

July 6, 2010

To: Members of Toronto City Council

From: Ulli S. Watkiss, City Clerk

Re: Notice of Motion 51.1

I have been requested to provide information concerning the staff advice provided to Councillor Rae with regard to the Councillor Expense Policy and the Councillor's event.

In February 2010, my staff met with Councillor Rae and his staff with regard to an event he was planning. In the view of staff, Councillor Rae's event in June is in compliance with the Councillor Expense Policy with regard to the following aspects:

1. *Did the Councillor seek the advice of staff?*

In accordance with the Policy, Section 4.7 Roles and Responsibilities, in February 2010, the Councillor contacted the Director, Council and Support Services to seek advice on the event he was planning.

2. *Is the Event considered a community event?*

Staff advice provided in February was that in order to be eligible for reimbursement under the Councillor Expense Policy, a community event must be open so that all constituents who wish to can participate. Staff referred the Councillor to the list of eligible and ineligible expenses. Councillor Rae's expenditures for his event fall within the list of eligible expenses.

The Councillor Expense Policy does not specify the nature or type of community event that can be held.

3. *Is there a dollar limit to the event?*

The Councillor Expense Policy does not set a limit on the dollar value of a community event.

4. *Is there a requirement on where the event can be held?*

The Councillor Expense Policy does not specify where community events can be held.

The relevant section of the Councillor Expense Policy on Community Expense-Events is included as Attachment 1.

Ulli S. Watkiss
City Clerk

Attachment 1

Excerpt from the Councillor Expense Policy, approved by City Council at its meeting on July 15, 16 and 17, 2008:

**Community
Expense –
Events²**

²*Amended per City Council decision on Integrity Commissioner report titled "Report on Issues Arising Out of Operation of Members Code of Conduct and Complaint Protocol" at its meeting on July 15, 16 and 17, 2008.*

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.

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 July 15, 16 and 17, 2008.

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