess salary and benefit costs will automatically be transferred to the Councillor’s Office Expense Budget.

Telephone/Fax*Eligible Expense:*

- Additional telephone/fax lines above what City provides.
- Monthly fees, including fees for specialty features such as call display, call waiting, messaging.
- Fees for conference calls.
- Business-related long-distance charges.
- Basic telephone equipment.
- Fax machine.
- 4-1-1 calls
- Peripherals such as headsets, etc.

Ineligible Expense:

- Personal long-distance calls
- 1-900 calls
- Novelty phones

Conditions:

- Additional phone or fax lines for the Councillor's office at City Hall, civic centre or other City space must be arranged through the I & T telecommunications group as part of the City's telephone contract.
- The Director, Council and Support Services will make the necessary arrangements, upon request.
- Any telephones or fax machines purchased with City funds is considered to be City property and are included in the furniture and equipment inventory.
- Councillors must report to the Director, Council and Support Services whenever they move telephone or fax equipment from one office to another so that staff can update the equipment inventory.
- If a Councillor is claiming for the cost of a telephone line in a Home Office, that telephone line must be dedicated for City business only.
- Councillors must reimburse the City for any personal long-distance calls at the same time as they submit the monthly bill for the reimbursement or payment to the vendor directly.
- The Director, Council and Support Services will not process a Councillor's request at the end of year to reimburse the City for personal long distance calls that were made earlier in the year.

Other information:

- Councillors must submit the first few pages of the monthly bill identifying the services and itemized fees for each service. Back-up pages containing detailed list of telephone calls is not required.
- If a Councillor buys telephone equipment, the Councillor must submit the original itemized invoice showing details of the equipment.
- Councillors must provide an original work order and invoice detailing any installation or connection work, the address of the

Expense Type	Detail
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work and charges.

Form:

- Form A - Request for Reimbursement/Payment of Expenses
- Form E - Payment of Telecom Expenses

Training

Eligible Expense:

- Training for Councillors or their staff that meets specific business requirements.
- Tuition reimbursement for college or university programs or courses related to City business.

Ineligible Expense:

- Training unrelated to City business.
- Physical fitness, sports, arts programs.
- Personal development programs for degrees or diplomas.

Provided from the City's centralized resources:

- Training and development programs from the City.

Conditions:

- Training must meet business requirements.
- To be reimbursed for tuition fees, Councillors and their staff must provide proof that they have completed the course or program, and an original fee receipt from the college/university.
- Councillor staff cannot claim overtime for training that takes place after office hours or on weekends.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

**Transportation -
Kilometrage &
Parking**

Eligible Expense:

- Use of personal vehicles to travel for business purposes outside of normal daily travel between home and work.
- On street or private/public parking lot fees.
- Trips by Councillors or their staff.

Ineligible Expense:

- Normal daily travel between home and the normal work location. For Councillors, City Hall is considered their normal work location.
- Personal vehicle maintenance and repair costs.
- Vehicle licensing fees.
- Clean Air Certification costs.
- Traffic and parking fines
- Tow and impound fees
- Car-wash fees

Expense Type	Detail
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Conditions:

- Councillors and staff must identify business purpose for the trip.
- The rate of reimbursement per kilometrage will be at the same rate as applied to City employees and adjusted from time to time accordingly.
- Councillors are accountable for the accuracy of the kilometrage claimed.
- Councillors must provide original receipts from parking operators indicating date, time and parking location. Credit card receipts will not be accepted.
- Reimbursement for kilometres travelled, will appear on the Councillor or staff's paycheque. The reimbursement is not a taxable benefit.

Other information about kilometrage:

- Councillors and their staff must report the date, start and end points, the number of kilometres traveled and the purpose of the trip according to established categories (eg. business meeting, ward meeting, constituency meeting and special event).
- Detailed municipal addresses are not required. Intersection information or building names (eg City Hall, CNE, etc) are acceptable for security and privacy protection reasons.
- Councillors or their staff should submit claims for kilometrage and parking expense to the Director, Council and Support Services at least once a month.

Form:

- Form H - Kilometrage and Parking Expense

**Transportation -
Metropasses,
TTC tickets or
tokens**

Eligible Expense:

- Metropass for Councillors' staff
- Tokens or tickets for Councillors' staff or constituents to attend meetings.

Conditions:

- Councillors must provide a memo to document that their staff requires the Metropass for business purposes.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

**Transportation -
Taxi**

Eligible Expense:

- Councillor and their staff trips throughout the GTA.
- Tips

Ineligible Expense:

- Rides on cabs or other modes of transportation between home and

the normal work location. For Councillors, City Hall is their normal work location.

Conditions:

- Councillors and their staff must identify business purpose for the trip according to established categories (eg business meeting, ward meeting, constituency meeting, special event).
- Councillors or their staff may choose to use taxi cabs provided by Director, Council and Support Services which allows the Director, Council and Support Services to pay for the costs of taxi rides directly to the taxi companies.

Other information about cabs and other transportation:

- Councillors must provide an original receipt with the date and the “to” and “from” destinations. Credit card receipts and statements will not be accepted.
- The City does not require exact municipal addresses on reimbursement forms. For security and privacy reasons, building names (e.g. City Hall, CNE, etc) or intersection details are acceptable.
- Councillors or their staff should submit claims for taxi reimbursement and other transportation fees to the Director, Council and Support Services at least once a month.

Form:

- Form C - Reimbursement – Taxi Expenses

**Transportation -
Car Rental**

Eligible Expense:

- Rental fee, insurance coverage, gasoline costs.

Ineligible expense:

- Charges for damages to vehicle
- Tow fees
- Traffic fines
- Car wash fees

Conditions:

- Councillors or their staff must identify business purpose for the car rental.
- Driver must be either the Councillor or their staff. City policies prohibit any third-party drivers where City funds are used to pay the rental fee.

Other information about car rental:

- Councillors must submit an invoice showing the date of rental, model of car, rental rate and any insurance purchased.
- Councillor must identify purpose of car rental.

Expense Type	Detail
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Form:

- Form A - Request for Reimbursement/Payment of Expenses

**Transportation -
Highway Tolls**

Eligible Expense:

- Highway tolls for business meetings

Ineligible Expense:

- Highway tolls related to travel between home and normal work location. For Councillors, City Hall is their normal work location.

Other information about tolls:

- Councillors and their staff must identify business purpose for the trip requiring use of the toll highway.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

**Travel –
Conferences ,
Seminars and
Business Trips**

Eligible Expense:

- Conference registration.
- Transportation (air, train or bus) or kilometrage (if driving)
- Ground transportation (between home and the terminal and between the terminal and a hotel or conference facility).
- Hotel
- Per diem
- Taxi expenses related conference/business related functions or meetings.
- Hospitality expenses
- Trip cancellation insurance
- Laundry and dry cleaning expenses
- Business telephone calls
- Vehicle rental

Ineligible Expense:

- Personal expenses
- Sightseeing expenses
- Medical Insurance

Conditions:

- For conference or travel beyond the Greater Toronto Area.
- Must be related to the business of City of Toronto.
- Reimbursement of airfare to attend an unscheduled meeting of Council or a local board, while Councillors are on vacation, shall include an agenda noting date of meeting and item warranting attendance.
- Economy class for airfare or train.
- Hotel rate must be the lowest rate category available. Exceptions will

be made where a Councillor or their staff can demonstrate health requirements for a room category other than the cheapest room rate available when booking.

- \$100.00 per diem to cover meals, personal telephone calls, entertainment, and other personal expenses. For travel outside of Canada, per diem will be in U.S. dollars. No receipts are required. 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.
- A Councillor or their staff is entitled to claim additional hospitality expenses where a third party is hosted.
- Where the Council Business Travel Budget is funding a Councillor's travel, the City will charge hospitality expenses, business telephone calls and additional local travel expenses against the Councillor's Office Expense Budget.
- Councillors can request cash advances for hotel and per diem costs no more than two weeks before their travel date.
- Councillors will be reimbursed for airfare, hotel reservations and conference registration fees that are paid in advance of travel.
- All travel costs exceeding \$7,000 must be approved by Council.
- Councillors or their staff will be allowed to pay for a conference which takes place during a subsequent year only if the City receives an early-booking discount.
- Councillors can request the City to reimburse expenses for only a portion of the trip, if a City program, agency, board, commission or special-purpose body, or any organization which is an eligible body under the Code of Conduct, Gifts and Benefits section, or if the Councillor has an official or speaking role at the conference and the organizer is paying the remainder of the costs for the trip.
- Councillors must report to the Integrity Commissioner, before the first date of travel, all travel costs funded by an eligible body under the Code of Conduct.

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

- Councillors or their staff must submit a Travel Notification Form to the Director, Council and Support Services at least 10 days before traveling.
- Travel reimbursement must include any itinerary confirming travel dates and airline booking.
- Reimbursement of conference registration fees must include a copy of the conference brochure confirming the cost and conference dates.
- The reimbursement of hotel costs must include an original hotel invoice itemizing room costs and other incidentals.
- Councillors or their staff must submit an Expense Claim Form to the Director, Council and Support Services within 10 days after returning from travel. Original receipts must accompany all claims.
- If Councillors or their staff incur expenses in a foreign currency, the

Director, Council and Support Services will convert the cost into Canadian currency, based on the exchange rate on the date when the Councillor or their staff submit for reimbursement.

- Councillors are not required to submit a report on the outcome of their conference or their business travel.
- Councillors can request Travel Cards for their staff to use to register for conferences, booking air tickets and reserving hotels for Councillors in advance. Councillors' staff must not use Travel Cards as credit cards when traveling.
- Councillor's staff must follow the City's "P-Card" procedures when documenting Travel Card expenses. See http://insideto.toronto.ca/finance/accounting_services/pcard.htm.
- Submitting a Travel Notification Form does not exempt Councillors from future investigations by the Integrity Commissioner under the Code of Conduct Complaint Protocol.
- Where the Councillor 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 will not investigate the complaint.

Forms:

- Form F - Travel Notification Form
- Expense Claim Form
http://insideto.toronto.ca/finance/word/expense_claim.doc
- Integrity Commissioner – Gifts and Benefits Form
<http://insideto.toronto.ca/councillors/word/gifts-benefits.doc>

Websites

Eligible Expense:

- Design, web development, writing, domain name registration, web-hosting fees
- Database creation and management fees

Provided from the City's centralized resource:

- Councillors are provided with a page on the City's internet site at www.toronto.ca.

Conditions:

- The personal website of each Councillor hosted outside of the City's internet URL address is entirely the responsibility of the Councillor.
- City staff cannot provide any advice related to these external sites, including wording for disclaimers.
- The City recommends that Councillors choose a web-hosting company operating from Canada to reduce the risk of breaching the privacy of constituents under the United States Patriots Act requirements.
- The Councillors' own internet sites cannot advocate for a political

Expense Type	Detail
	<p>party, other levels of government, for-profit organizations or individuals not related to the business of the City, or candidates in any election campaign.</p> <ul style="list-style-type: none"> • Councillors can link their personal sites to the City’s internet site. <p><i>Form:</i></p> <ul style="list-style-type: none"> • Form A - Request for Reimbursement/Payment of Expense
<p>Wireless Products & Services</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Cost of equipment, such as blackberries, cell phones or other Personal Digital Assistants (PDAs). • Monthly fees, including data packages for Councillors and their staff. • Business-related text messaging costs. • Business-related long-distance charges. • Equipment upgrade or maintenance fees. • Peripherals such as chargers, carrying cases, etc. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Personal long-distance calls • 1-900 calls • Personal messaging /downloads <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors are recommended to use the corporate vendor and corporate contract for better rates. They can choose from various phone types and monthly plans from the corporate vendor. • Councillors must complete the corporate I & T wireless request form to buy wireless equipment and set up a plan. • Councillors can choose a vendor other than the corporate vendor based on his/her coverage /service preference • Councillors can transfer the City’s plan to a personal plan at the end of term by reimbursing the City for the residual cost of the equipment. This allows a Councillor to retain his / her cell phone number after the Council term. • Councillors must reimburse the City for any personal long-distance calls at the same time as when they submit a monthly bill for the City to reimburse the Councillor or pay the vendor directly. • Councillors must provide only the front pages of the monthly bill itemizing the services and charges. Back-up pages containing a detailed list of telephone calls is not required and will be returned if submitted. <p><i>Form:</i></p> <ul style="list-style-type: none"> • Form A - Request for Reimbursement/Payment of Expense • Form E - Payment of Telecom Expenses

Appendix 1 - Resources Available/Allocated to Councillors

1. Office Space

a. City Hall Office

- The City provides each Councillor with basic office space at City Hall, second floor.
- The City allocates offices by ward. Offices for each ward do not change between Council terms.
- Councillors, on mutual consent and in writing, can trade offices among themselves.
- The Facilities and Real Estate Division supplies offices with basic furniture. Councillors can order additional furniture by consulting with the Facilities and Real Estate Division.
- At the beginning of each term, the City will thoroughly clean carpets and paint the walls a neutral color for the City Hall offices of incoming new Councillors.
- Councillors can choose to reconfigure their office, but must consult with the Facilities and Real Estate Division before proceeding. All renovations must match and conform to the heritage, architectural and structural standards for the second floor of City Hall. Preservation Services must approve all heritage components of any renovation.
- Councillors must pay the cost of renovating offices, construction and painting, re-keying and changing furniture during the Council term from their Office Expense Budgets.
- The Facilities and Real Estate Division provides custodial cleaning services.
- Cable connection is provided at City Hall and civic centres.

b. Touch-down Office Space

- Touch-down office spaces are available at Etobicoke Civic Centre, North York Civic Centre, Scarborough Civic Centre and 2700 Eglinton Avenue West.
- Touch-down spaces are for shared, infrequent use by Councillors or their staff.
- Each space is equipped with a telephone line (no voice mail) and a computer which is connected to the City's network for internet access.
- Councillors and their staff must remove personal files or belongings at the end of each work day.
- Identification signs on touch-down space must be temporary and Councillors and their staff must remove them at the end of each work day.
- City staff do not track or log how often each Councillor uses touch-down space.

c. Meeting Room

- Councillors can book meeting rooms at Toronto City Hall, Metro Hall and civic centres free of charge through the Facilities and Real Estate Division Customer Service Unit.

d. Parking

- Councillors and their staff have access to parking at City Hall, Metro Hall and civic centres.
- Councillors are allocated one parking space in the official parking area at City Hall.
- Garage access to the reserved, but unallocated, parking area in each civic centre.
- Garage access to the official parking zone at Metro Hall.

2. Information Technology

a. Computers and laptops

- Each Councillors' office at City Hall is provided with four personal computers (PCs) and one laptop computer.
- Councillors can choose to swap their PCs for additional laptops.
- Each Councillor's Constituency Office is provided with one PC or laptop.
- All computer hardware and peripherals that connect to the City's network must be compliant with City's computer standards in order to protect the integrity and security of the City's network.
- Councillors may choose to participate in the City's User-Based Authentication program for IT users.

b. Printers

- Each Councillor's Office at City Hall is provided with one multi-purpose fax/copy/scanner/printer.
- Touch-down space computers are linked to a shared printer.

c. Software Applications

- All computers are loaded with City's standard software applications, including Word, Excel, Powerpoint and Groupwise.
- All software loaded on computers must have individual legal software licenses and must comply with City standards.

d. Internet

- All computers located at City Hall, civic centres or other city facilities are connected to the City's computer network and have internet access.
- The City will pay for one high-speed internet access fee for the Councillor's Constituency Office if located in a non-city facility.
- City restrictions regarding internet sites do not apply to Councillors.

e. Telephone and Fax

- The City provides each Councillor with a total of eight (8) telephone/fax lines funded through the Council General Expense Budget.
- The City will provide seven telephone sets and one multi-function printer with fax capability.
- Councillors determine where the eight lines are to be installed in order to best meet their operational needs.
- Additional telephone or fax lines will be charged to the Councillor's Office Expense Budget.
- If a member is claiming for the cost of a telephone line in a Home Office, that telephone line must be dedicated for City business only.
- The City processes monthly charges by directly paying the telephone provider.

3. Office Operations

a. Office Supplies

- The Director, Council and Support Services maintains a supply cabinet which provides basic office supplies including pens, pencils, note pads, staples, rulers, notebooks, file folders, paper clips and so on.
- An honorary self-declaration system is used to record supplies taken from the centralized supply cabinet.
- Sundry supplies are provided for Councillor areas on the second floor of City Hall and at the Etobicoke, North York and Scarborough Civic Centres.
- Moving supplies are provided to Councillors at the end of term or at any time requested.

b. Mail and Photocopiers

- City staff deliver and pick up Councillors' mail twice a day at City Hall. Mail is delivered to secure locked mailboxes at the A, B and C entrances in the Councillors' area.
- Photocopy stations are provided at seven locations on the second floor of City Hall. Photocopy stations are also provided in Councillors' areas in the Etobicoke, North York and Scarborough Civic Centres. Councillors are charged per copy made.
- Councillors have shared access to a large-format colour printer on the second floor of City Hall and are charged for each sheet printed.

c. Insurance

- The City is self-insured and provides insurance coverage to all Councillors' offices located at City Hall, civic centres and city spaces.
- The City provides insurance coverage to Councillor Constituency Offices on private property, if the Constituency Office lease is taken in the name of the City of Toronto and not in the individual Councillor's name.

- The City also provides insurance coverage for street closure permits, park and community centre permits, school board permits, etc., provided the permit is in the name of the City of Toronto and not in the individual Councillor's name.
- The City provides insurance coverage for events organized by Councillors as long as these events are identified in writing as 'City' events.

4. Staffing

a. Staff Hiring

- Councillors are responsible for selecting support staff who work in their offices and determining the level of compensation within the salary range of the respective job classification as approved by Council.
- Council support staff are non-union employees of the City of Toronto and are not employees of the Councillors. Council support staff are hired on fixed term contracts and their conditions of employment should be in accordance with the terms set out in the appropriate, stipulated employment contract (as provided by the Director, Council and Support Services). Temporary staff, part-time staff or summer students may also be engaged to work in the Councillors' offices under a similarly stipulated hiring document (letter of employment).
- If a current City of Toronto employee chooses to work in a Councillor's office instead of their base position with the City, the employee and their home division within the City must sign a formal internal secondment agreement (along with their new host division, the City Clerk's Office). The secondment and agreement will be in accordance with the City's Secondment Guidelines for non-union employees. Secondments involving union employees will require consultation with the City's Labour Relations staff in the Human Resources Division as well as the consent of the respective union bargaining agent.
- Council support staff contracts will only continue until the end of the Councillor's term and will not automatically continue after a Councillor is re-elected.
- The Director, Council and Support Services will work with Legal Services Division to develop staff contracts and employment letters.

b. Staff Benefits

- Council support staff, if eligible, are provided with benefits in accordance with the City's benefits plan for non-union employees.

c. Overtime and Lieu Time Payouts

- Council support staff are non-union, City of Toronto employees. Overtime and lieu-time are in accordance with the City's Human Resources policy for non-union employees.
- Maximum lieu time that can be taken is 105 hours each calendar year.
- Staff accumulate lieu time as straight time of overtime they have worked.
- Staff can carry lieu time over from one year to the next year, but they must use the time before March 31 of the second year.

- Accumulated lieu-time can be paid out upon termination or resignation or end of contract.

d. Replacement Staff Funding

- Councillors operate small offices with two to five staff. Staff absences, resulting from any illness or a prolonged vacation, can significantly affect a Councillor's office operations.
- To minimize the negative impact on Councillors' office operations, the Council General Expense Budget will provide for:
 - staff termination payments during the City Council term, such as severance pay, unused vacation, float days and lieu time;
 - replacement staff to cover staff absences due to illness of five consecutive business days or more;
 - top-up payments to staff who are on maternity, parental or adoption leaves; and
 - vacation replacement for staff whose annual vacation entitlement exceeds three weeks.
- Councillors who require staff replacement funds should contact the Director, Council and Support Services before engaging the replacement staff.

5. Intergovernmental-Related Business Travel

- Councillors, who incur travel costs while in fulfillment of an official capacity with a municipal organization that the City is a member of, are entitled to full recovery of these costs from the Council Business Travel Budget.
- Councillors hold an official capacity with a municipal organization if they have been elected or appointed to the executive, board, section executive, task force, and/or committees.
- The City is currently a member of the following municipal organizations:
 - The Federation of Canadian Municipalities (FCM)
 - The United Cities and Local Governments (UCLG)
 - World Association of Major Metropolis (WAMM)
 - Ontario Good Roads Association (OGRA)
 - International Council for Local Environmental Issues (ICLEI)
 - The Association of Francophone Municipalities of Ontario (AFMO)
- Councillors who incur travel costs associated with attending the FCM Annual Conference are entitled to full recovery of these costs from the Council Business Travel Budget.
- The Mayor, or a Councillor alternate designated by the Mayor, is entitled to full recovery of travel costs incurred while attending meetings and conferences of mayoral membership organizations from the Council Business Travel Budget.
- The Mayor is currently a member of the following mayoral organizations:
 - Large Urban Mayors' Caucus of Ontario (LUMCO)
 - Mayor and Regional Chairs of Ontario (MARCO)
 - The Big Cities Mayors' Caucus (BCMC)
 - The Great Lakes and St. Lawrence Cities Initiative

Appendix 2 – Legislation Guiding Councillor Expenses

Councillor expenses must also comply with the following statutes:

- Municipal Conflict of Interest Act
- Municipal Elections Act, 1996
- The Income Tax Act
- The Employment Standards Act
- Code of Conduct for Members of Council
- Council Code of Conduct Complaint Protocol (*adopted by City Council, July 2007*)
- City of Toronto Fraud Prevention Policy (*adopted by City Council, March 12, 2007*)

Appendix 3 – Forms

Form A – Request for Reimbursement/Payment of Expenses

Form B - Reimbursement of Business Meals/Hospitality Expenses

Form C – Reimbursement – Taxi Expenses

Form D – Request for IT Purchase

Form E – Payment of Telecom Expenses

Form F – Travel Notification

Form G – Staff Request/Changes

Form H – Kilometrage and Parking Expenses



Members of Council
Request for Reimbursement/Payment of Expenses

All requests for reimbursement must include original itemized receipt/invoice identifying date of purchase, goods/services purchased, and cost. Credit card receipts or statements are not acceptable as support for any expenditure. Requests for reimbursement without supporting proof of payment cannot be processed.

All invoices and reimbursements of expenses must be approved by the Member of Council incurring the expense. Stamps and electronic signatures will not be accepted.

Member of Council:
Date:
Vendor/Supplier Name & Address

Description of Expense

Affix receipt in this area
if possible
otherwise
staple to back of form

Cheque Handling Instructions
Pay vendor directly
Return cheque to my office
Reimburse: _____

I certify that the information provided is accurate and authorize payment to the above vendor or individual.
Councillor/Authorizing Signature:
Date:
Print Name:
Phone No.

Table with 5 columns: Cost Centre, GL Acct., Purchase Order No., Certified for Payment, Date. Includes 'TO BE COMPLETED BY CUSTOMER SERVICE REPRESENTATIVE, CITY CLERK'S OFFICE' header and 'Council Services Representative' label.



Members of Council
Reimbursement of Business Meals/Hospitality Expenses

All requests for reimbursement of business meal expenses must include original itemized receipt identifying date, amount, name of attendees and reason for expense. Credit card receipts will not be accepted.

All reimbursements of expenses must be approved by the Member of Council incurring the expense. Stamps and electronic signatures will not be accepted.

<i>Attach receipt here</i>

Reason for Expense	Name of Attendees
<input type="checkbox"/> Business Meeting <input type="checkbox"/> Constituent Meeting <input type="checkbox"/> Other: <i>(specify reason)</i>	

Councillor/Authorizing Signature:	Total Amount Claimed: \$
Print Name:	Date:

TO BE COMPLETED BY CUSTOMER SERVICE REPRESENTATIVE, CITY CLERK'S OFFICE			
Cost Centre	GL Acct.	Authorized for Payment	Date
		Council Services Representative	

All requests for reimbursement must include original receipt identifying date, amount, to and from locations, taxi user and reason for expense.

Reason for Expense

(Check appropriate box)

Attach taxi chit or receipt here

User:

- Business Meeting
- Constituent Meeting
- Ward Visits
- Special Event
- Other:

Attach taxi chit or receipt here

User:

- Business Meeting
- Constituent Meeting
- Ward Visits
- Special Event
- Other:

Attach taxi chit or receipt here

User:

- Business Meeting
- Constituent Meeting
- Ward Visits
- Special Event
- Other:

Councillor/Authorizing Signature:	Total Amount Claimed: \$
Print Name:	Date:

TO BE COMPLETED BY CUSTOMER SERVICE REPRESENTATIVE, CITY CLERK'S OFFICE

Cost Centre	GL Acct.	Purchase Order No.	Certified for Payment	Date
			Council Services Representative	



Form D

Members of Council
Request for IT Purchase

To ensure compliance with corporate standards, all technology purchases must be reviewed by City Clerk's IT Manager prior to purchase.

- Complete form and submit to City Clerk's Office - Information Technology Services Unit, City Hall, 1st Floor, North.
IT will review your request and advise you of the eligibility of your request.
All purchases will be coordinated through your Council Services, Customer Service Representative

Member of Council:
Ward:

IT Request
Purchase Type
Description (include quantity, make, model, specifications)
Hardware, Software, Computer Accessories, Audiovisual Equipment
New, Replacement

Suggested Vendor

Price (excluding tax)
Location of Installation(s):

Councillor/Authorizing Signature:
Date:
Print Name:
Phone No.

To be completed by City Clerk's Information Technology Services Unit

Tracking No.
Date Received
Corporate standard, Non standard item, Approved, Not Approved, VOR, Quote
IT Manager (print name)
Signature
Date

Comments

To be completed by Customer Service Representative, City Clerk's Office

Cost Centre
GL Acct.
CRO/PO No.
Vendor No.
Authorized for Payment
Date
Council Services Representative



**Members of Council
Payment of Telecom Expenses**

All requests for payment/reimbursement must include original invoice. Only provide those pages that detail the amounts being charged. Do not include any of the pages detailing phone numbers called.

Requests for reimbursement without supporting proof of payment cannot be processed.

All invoices and reimbursements of expenses must be approved by the Member of Council incurring the expense. Stamps and electronic signatures are not acceptable.

Member of Council:		Date:
Supplier Name		
Telecom Service: <input type="checkbox"/> Cell Phone <input type="checkbox"/> Blackberry <input type="checkbox"/> Constituency Office Phone Bill	User: <input type="checkbox"/> Councillor <input type="checkbox"/> Staff - _____	
<p>Does the attached invoice contain any charges for personal calls? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<i>This section is to be completed only if you are reimbursing the city for personal calls.</i>		
<input type="checkbox"/> Personal Calls		\$
<input type="checkbox"/> Roaming Charges		\$
Subtotal		\$
GST (5%)		\$
PST (8%)		\$
Total Amount Payable to City		\$
Cheque Handling Instructions	<input type="checkbox"/> Pay vendor directly <input type="checkbox"/> Return cheque to my office <input type="checkbox"/> Reimburse: _____	
<i>I certify that the information provided is accurate and authorize payment to the above vendor or individual.</i>	Authorizing Signature:	Date:
	Print Name:	Phone No.:

TO BE COMPLETED BY CUSTOMER SERVICE REPRESENTATIVE, CITY CLERK'S OFFICE					
Vendor No.			Purchase Order No.		
Cost Centre	GL Acct.	Amount	GST	PST	Total
Authorized for Payment Council Services Designate				Date	

This form is to be completed and submitted to the City Clerk's Office, Council Services at least 10 business days in advance of undertaking any business travel or attending any conference.

Name of Councillor	<input type="checkbox"/> Business Travel <input type="checkbox"/> Office Travel <input type="checkbox"/> Conference/Seminar						
Name of Conference/Seminar	Dates From: _____ To: _____						
Travel Destination	<input type="checkbox"/> Within GTA <input type="checkbox"/> Outside GTA & Within Ontario <input type="checkbox"/> Outside Ontario or Canada						
Purpose							
Council Approval (if applicable)	Committee & Report No. _____ Date _____						
Estimated Travel Costs <i>(Should include GST and all other applicable taxes)</i>							
Cost Centre to be charged: A	<table style="width:100%; border: none;"> <tr> <td style="text-align: center;">Foreign Currency</td> <td style="text-align: center;">Canadian</td> </tr> <tr> <td style="text-align: center;">Exchange Rate</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">1 _____ = _____ CAD</td> <td></td> </tr> </table>	Foreign Currency	Canadian	Exchange Rate	\$	1 _____ = _____ CAD	
Foreign Currency	Canadian						
Exchange Rate	\$						
1 _____ = _____ CAD							
Registration Fees							
Accommodations							
day(s) @ \$ _____ per day incl. taxes Travel: <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Automobile _____ km @ .52 cents/km							
Ground Transportation: <input type="checkbox"/> Taxi(s) <input checked="" type="checkbox"/> Car Rental <input type="checkbox"/> Other _____							
Sundry Expenses:							
day(s) @ \$100.00 CAD/US per day							
Total Estimated Costs:							
Prepayment/Advances requested for the following costs: <input checked="" type="checkbox"/> Registration Fee <input checked="" type="checkbox"/> Travel <input checked="" type="checkbox"/> Accommodations <input checked="" type="checkbox"/> Ground Transportation <input checked="" type="checkbox"/> Sundry Expenses							

I certify that all estimated costs relating to this travel have been included in this form.

Councillor

Date

I have confirmed that approved funds are available for this purpose.

City Clerk

Date



Member of Council		Ward
Employee No. (if applicable)	Last Name	First Name

Personnel Action			Effective Date
<input type="checkbox"/> New Hire	<input type="checkbox"/> Rehire	<input type="checkbox"/> Job Change	
<input type="checkbox"/> Salary Change	<input type="checkbox"/> Status Change	<input type="checkbox"/> Cost Centre Change	

Assignment Details	
Cost Centre	
Job Title & Position No.	
Work Location (for pay stub distribution) City Clerk's Office, Council Services, 2 nd Floor	

Contract Particulars		Employment End Date
<input type="checkbox"/> Full time with Contract	<input type="checkbox"/> Full Time Without Contract	
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part time - hrs per week	

Salary Information			
Current/Starting Salary		Salary Change to	
Salary	Amount	Salary	Amount
<input type="checkbox"/> Annual	\$	<input type="checkbox"/> Annual	\$
<input type="checkbox"/> Hourly	\$	<input type="checkbox"/> Hourly	\$

Authorization	
Council Member's Signature	Date
Comments	

TO BE COMPLETED BY CUSTOMER SERVICE REPRESENTATIVE, CITY CLERK'S OFFICE	
CSR Contact Name	Phone No.
Divisional Authorization	Date

Form H



Members of Council
Kilometrage & Parking Expenses

Councillor:	For the period:
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Date (mm/dd/yyyy)	Kms	Parking Expense	Details						Reason				
			Starting Point			Destination			Business Mtg	Coun. Mtg	General Event	Wind Vests	Other (Specify)
			Home	Office	Other	Home	Office	Other					
Total	0	0.00											

Total Kilometres Travelled	0	x .52 / km	\$0.00
+ Parking Expenses (Attach Receipt(s))			\$0.00
Total			\$0.00

Councillor's Signature:	Date:
Authorized for payment:	Date:

