

Authority: Government Management Committee Item 30.5,  
as adopted by City of Toronto Council on June 10, 11, 12 and 13, 2014

**CITY OF TORONTO**

**BY-LAW No. 541-2014**

**To amend City of Toronto Municipal Code Chapter 71, Financial Control, by  
amending Schedule A.**

Whereas Council has authorized the amendment of Schedule A of City of Toronto Municipal Code Chapter 71, Financial Control;

The Council of the City of Toronto enacts:

1. Municipal Code Chapter 71, Financial Control, is amended by deleting Schedule A and replacing it with Appendix 1 to this By-law.

Enacted and passed on June 13, 2014.

Frances Nunziata,  
Speaker

Ulli S. Watkiss,  
City Clerk

(Seal of the City)

## **Appendix 1**

### **SCHEDULE A**

In accordance with § 71-14, the following items can be processed without purchase order or a sole source request form:

**1        *Utilities***

- 1.1      Utility usage fees
- 1.2      Television cable usage fees
- 1.3      Internet usage fees
- 1.4      Toll road usage fees

**2        *Training and Education***

- 2.1      Magazine, periodical, Web subscription fees and books purchased from a proprietary vendor including on-line purchases, excluding 3rd party providers
- 2.2      Training through a proprietary vendor including training materials (except where training is arranged or can be arranged through a competitive bid process)

**3        *Refundable Employee Expenses***

- 3.1      Meal allowances for Members of Council and their staff
- 3.2      Hospitality Allowance
- 3.3      Employee Expense Claims - Non Travel

**4        *Conference, Seminars & Business Travel (in accordance with existing City policies and procedures)***

- 4.1      Registration fees
- 4.2      Accommodation Fees
- 4.3      Ground Transportation Fees
- 4.4      Business Kilometrage
- 4.5      Per Diem
- 4.6      Travel Advances

**5        *General Expenses***

- 5.1      Postage, not including 3rd party service charges
- 5.2      Licenses and Recertification
- 5.3      Professional Designation Fees
- 5.4      Payments to non-profit community based organizations and resident associations working with the City on City projects
- 5.5      Grants and Donations
- 5.6      All costs associated with Council approved land purchases, leases, survey records and expropriations or Councillor negotiated leases
- 5.7      Refunds

- 5.8** Legal Settlements
- 5.9** Experts and witnesses for civil actions or administrative hearings
- 5.10** Arbitrators and mediators
- 5.11** Advertising to a specific audience. All advertising services in all mediums including but not limited to print, radio, TV, etc. in order to reach a specific target audience i.e. seniors, adolescents, ethnic groups, industry or business groups, specific neighbourhoods or geographical areas, statutory or special public notices, etc.
- 5.12** Advertising job postings targeting a specific profession through a professional association
- 5.13** Meeting arrangements for public consultation meetings, City hosted conferences, co-hosted events, ceremonies and special events at City owned and non-City owned locations including, but not limited to, charges for equipment, catering and booth rentals, when dictated by venues as to specific vendors to use
- 5.14** Labour negotiation arrangements per the Collective Agreement including hotel accommodations, meeting room rentals, catering and technical services
- 5.15** Specialized performing artists or entertainers for City hosted, supported or Council approved events including audio-visual equipment, specialized displays and technical services and curators integral to such performers or entertainers
- 5.16** Honorarium. Amount not to exceed \$500.00
- 5.17** Entertainment Admission Fees
- 5.18** Emergency Hospital Linen Services
- 5.19** Copyright/Certification Fees

## **6 *Federal, Provincial and Municipal Mandated Programs***

- 6.1** Ontario Works Act - Toronto Employment and Social Services. Delivery of related assistance programs such as funerals, cemetery and burial services, dental program and medical programs administered by Toronto Employment and Social Services.
- 6.2** Doctors providing services at Sexual Health Clinics including contracted and partnership clinics
- 6.3** Medical Services, Assessments and Pharmaceutical Drugs
- 6.4** Contraceptive devices for Toronto Public Health mandated programs
- 6.5** Court Translators / Interpreters / Process Servers
- 6.6** Purchase of supplies and or services from a supplier mandated by the Province or Federal governments i.e.: Technical Service and Standards (TSSA)
- 6.7** Municipal Elections, By-Elections and Referenda

## **7 *Toronto Transit Commission (TTC)***

- 7.1** Tokens
- 7.2** Metro Pass
- 7.3** Use of TTC Vehicles (e.g. buses, subways, streetcars)

## **8 *Petty Cash Replenishment***

**9        *Payments to Past and Current Employees***

All salaries, wages, benefits and grievance payments due to any person in the employ of the City. All retirement allowances and mandatory sick pay grants due to any person previously in the employ of the City. Payments to past employees who attend arbitration hearings on behalf of the City.

**10       *Government Payments***

Payments to Federal, Provincial or other municipal governments for taxes or goods and services that can only be purchased from such entities i.e.: Wedding licenses, Court Services, Vehicle licenses, Statistics Canada, Property Taxes, Land Registry Fees, etc.

**11       *Debt***

**11.1**    All accounts for payment of principal or interest on debentures, loans or overdrafts, foreign exchange in accordance with Council's investment policy and including legal expenses incurred by the issuance of debt in accordance with the City's Financing of Capital Works Policy

**11.2**    Credit rating agencies

**12       *School Board Capital Work***

All accounts for payment to the school boards of amounts raised for them by tax levy

**13       *Agencies and Corporations***

**13.1**    Payments to City Agencies and Corporations and/or their contractors, as determined by the Agency or Corporation, for work performed as part of a capital project subject to the following criteria:

- A.      The work to be performed relates to an approved Capital Project;
- B.      The Agency or Corporation uses an open, competitive bidding process consistent with the City's procurement policies and processes;
- C.      The Agency or Corporation complies with and requires that all vendors comply with the City's
  - (i)      Fair Wage Policy;
  - (ii)     Labour Trades and Contractual Obligations in the Construction Industry Policy; and
  - (iii)    Non -Discrimination Policy; and
- D.      An agreement is entered into with the Agency or Corporation on terms and conditions satisfactory to the Deputy City Managers and City Solicitor

**13.2** Monthly/quarterly operating budget account payments approved by Council for agencies and corporations.

**14** ***Payroll and Pension Deductions and Contributions***

All accounts relating to statutory deductions, as well as employee pension deductions and employer pension contributions in respect of salaries and wages to those persons who are paid by or employed by the City, including those which are payable in respect of any duly authorized registered pension plan on behalf of the respective employee.

**15** ***Capital Projects.***

Charges to or from federal, provincial or municipal government Agencies and Corporations and railways and utility companies for goods and service incidental to an approved capital project provided that the goods and services of the main project shall be subject to the by-law. If directed by the aforementioned entity payment may be issued directly to their vendor.

**16** ***Taxi Services***

**16.1** Metered taxi services excluding administrative fees

**16.2** Metered taxi services for Members of Council and their staff

**17** ***Paid Duty***

Payment to police officers for off duty services performed on behalf of the City of Toronto

**18** ***Council Functions***

**18.1** Council appointed citizen members

**18.2** Payment of costs to hold emergency off-site meetings of City Council, Committees of Council or Agencies and Corporations established and appointed by City Council in City or non-City owned locations, when Council Chamber and Committee Rooms in all city buildings are not available due to unforeseen circumstances, to ensure meeting functionality, accessibility, safety and compliance with legislated requirements or as may be directed by City Council, on an interim basis (including but not limited to meeting locations, alternate off-site facilities, security, audio/visual equipment and operators, modifications to facility accessibility, etc.)

**19** ***Non Union Secondments from an External Organizations***

**20** ***Rents, Leases, Maintenance***

Payments to landlords for rents/leases and facility maintenance outside of regular lease payments for maintenance repairs that are the responsibility of the City as the renter, and the contractors are determined by the landlords for repairs.

**21      *Toronto Water Research Initiatives or Projects***

Payments to post secondary education institutions, other municipalities, government agencies and/or not for profit professional organizations in respect to the funding, participation or procurement of services related to research initiatives or projects which directly contribute to achieving the Goals and Objectives stated in Toronto Water's Business Plan subject to the following criteria:

- A.      The research initiative or project is of a scientific or technical nature utilizing specialized academic or professional expertise at competitive rates;
- B.      Toronto Water's contribution to each research initiative prior project does not exceed a value of \$500,000.00 (exclusive of taxes) per year; and
- C.      An agreement is entered into among all participants involved in the research initiative or project on terms and conditions satisfactory to the City Solicitor.

**22      *Payments to the Toronto and Region Conservation Authority (TRCA)***

Payments to the TRCA for the delivery of approved capital projects, operating programs and partner funded projects provided that:

- A.      The work to be performed relates to waterways, ravines and Lake Ontario waterfront lands;
- B.      The TRCA uses an open, competitive bidding process consistent with the City's procurement policies and processes;
- C.      The TRCA complies with and requires that all vendors comply with the City's
  - (i)      Fair Wage Policy;
  - (ii)     Labour Trades and Contractual Obligations in the Construction Industry Policy; and
  - (iii)    Non -Discrimination Policy; and
- D.      The TRCA undertakes the work on a cost recovery basis; and
- E.      An agreement is entered into with the TRCA on terms and conditions satisfactory to the Deputy City Managers and City Solicitor.

**23        *Transportation Research Initiatives or Projects***

Payments associated with City funding and participating in research initiatives or projects related to road and sidewalk management, transportation safety and operations, as well as permits and applications with post-secondary educational institutions, governmental agencies and/or non-governmental professional organizations, including any procurement of services related thereto subject to meeting the following criteria:

- A.     The research initiative or project directly contributes to achieving the mission of Transportation Services;
- B.     The project participants are post-secondary educational institutions in Canada, other municipalities or governmental entities, and/or non-governmental professional organizations with a transportation-focused mission who can provide objective, qualified and professional expertise;
- C.     The project is of a scientific or technical nature utilizing specialized academic or professional expertise at competitive rates and without a profit margin; Transportation Services' contribution to each research initiative or project does not exceed a value of \$100,000 (before taxes) per year; and
- D.     An agreement be entered into among all participants in the research initiative or project on terms and conditions satisfactory to the City Solicitor.