



City of Toronto
Councillor Office Expense Budget
2010 ACTUALS AND ESTIMATES
Charged to Cost Centre ICG001

Appendix 1

OFFICE OF THE INTEGRITY COMMISSIONER

Cost Element	Cost Element Name	July '09	August '09	September '09	October '09	November '09	December '09	January '10	February '10	March '10	April '10	May '10	June '10	July '09 - June '10
		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Estimates	Totals
Cost		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1015 Full Time Regular Pay		2,086.37	3,002.61	2,572.09	13,485.32	12,979.52	27,517.76	5,203.90	13,057.48	12,946.11	13,140.22	13,266.35	19,446.47	138,704.20
1050 Permanent - Vacation Pay		83.44	120.09	102.87	124.19	103.80	633.33	62.98	160.32	153.64	165.30	172.95	232.13	2,115.04
1740 Employment Insurance		43.74	62.93	53.90	316.59	305.91	463.89	315.20	308.62	306.25	310.39	101.78	82.67	2,671.87
1745 EI Rebate		3.71	5.33	4.57	5.49	4.61	10.85	1.90	4.84	4.64	4.99	5.22	7.01	63.16
1750 Ontario Health Tax		42.39	61.00	62.25	265.46	255.21	543.37	108.53	257.84	255.54	259.56	262.17	383.87	2,747.19
1760 Canada Pension Plan					500.72	500.72	751.08	500.72	500.72	500.72	500.72	160.27		3,915.67
1770 Pension Plan (OMERS)					500.72	500.72	11.69	70.12	181.32	173.77	186.94	212.68	271.77	1,108.29
Total Salaries and Benefits		2,259.65	3,251.96	2,785.68	14,697.77	14,149.77	29,931.97	6,263.35	14,471.14	14,340.67	14,568.12	14,181.42	20,423.92	151,325.42
2010 Stationery							52.77			34.92				87.69
2020 Books & Magazines														-
2040 Photocopy Charges (Internal)														-
2080 Photo Supplies			34.54			186.84	35.67				35.05	(0.01)		292.09
2099 Miscellaneous Office Supplies							44.50							44.50
2790 Presentation Items														12,170.11
4010 Professional Services - Legal		12,123.70		46.41										12,170.11
4118 Tickets & Admission														-
4199 Other Professional & Technical Services		10,446.98	8,300.00	8,100.00	4,500.00									31,346.98
4220 Ground Transportation - Taxis														-
4225 Business Travel - Public Transit														-
4414 Advertising & Promotion					1,948.98									1,948.98
4439 Contracted Services - Security							1,386.00							1,386.00
4472 Computer Hardware Maintenance - RSA Token							100.00							100.00
4515 Rental of Office Equipment							1,254.32	1,254.31	(1,254.31)	413.10	7.37	413.10		2,087.89
4770 Parking														-
4775 Kilometrage														-
4805 Postage														-
4810 Telephone		92.56	92.70	92.49	92.98	91.63	182.53	6.55	95.34	102.00	93.37	92.41	92.40	1,125.96
4811 Cellular Phones														-
4812 Long Distance Phone Calls														-
4820 Business Meetings							205.38							205.38
4822 Receptions & Public Relations							28.08							28.08
6031 Contribution - Insurance Reserve Fund				2,521.74									3,921.74	6,443.48
7025 IDC - Postage & Courier														-
7030 IDC - Printing			10.21											10.21
7035 IDC - Photocopying														-
7070 IDC - Facilities Maintenance Services						1,453.80								1,453.80
Total Office Expenditures		\$ 22,663.24	\$ 8,437.45	\$ 10,760.64	\$ 6,541.96	\$ 1,732.27	\$ 3,289.25	\$ 1,260.86	\$ (1,158.97)	\$ 550.02	\$ 135.79	\$ 505.50	\$ 4,014.14	\$ 58,733.15
Total Monthly Expenditures		\$ 24,922.89	\$ 11,689.41	\$ 13,546.32	\$ 21,239.73	\$ 15,882.04	\$ 33,221.22	\$ 7,524.21	\$ 13,312.17	\$ 14,890.69	\$ 14,703.91	\$ 14,686.92	\$ 24,438.06	\$ 210,057.57

Notes: For 2009, the salary of the Interim Integrity Commissioner was charged to Professional and Technical Services as follows:

July	8,100.00
August	8,300.00
September	8,100.00
October	4,500.00
TOTAL:	28,800.00

Upon the appointment of the Integrity Commissioner, commencing September, 2009, the salary for that position was charged to Salaries and Benefits

An additional 2,546.98 was charged to Professional and Technical Services in July, 2009

**Local Boards within Jurisdiction of the
Toronto Integrity Commissioner as defined in the
*City of Toronto Act, 2006***

Service and Program Operating Boards

- Exhibition Place
- Heritage Toronto
- Hummingbird Centre for the Performing Arts (renamed the Sony Centre)
- Toronto Centre for the Arts
- Toronto Parking Authority
- Toronto Transit Commission
- Toronto Zoo
- St. Lawrence Centre for the Arts
- Yonge-Dundas Square

- Arena Boards (8)
 - George Bell Arena
 - Larry Grossman Forest Hill Memorial Arena
 - Leaside Memorial Community Gardens Arena
 - McCormick Playground Arena
 - Moss Park Arena
 - North Toronto Memorial Arena
 - Ted Reeve Community Arena
 - William H. Bolton Arena

- Association of Community Centres (10)
 - 519 Church Street Community Centre
 - Applegrove Community Complex
 - Cecil Street Community Centre
 - Central Eglinton Community Centre
 - Community Centre 55
 - Eastview Neighbourhood Community Centre
 - Harbourfront Community Centre
 - Ralph Thornton Community Centre
 - Scadding Court Community Centre
 - Swansea Town Hall

- Business Improvement Areas (BIAs) (65)

<ul style="list-style-type: none"> ▪ Albion/ Islington Square BIA ▪ Beaches BIA ▪ Bloor Annex BIA ▪ Bloor by the Park BIA ▪ Bloor Street BIA ▪ Bloor West Village BIA 	<ul style="list-style-type: none"> ▪ Bloorcourt Village BIA ▪ Bloordale Village BIA ▪ Bloor- Yorkville BIA ▪ Chinatown BIA ▪ Church- Wellesley Village BIA ▪ College Promenade BIA
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- Corso Italia BIA
- Danforth Village BIA
- Dovercourt Village BIA
- Downtown Yonge BIA
- Dundas- Bathurst (new)
- Dundas- Ossington(new)
- Dundas West BIA
- Eglinton Hill BIA
- Entertainment District BIA (new)
- Emery Village BIA
- Forest Hill Village BIA
- Fairbank Village BIA (new)
- Gerrard India Bazaar BIA
- Greektown on the Danforth BIA
- Harbord Street BIA
- Hillcrest Village BIA
- Historic Queen East BIA
- Junction Gardens BIA
- Kennedy Road BIA
- Knob Hill Plaza BIA
- Korea Town BIA
- Lakeshore Village BIA
- Liberty Village BIA
- Little Italy BIA
- Long Branch BIA
- Midtown Danforth BIA (new)
- Mimico by the Lake BIA
- Mimico Village BIA
- Mirvish Village BIA
- Mount Dennis BIA
- Old Cabbagetown BIA
- Pape Village BIA
- Parkdale Village BIA
- Queens Quay Harbourfront BIA
- Regal Heights Village BIA
- Riverside BIA
- Roncesvalles Village BIA
- Rosedale Village BIA
- Sheppard East Village BIA
- St. Clair Gardens BIA
- St. Lawrence Market Neighbourhood BIA
- The Danforth
- The Eglinton Way BIA
- The Kingsway BIA
- Upper Village BIA
- Uptown Yonge BIA
- Village of Islington BIA
- West Queen West BIA
- Weston Village BIA
- Wexford Heights BIA
- Wychwood Heights BIA
- Yonge Lawrence Village BIA
- York Eglinton BIA

Financial / Administrative Boards

- Sinking Fund Committee
- Toronto Atmospheric Fund

Quasi-Judicial Boards

- Committee of Adjustment
- Committee of Revision
- Property Standards Committee / Fence Viewers
- Rooming House Licensing Commissioner
- Toronto Licensing Tribunal

Appendix 3: Excerpt from Code of Conduct for Members of Council

- [i] is lobbying or causing the lobbying of any public office holder at the City, a local board (restricted definition) or the board of health;
- [ii] the member knows is intending to lobby, having submitted or intending to submit a registration to the Lobbyist Registrar for approval to communicate on a subject matter; or
- [iii] is maintaining an active lobbyist registration with the City even though not having a current active subject matter registered with the lobbyist registry.

In the case of categories (b), (e), (f), (g), (h) and (i), if the value of the gift or benefit exceeds \$300, or if the total value received from any one source during the course of a calendar year exceeds \$300, the member shall within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Integrity Commissioner.

The disclosure statement must indicate:

1. the nature of the gift or benefit;
2. its source and date of receipt;
3. the circumstances under which it was given or received;
4. its estimated value;
5. what the recipient intends to do with any gift; and
6. whether any gift will at any point be left with the City.

Any disclosure statement will be a matter of public record.

On receiving a disclosure statement, the Integrity Commissioner shall examine it to ascertain whether the receipt of the gift or benefit might, in her or his opinion, create a conflict between a private interest and the public duty of the member. In the event that the Integrity Commissioner makes that preliminary determination, he or she shall call upon the member to justify receipt of the gift or benefit.

Should the Integrity Commissioner determine that receipt was inappropriate, he or she may direct the member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, or forfeit the gift or remit the value of any gift or benefit already consumed to the City.

Except in the case of categories (a), (c), (f) and (i), a member may not accept a gift or benefit worth in excess of \$500 or gifts and benefits from one source during a calendar year worth in excess of \$500.

V. CONFIDENTIAL INFORMATION

Confidential information includes information in the possession of, or received in confidence by the City that the City is either prohibited from disclosing, or is required to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (often referred to as "MFIPPA"), or other legislation. Generally, the

Municipal Freedom of Information and Protection of Privacy Act restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.

The *City of Toronto Act, 2006* allows information that concerns personnel, labour relations, litigation, property acquisitions, the security of the property of the City or a local board, and matters authorized in other legislation, to remain confidential. For the purposes of the *Code of Conduct*, “confidential information” also includes this type of information.

No member shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council to do so.

Nor shall members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation. As one example, no member should directly or indirectly benefit, or aid others to benefit, from knowledge respecting bidding on the sale of City property or assets.

Under the Procedures By-law (passed under section 189 of the *City of Toronto Act, 2006*), a matter that has been discussed at an in-camera (closed) meeting remains confidential. No member shall disclose the content of any such matter, or the substance of deliberations, of the in-camera meeting until the Council or committee discusses the information at a meeting that is open to the public or releases the information to the public.

The following are examples of the types of information that a member of Council must keep confidential:

- items under litigation, negotiation, or personnel matters;
- information that infringes on the rights of others (e.g., sources of complaints where the identity of a complainant is given in confidence);
- price schedules in contract tender or Request For Proposal submissions if so specified;
- information deemed to be “personal information” under the *Municipal Conflict of Interest Act*; and
- statistical data required by law not to be released (e.g. certain census or assessment data).

Members of Council should not access or attempt to gain access to confidential information in the custody of the City unless it is necessary for the performance of their duties and not prohibited by Council policy.

Appendix 4: Excerpt from Code of Conduct for Members of Local Boards (restricted definition)

Any disclosure statement will be a matter of public record.

On receiving a disclosure statement, the Integrity Commissioner shall examine it to ascertain whether the receipt of the gift or benefit might, in her or his opinion, create a conflict between a private interest and the public duty of the member. In the event that the Integrity Commissioner makes that preliminary determination, he or she shall call upon the member to justify receipt of the gift or benefit.

Should the Integrity Commissioner determine that receipt was inappropriate, he or she may direct the member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, or forfeit the gift or remit the value of any gift or benefit already consumed to the City or local board. Except in the case of categories (a), (c), and (f), a member may not accept a gift or benefit worth in excess of \$500 or gifts and benefits from one source during a calendar year worth in excess of \$500.

V. CONFIDENTIAL INFORMATION

Confidential information includes information in the possession of, or received in confidence by a local board that the local board is either prohibited from disclosing, or is required to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (often referred to as “MFIPPA”), or other legislation. Generally, the *Municipal Freedom of Information and Protection of Privacy Act* restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.

The *City of Toronto Act, 2006* allows information that concerns personnel, labour relations, litigation, property acquisitions, the security of the property of the City or a local board, and matters authorized in other legislation, to remain confidential. For the purposes of the *Code of Conduct*, “confidential information” also includes this type of information.

No member shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law, or authorized to do so by the local board or, if applicable, by Council.

Nor shall members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation. As one example, no member should directly or indirectly benefit, or aid others to benefit, from knowledge respecting bidding on the sale of property or assets of the local board or City.

Under the City’s Procedures By-law (passed under section 189 of the *City of Toronto Act, 2006*), or similar provisions of the local board’s procedure by-law, a matter that has been discussed at an in-camera (closed) meeting remains confidential. No member shall disclose the content of any such matter, or the substance of deliberations, of the in-camera meeting until the local board,

committee of the local board or, if applicable, Council or one of its committees discusses the information at a meeting that is open to the public or releases the information to the public.

The following are examples of the types of information that a member must keep confidential:

- items under litigation, negotiation, or personnel matters;
- information that infringes on the rights of others (e.g., sources of complaints where the identity of a complainant is given in confidence);
- price schedules in contract tender or Request For Proposal submissions if so specified;
- information deemed to be “personal information” under the *Municipal Conflict of Interest Act*; and
- statistical data required by law not to be released (e.g. certain census or assessment data).

Members should not access or attempt to gain access to confidential information in the custody of the local board or City unless it is necessary for the performance of their duties and not prohibited by the local board or Council policy.

VI. USE OF BOARD AND CITY PROPERTY, SERVICES AND OTHER RESOURCES

No member should use, or permit the use of local board or City land, facilities, equipment, supplies, services, staff or other resources (for example, local board or City-owned materials, websites, local board and City transportation delivery services and any members expense budgets) for activities other than the business of the local board or the City; nor should any member obtain personal financial gain from the use or sale of local board or City-developed intellectual property (for example, inventions, creative writings and drawings), computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the local board or City.

VII. ELECTION CAMPAIGN WORK

No member shall use the facilities, equipment, supplies, services or other resources of the local board or the City (including the local board’s newsletters and websites linked through the local board’s or City’s website) for any election campaign or campaign-related activities. No member shall undertake campaign-related activities on local board or City property unless permitted by City policy (e.g., all candidates meetings). No member shall use the services of persons for election-related purposes during the hours in which those persons receive any compensation from the local board or the City.

VIII. IMPROPER USE OF INFLUENCE

No member shall use the influence of her or his office for any purpose other than for the exercise of her or his official duties as a member of the local board.

Appendix 5: Excerpt from Code of Conduct for Members of Adjudicative Boards

[ii] the member knows is intending to lobby, having submitted or intending to submit a registration to the Lobbyist Registrar for approval to communicate on a subject matter; or

[iii] is maintaining an active lobbyist registration with the City even though not having a current active subject matter registered with the lobbyist registry.

In the case of categories (b) (d) (e) and (f), if the value of the gift or benefit exceeds \$300, or if the total value received from any one source during the course of a calendar year exceeds \$300, the member shall within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Integrity Commissioner.

The disclosure statement must indicate:

1. the nature of the gift or benefit;
2. its source and date of receipt;
3. the circumstances under which it was given or received;
4. its estimated value;
5. what the recipient intends to do with any gift; and
6. whether any gift will at any point be left with the City or the adjudicative board..

Any disclosure statement will be a matter of public record.

On receiving a disclosure statement, the Integrity Commissioner shall examine it to ascertain whether the receipt of the gift or benefit might, in her or his opinion, create a conflict between a private interest and the public duty of the member. In the event that the Integrity Commissioner makes that preliminary determination, he or she shall call upon the member to justify receipt of the gift or benefit.

Should the Integrity Commissioner determine that receipt was inappropriate, he or she may direct the member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, or forfeit the gift or remit the value of any gift or benefit already consumed to the City or adjudicative board.

Except in the case of categories (a) and (d) a member may not accept a gift or benefit worth in excess of \$500 or gifts and benefits from one source during a calendar year worth in excess of \$500.

V. CONFIDENTIAL INFORMATION

Confidential information includes information in the possession of, or received in confidence by an adjudicative board that the adjudicative board is either prohibited from disclosing, or is required to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (often referred to as "MFIPPA"), or other legislation such as the board's procedure by-law or the *Statutory Powers Procedure Act*.

Generally, the *Municipal Freedom of Information and Protection of Privacy Act* restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.

The *City of Toronto Act, 2006* allows information that concerns personnel, labour relations, litigation, property acquisitions, the security of the property of the City or a local board, and matters authorized in other legislation, to remain confidential. For the purposes of the *Code of Conduct*, “confidential information” also includes this type of information.

No member shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law, or authorized to do so by the adjudicative board or, if applicable, by Council.

Nor shall members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation, either directly or indirectly.

Under the City’s Procedures By-law (passed under section 189 of the *City of Toronto Act, 2006*), or similar provisions of the adjudicative board’s procedure by-law and subject to applicable legislation governing the procedures of the adjudicative board, a matter that has been discussed at an in-camera (closed) meeting remains confidential. No member shall disclose the content of any such matter or the substance of deliberations of the in-camera meeting until the adjudicative board, or if applicable, Council or one of its committees discusses the information at a meeting that is open to the public or releases the information to the public.

The following are examples of the types of information that a member must keep confidential:

- items under litigation, negotiation, or personnel matters;
- information that infringes on the rights of others (e.g., sources of complaints where the identity of a complainant is given in confidence);
- price schedules in contract tender or Request For Proposal submissions if so specified;
- information deemed to be “personal information” under the *Municipal Conflict of Interest Act*; and
- statistical data required by law not to be released (e.g. certain census or assessment data).

Appendix 6: Excerpt from Code of Conduct for Members of Adjudicative Boards

“child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;

“parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child; and

“spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

II. APPLICATION

This Code of Conduct applies to members of adjudicative boards of the City of Toronto.

The current adjudicative boards are as follows:

- Committee of Adjustment;
- Committee of Revision;
- Property Standards Committee / Fence Viewers;
- Toronto Licensing Tribunal.

Members of Council are bound by the *Code of Conduct for Members of Council*. However, when a Member of Council is acting in her or his capacity as a member of an adjudicative board, the Member of Council is also bound by the provisions of this Code that are specific to the requirements of an adjudicative board.

III. STATUTORY PROVISIONS REGULATING CONDUCT

This *Code of Conduct* operates along with and as a supplement to the existing statutes governing the conduct of members of adjudicative boards. The provincial legislation that governs the conduct of members of adjudicative boards includes, but is not limited to the following:

- the *City of Toronto Act, 2006* and, where applicable, Chapter 27, Council Procedures, of the Municipal Code (the Council Procedures By-law) passed under section 189 of that Act;
- the *Municipal Conflict of Interest Act*;
- the *Municipal Freedom of Information and Protection of Privacy Act*; and
- the *Statutory Powers Procedure Act*.

The *Criminal Code* of Canada also governs the conduct of members.