

Attachment 1

Councillor Expense Policy

*City Clerk's Office
April 2011*

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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 expense	Expenses that the City will reimburse or pay for.
Business hospitality expense	Breakfast, lunch, dinner and reception expenses that Councillors incur while hosting a third party.
Business meeting expense	Coffee, tea, juice, cookies and light snacks catered for meetings at City Hall or other venues.
City Clerk	The City Clerk or delegate.
Constituency office	Any office 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 to meetings for Councillors who fulfill an official capacity with a municipal organization of which the City is a member, such as the Federation of Canadian Municipalities.
Council General Expense Budget	Centralized funding in the Council budget that pays for centralized resources and support to Councillors.
Councillor Office Expense Budget	Annual discretionary budget allocated to each Councillor for the operations of their office, governed by the Councillor Expense Policy.
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	The Director or other 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 expense	Expense that the City will not reimburse or pay for.
Information Production Unit	Refers to the Information Production Unit of the City Clerk's Office responsible for printing, photocopying, mail and courier.
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 City's financial system (SAP).
Kilometrage	Set rate per kilometre travelled when personal vehicles are used for work-related purposes. This rate shall be set annually as the reasonable rate established by the Canada Revenue Agency (CRA) under section 7306 of the Income Tax Regulations, C.R.C., c.945 to ensure that the expense reimbursed is non-taxable income to the Councillor or the employee.
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.
PCard	City purchasing card issued to Councillor staff for booking hotel, transportation, conference registration and for the purchase of low-value materials and supplies.
Per diem	A specific amount of money provided on a daily basis to cover expenses such as meals, personal telephone calls, entertainment and other personal expenses during a work-related trip.
PPEB	The Pension, Payroll & Employee Benefits Division.
Program Budget	Capital or operating budget of a City division, agency or corporation.
Protocol Unit	The Protocol Unit of the City Clerk's Office, led by the Chief of Protocol.
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 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

Arms-length organization or individual who is not a City employee, an employee of a City of Toronto agency or corporation, another Member of Council or their staff, consultant, volunteer or student retained/engaged in City interests.

2 Introduction

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

2.1 *Council General Expense Budget*

- To fund centralized support and resources 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 salary 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 until the end of the 2010-2014 term on November 30, 2014. Beginning with the new term of Council on December 1, 2014, this will no longer be permitted.
- 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.
- 2011 level is set at \$30,000 per year.
- Councillors must not exceed their annual Office Expense Budget limit, whether using City funds or personal funds. If they exceed the Office Expense Budget limit using City funds, they must repay the City using personal funds. The City Clerk will report to the Integrity Commissioner the names of those Councillors who exceed the Office Expense Budget limit.
- Kilometrage, parking, wireless devices, business meals, donations to community organizations, home office expenses, car rentals and training paid for using personal funds do not require reporting to the City Clerk and will not be counted towards the \$30,000 limit.
- Community expense – event tickets paid for exclusively using personal funds do not require reporting to the City Clerk and will not be counted towards the \$30,000 limit.
- Councillors cannot transfer office budgets between years.

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

2.4 Program Budget

Certain expenses are program expenses and are paid for by Program Budgets, including but not limited to City Hall and civic centre office facilities maintenance, custodial, operations, state of good repair, City Hall and civic centre security, IT network and infrastructure support and Councillors' IT desktop and application support. Appendix 1 describes some of the centralized resources paid for by Program Budgets.

3 Guiding Legislation and By-laws

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, 2006* 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.

Code of Conduct and Lobbying By-law

- Councillors are reminded that a breach of the Councillor Expense Policy is considered a breach of the Code of Conduct.
- The Councillor Expense Policy should be read in conjunction with the Code of Conduct, including but not limited to section IV) Gifts and Benefits and section XV) Failure to Adhere to Council Policies and Procedures. See Appendix 2.
- Councillors should also ensure that the Lobbying By-law and the Council-approved Policy on Donations to Council Member-Organized Community Events are complied with in all their transactions under this policy. See Appendix 3.
- Councillors should consult with the Integrity Commissioner or the Lobbyist Registrar about the potential impact of any expense transaction on their compliance with the Code of Conduct and the Lobbying By-law.
- If the Integrity Commissioner has provided any advice to a Councillor and there is a subsequent Code of Conduct complaint on the matter, the Integrity

Commissioner will be bound by the advice that has been provided, as long as all relevant facts have been provided by the Councillor.

- The role of the Councillor as a Member of Council and their role as an individual and a business operative must be kept separate and distinct.

Municipal Elections Act, 1996

- Councillors should be aware of the requirements of the *Municipal Elections Act, 1996*, especially with regard to the requirements of campaign financing.
- The role of the Councillor as a Member of Council and their role as a candidate in an election campaign must be kept separate and distinct.

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.
- 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 Councillor expenses that:

- Fall within the general categories of expenditures that this policy outlines.
- Are within the limits that City Council has set for its Members.
- Are non-partisan or personal in nature.
- Are not third-party expenses.
- Do not support or feature any candidate in any municipal, provincial, federal election or by-election, or promote consent or rejection of a question that has been submitted to electors in a referendum.

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 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.

The policy does not apply to expenses funded by City programs, agencies and corporations.

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 Office of the Councillor 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.

f. 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 the *Municipal Elections Act, 1996* 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 purchase goods and services and the purchasing procedures related to purchases of different values. 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 services.

The following sets out whether quotations are required:

\$3,000 and lower:	Documented quotations are not required but due diligence must be exercised to ensure purchase reflects fair market value. Will not be considered as a sole source for reporting purposes. Councillors should purchase from the City's stationery supplier or City stores where the items are available.
More than \$3,000 to \$10,000:	3 quotations required (documented verbal, fax, phone, internet, newspaper advertisements, flyers).
More than \$10,000 to \$30,000:	3 written quotes required, either by letter, e-mail or fax.
More than \$30,000 over multiple years:	Formal purchasing process and requires working with the Director, Council and Support Services to initiate and process the purchase.

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 request form must be prepared. The Director, Council and Support Services will provide assistance in preparing the appropriate documentation, including the sole source request form. Councillors must provide specific valid reasons when choosing to use only one particular vendor.

For the 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 Purchase Form (Form D). All IT equipment connected to the City's network must comply with corporate standards and security requirements and all such purchases must be done through City Clerk's Office IT staff.

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 and Parking and Transportation - Taxi*.
- 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 allowable 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 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 HST Registration Number.
- Equipment purchased with City funds is considered City property and must be returned to the City at the end of the term or earlier if the Councillor leaves office.
- Councillors or their authorized staff must sign off all receipts or invoices with original signatures. Documentation with signature stamps or electronic signatures will not be accepted.

- Delegation of signing authority to staff must be documented using the Delegation of Signing Authority Form (Form L) with original 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 accrual can be set up. Invoices from previous years that have not been set up as accruals will not be paid or reimbursed from the previous year's budget. Payment may be made against the current year's budget.
- In cases where an invoice for a prior year expense is submitted to the Director, Council and Support Services for payment, it must be accompanied by an explanation on why the expense was not set up as a prior year accrual. The invoice will be paid from the current year budget under the condition that there were sufficient funds in the prior year budget to cover this expense had the invoice been submitted in the proper calendar year.
- The City of Toronto can claim 100% of GST, and 78% of the 8% Ontario part of HST. The total tax rebate is equal to 11.24% of the 13% HST. The non-refundable portion of 1.76% of the HST will be included in the amount charged to the Councillors' Office Expense Budgets.
- Summaries of expenses paid and budget remaining in the Councillor's Office Expense Budget are provided to Councillors at least on a monthly basis. If there are any discrepancies or disagreement, Councillors must advise the Director, Council and Support Services immediately.
- Councillors may from time to time receive reimbursement or arrange payment of expenses from their Office Expense Budget and wish to use personal funds for these expenses instead. Councillors can reimburse the City for these expenses.
 - If the repayment occurs within the same financial year, the repaid funds will be credited back to the Councillor's Office Expense Budget.
 - If the repaid expense is an office and not a personal expense, the repaid amount will be considered Use of Personal Funds for office expenses. Office expenditures, whether using personal funds or City funds, cannot exceed \$30,000.
 - If the repayment occurs for a prior year expense, the repaid funds will be credited to the Council General Expense Budget.

c. Payment Procedures

- Expenses less than \$200 will be reimbursed through petty cash.
- City PCards, available through the Corporate PCard program, can be used by Councillors' staff for booking hotel, transportation, conference registration and for the purchase of low-value materials and supplies. Councillors' staff who use PCards must follow the procedures and guidelines, as set out on the Accounting Services website:
http://insideto.toronto.ca/finance/accounting_services/pcard.htm. Compliance with the corporate procedures and guidelines is required. Failure to abide by the required procedures and guidelines may result in the cancellation of the PCard.
- For reimbursement or payment of expenses, Councillors and Councillors' staff should use Form A - Request for Reimbursement/Payment of Expenses Form, included in Appendix 4.
- For reimbursement or payment of hospitality expenses, Councillors and Councillors' staff should use Form B - Request for Reimbursement of Hospitality Expenses, included in Appendix 4.
- For reimbursement or payment of taxi expenses, Councillors and Councillors' staff should use Form C - Reimbursement – Taxi Expenses, included in Appendix 4.
- For reimbursement or payment of IT purchases, Councillors and Councillors' staff should use Form D - Request for IT Purchase, included in Appendix 4.
- For reimbursement or payment of telephone/wireless expenses, Councillors and Councillors' staff should use Form E - Payment of Telecom Expenses, included in Appendix 4.
- For notification of travel, Councillors should use Form F – Notification of Travel, included in Appendix 4.
- For expense claims after business travel, Councillors should use Form G – Travel Expense Claim, included in Appendix 4.
- To hire staff or change existing staff status such as salary, job title, etc., Councillors should use Form H - Staff Request/Change form, included in Appendix 4.
- For kilometrage and parking expense reimbursements, Councillors and Councillors' staff should use Form I - Kilometrage and Parking Expenses, included in Appendix 4.
- To authorize City staff to assist in managing your wireless account, please use Form J – Wireless Account Administration Authorization Form, included in Appendix 4.
- To report gifts and donations to a community event, please use Form K – Donor Declaration Form, included in Appendix 4.
- To authorize staff to initiate payment or reimbursement of expenses from your Office Expense Budget, please use Form L – Delegation of Signing Authority Form, included in Appendix 4.

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.
- Review the detailed invoices that will be posted on the internet as part of Councillor Expenses disclosure and advise the Director, Council and Support Services promptly if they have any issues or concerns with the information that is being posted.

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.

- Redact all personal and other exempted information governed by the *Municipal Freedom of Information and Protection of Privacy Act* (MFFIPA) from the detailed Councillor expenses prior to the disclosure of Councillor expenses on the internet.

4.6 Using Personal Funds, Furniture and Equipment

- 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 expenses is \$30,000. 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 \$30,000.
- Councillors who pay for office expenses with personal funds are subject to the same accountability mechanisms and must file all receipts with the Director, Council and Support Services on a monthly basis with the exception of kilometrage, parking, wireless devices, business meals, donations to community organizations, home office expenses, car rentals, training expenses, and event tickets paid for exclusively with personal funds.
- Councillors who pay for office expenses with personal funds must disclose these expenses in the same manner as office expenditures using City funds. The City Clerk will report these expenses at least quarterly and in the annual Report on Remuneration and Expenses for Members of Council.
- Councillors may bring personal furniture and equipment to use in their City Hall or constituency offices.
- Councillors' personal IT or telecommunications equipment cannot be connected to the City's network unless it has been reviewed by City Clerk's IT staff and confirmed as compliant with City standards and security requirements.
- Councillors who bring personal furniture or equipment to use at City Hall or constituency offices must advise the Director, Council and Support Services so that these items are inventoried separately from City owned furniture and equipment.
- Councillors' personal furniture and equipment are not covered by the City's property insurance policy.
- Councillors are responsible for the maintenance of their personal furniture and equipment at City Hall and constituency offices.
- Councillors are responsible for the cost of moving their personal furniture and equipment to and from their City Hall and constituency office.

4.7 Councillor Expenses during an Election Year

Please also refer to "Interim Policy on Use of Corporate Resources during an Election Period" for limitations on City staff, resources and facilities during an election period.

- Under the *Municipal Elections Act, 1996*, the City of Toronto cannot provide a subsidy to any candidate in a municipal election campaign. Therefore, special conditions for expenses for Councillors apply during an election year.
- An election year begins on nomination day (first Monday in January of an election year) and ends with the end of Council term on November 30 of an election year.
- Councillors will not be allowed to use the Office Expense Budget for advertising, newsletters, flyers, community expenses and community events after **August 1** of an election year until the day after Election Day, except for communications to constituents on Committee, Community Council and Council matters or emergency situations.
- The guidelines apply to all Members of Council, whether they are seeking re-election, acclaimed to the office, or not seeking re-election. Additional policies apply to Councillors who are not seeking re-election or who are not returning to office after the election.

a. General

- The Office Expense Budget for Councillors for the period January 1 to Election Day in a municipal election year is restricted to 11/12th of the approved Office Expense Budget with the provision that subsequent to election day:
 - new Councillors are 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.
- Once a Councillor has filed nomination papers, the Councillor will no longer be eligible to receive donations for their community events, per the Council-approved policy regarding donations to Council Member-Organized Community Events. [Adopted by City Council at its meeting of July 15, 16 and 17, 2008, EX22.6, recommendation 12 -- see Appendix 3]

b. Specific Limitations

- Once a Councillor has announced that they are not seeking re-election and plan to retire from office at the end of term, the Councillor will not be permitted to:
 - Increase the salary of their staff.
 - Buy furniture and equipment for the office.
 - Attend conferences, seminars or undertake business travel.

- After August 1 of an election year and until Election Day, no Councillor will be permitted to:
 - Place any advertisement in newspapers, magazines, other publications or websites that have a publication date after August 1 of an election year, even though the ad placement itself may be made prior to August 1.
 - Organize any community events in their wards, including movie nights, picnics, environment days, community celebrations, BBQs etc.
 - Update their existing personal Councillor website using external resources, distribute electronic newsletters, post YouTube videos, or create Facebook accounts or use other social media tools.
 - Pay for any new domain name for websites or pay for any web design services.
 - Conduct or authorize any automated phone campaigns, such as robocall or any similar automated virtual townhalls.
 - Print and distribute any newsletter to constituents.
 - Print and distribute any flyers to constituents, except in the case of emergencies.
 - Order any new stationery, including business cards, envelopes or letterhead for their office in large quantities.
 - Order new furniture or purchase office equipment, including computers or other computer accessories.
 - Attend any conferences or seminars other than those held by an inter-governmental organization such as FCM as a Board or Committee member (refer to General Travel Budget and guidelines in Appendix 1).
 - Purchase any gifts or promotional items for constituents, including greeting cards.
 - Purchase any tickets for community events or functions.
 - Order any congratulatory scrolls from the Protocol Unit.
- After Election Day, a Councillor not returning to Council will not be permitted to:
 - Increase the salary of their staff.
 - Buy furniture and equipment for their office.
 - Attend conferences, seminars and undertake business travel.
 - Incur community expenses, including purchasing tickets to events.
 - Organize community events other than community meetings for specific time-sensitive emergencies.
 - Order office stationery, business cards, holiday cards.
 - Purchase promotional gifts and premiums.

4.8 Review Process

- Councillors are responsible for authorizing all expenditures from their Office Expense Budget.
- 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.
- The City Clerk and Councillors may consult with the Integrity Commissioner for guidance with respect to individual Councillor expenses or any interpretation on the application of this 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 report will include Councillor expenses in the Expenditure Categories as outlined in Section 5.
- The City Clerk will publish Councillors' expenses, including year-to-date expenditure details, on the City's website within a maximum of 30 days after 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.
- The City Clerk will publish Councillor travel reports on the internet. Personal and exempted information governed by MFIPPA will be 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 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 alone 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).

Expenditure Category Guidelines

In order to help Councillors fulfill the spirit and the intent of the Councillor Expense Policy, the following are suggested guidelines for maximum spending limits for different expenditure categories.

- Councillors are encouraged to not exceed the limit for each category but have full flexibility in determining how the Office Expense Budget should be used to meet the requirements of their wards.
- Councillors should prioritize their spending amongst the different expenditure categories so as to not exceed the maximum of \$30,000 in their Office Expense Budget.
- Councillors should note that individual limits and conditions that exist for each expense type must be complied with, including but not limited to Community Expense – Event Tickets, Newsletters and Flyers, and Travel – Conference, Seminars and Business Travel.

The Director, Council and Support Services will report on the expenditures in each expenditure category in the Annual Report on Remuneration and Expenses for Members of Council.

Expenditure Category	Allowable Expenses	Guidelines re Limit Per Category
Communications	<ul style="list-style-type: none"> • Advertising and Promotions • Colour Printer Output • Newsletters and Flyers • Photocopying • Postage and Courier Services • Printing Services • Websites and Social Media Tools 	\$10,000
Office Operations	<ul style="list-style-type: none"> • Cable Television • Computer Hardware, Software and Accessories • Constituency Office Expenses • Internet Services • Office Decorations • Office Equipment • Office Furniture • Office Supplies • Photographic Supplies and Services • Professional and Contracted Services • Telephone/Fax • Wireless Products and Services 	\$10,000
Local Transportation	<ul style="list-style-type: none"> • Transportation – Highway Tolls • Transportation – Kilometrage and Parking • Transportation – Metropasses, TTC tickets or tokens • Transportation – Taxi 	\$2,000
Representation	<ul style="list-style-type: none"> • Business Hospitality Expenses • Business Meeting Expenses • Community Expense – Event Tickets • Community Expense – Events • Community Expense – Gifts and Promotions • Memberships 	\$10,000
Research	<ul style="list-style-type: none"> • Books and Magazines • Consulting Services • Legal Fees • Newspaper and Magazine Subscriptions 	\$5,000
Travel outside of GTA	<ul style="list-style-type: none"> • Travel – Conferences, Seminars and Business Trips 	\$3,000
Miscellaneous	<ul style="list-style-type: none"> • Staff – Salary Overage 	\$3,000

Expense types are listed alphabetically for ease of reference.

Expense Type	Detail
Advertising and 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, including print, radio, television, outdoor and online.• Advertising that supplements advertisements that City divisions place to promote specific programs, including but not limited to Environment Days, specific events, park opening.• Design and production costs for the advertising. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none">• Greeting and congratulatory advertisements for various occasions, including but not limited to Canada Day, multicultural celebrations.• Advertising placed by a Councillor which is published after August 1 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 or promotes consent or rejection of a question which has been submitted to electors in a referendum. <p><i>Other information about advertising and promotion:</i></p> <ul style="list-style-type: none">• For payment of advertising, 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 and 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.• Lifestyle and entertainment magazines. <p><i>Conditions:</i></p> <ul style="list-style-type: none">• Name of publication must be included on the invoice. <p><i>Form:</i></p>

Expense Type	Detail
Business Hospitality Expenses	<ul style="list-style-type: none"> • Form A - Request for Reimbursement/Payment of 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. <p><i>Ineligible Expense</i></p> <ul style="list-style-type: none"> • Entertainment expenses • Expenses for open houses and hospitality functions at City Hall or civic centres primarily for Councillors, Councillor staff or City staff. • Alcohol consumed or purchased for meals or receptions. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors must identify the business purpose for the expense. • If a Councillor hosts a business meal for a visiting delegation, the name of the delegation, the date and purpose of the visit, the number of attendees and the name of the delegation organizer must be included. Names of delegation members should be included, if available. <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 business meal, except for large delegations. • Date and purpose of meeting.
Business Meeting Expense	<p><i>Form:</i></p> <ul style="list-style-type: none"> • Form B - Request for Reimbursement of Hospitality Expenses <p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • 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. <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 the business purpose for the meeting.

Expense Type	Detail
	<ul style="list-style-type: none"> • Meeting can be held at any facility the Councillor feels is suitable for the nature of their meeting, but cannot be at an eating establishment. • Attendees can be Councillors' staff, other Councillors, City employees, employees of City agencies or corporations and external parties. • Councillors must provide: <ul style="list-style-type: none"> – Original itemized receipt. – Name of participants or group attending the meeting. – Date of meeting. <p><i>Form:</i></p> <ul style="list-style-type: none"> • Form B – Request for Reimbursement of Hospitality Expenses
<p>Cable Television</p>	<p>Cable television for constituency offices on private property will be an allowable expense until the end of the 2010-2014 term (November 30, 2014) for those Councillors who have constituency office leases on private property on the day City Council approves the revised Councillor Expense Policy. Cable television for constituency offices on private property will not be an allowable expense beginning December 1, 2014.</p> <p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Monthly fee for basic cable and news channels for constituency office. If the constituency office is located on private property, only until November 30, 2014. • Installation charge for cable connection at constituency office. • Cable equipment purchase or rental for constituency office. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • 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. • Cable fee for constituency office on private property, beginning December 1, 2014. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors must demonstrate a business requirement for specific cable programming package. <p><i>Other information about cable television:</i></p> <ul style="list-style-type: none"> • Cable connection at City Hall and civic centres is provided from City centralized resources. • Requests for cable connection at City Hall or civic centres must be made through the City's Audio-Visual Unit, Facilities Management Division.

Expense Type	Detail
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- Requests for cable connection at a constituency office on private property 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 an original invoice detailing date and nature of the job.
- Council and Support Services will provide details of the colour printer usage with the monthly expense reports.
- Councillors and their staff should not use the colour printer for personal purposes. In the rare occasion that the Councillors and their staff used the colour printer for personal purposes, they must reimburse the City for such personal usage.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Community Expense – Event Tickets

Eligible Expense:

- Two tickets per charitable event, up to \$100 per ticket and up to a maximum of \$600 each year. Can include payment for farewell events for staff in divisions, agencies and corporations.
- Participation fee for charitable or fund-raising events such as community golf tournaments, walkathons organized by non-profit organizations, etc., up to a maximum of \$100 per event and up to \$300 each year.

Ineligible Expense:

- Entertainment events such as theatre shows, musical performances or other concerts.
- Fundraising events organized by City staff.
- Charity golf tournaments organized by City divisions, agencies, corporations and lobbyists.
- Raffle tickets, silent auctions, table prize tickets at events.

Conditions:

- For charitable events or dinners, event organizers must make out charitable receipts to the City of Toronto, where applicable.
- Councillor staff can attend events with the Councillor or on their own.
- Councillors must provide a copy of the event notice or flyer requesting the Councillor's attendance as well as the order form and ticket.
- If the event ticket costs more than \$100, Councillors are permitted to use their personal funds to pay for the balance of the cost of the ticket or participation. The total ticket price will be disclosed as an office expense paid for by City funds and personal funds, and will be counted towards the Office Expense Budget limit of \$30,000.
- Event tickets cannot be provided to organizations or groups as table prizes or raffle prizes.
- Councillors who purchase event tickets using exclusively personal funds do not need to report these to the Director, Council and Support Services.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

**Community
Expense –
Events¹**

¹Amended 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.
- Off-duty police officers and security.
- Basic equipment rental including chairs, tables, sound systems, a/v equipment.
- Purchases from Protocol Unit's gift inventory.

Ineligible Expense:

- Performers and costume rentals.
- Temporary staff.
- Uniforms.
- Equipment rental other than chairs, tables, sound systems, a/v equipment.
- Payment to City staff to organize event.
- Event costs for an event organized entirely by a third party with no direct Councillor participation.
- Events, the primary purpose of which is a farewell, or a celebration of the Councillor's term or year or to celebrate a milestone occasion are not permitted.
- Giveaways or table prizes, including fridge magnets, souvenir T-shirts, water bottles, pens, pins, etc. that are not purchased from

the Protocol Unit's gift inventory.

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 Council Member-Organized Community Events [Adopted by City Council at its meeting of July 15, 16 and 17, 2008, EX22.6, recommendation 12 -- see Appendix 3]. No donations can be received from a lobbyist.
- No community events are allowed after August 1 of an election year. Refer to Section 4.7.

Other information about events:

- Councillors must provide an original detailed invoice from the vendor, including the 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 Expense Budget.
- Donations received for community events and expenditures funded by donations are subject to the same disclosure requirements as expenses funded by the Office Expense Budget.

Form:

- Form A - Request for Reimbursement/Payment of Expenses
- Form K - Donor Declaration Form

Community Expense – Gifts and Promotions

Eligible Expense:

- Payment for gifts from the Protocol Unit's gift inventory for community groups, visitors, community events or other purposes.
- Purchase of wreaths for local Remembrance Day events.

Ineligible Expense:

- Promotional items, including but not limited to fridge magnets, souvenir T-shirts, promotional chocolates, pens, pins, not purchased from the Protocol Unit's gift inventory.
- Gift baskets / flowers for constituents for special occasions.
- Table prizes for local community groups that are not gifts from the

Expense Type	Detail
	<p>Protocol Unit gift inventory.</p> <ul style="list-style-type: none"> • Gifts for Council staff or other employees of the City, agencies and corporations. • In memoriam gifts for constituents, such as trees and floral tributes. • Plaques for constituents. • Awards and scholarships for constituents. • Refreshments for community organization events not co-organized with the Councillor. <p><i>Other information about gifts and promotions:</i></p> <ul style="list-style-type: none"> • The Protocol Unit provides each Councillor with 500 City of Toronto pins at no charge each year. • The Protocol Unit charges Councillors directly for the cost of other gifts from the gift inventory. • Councillors who purchase gifts and promotional items using personal funds must report them to the Director, Council and Support Services. These expenses will be counted towards the \$30,000 limit and will be disclosed on the internet as part of the Councillor's expenses. <p><i>Form:</i></p> <ul style="list-style-type: none"> • Form A - Request for Reimbursement/Payment of Expenses
<p>Computer Hardware, Software and 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. • Any USB keys not issued by Corporate I&T. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • All hardware, software and peripherals must comply with corporate standards. • Councillors' Offices must follow the Council IT procurement process by first checking with the Director, Council and Support Services. • Councillors' Offices 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

Expense Type	Detail
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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 IT 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 token fees annually through inter-divisional charges (IDCs).

Form:

- Form D - Request for IT Purchase

Constituency Office Expenses

Constituency office expenses for constituency offices on private property will be an allowable expense until the end of the 2010-2014 term (November 30, 2014) for those Councillors who have constituency office leases on private property on the day City Council approves the revised Councillor Expense Policy. Constituency office expenses for constituency offices on private property will not be an allowable expense beginning December 1, 2014.

Eligible Expense:

- Rental for space.
- Telephone and IT charges in addition to the base provided.
- Renovation/tenant improvement costs related to effective office operations or for health and safety reasons.
- Furniture costs.
- Moving costs.

The following expenses are grandfathered as eligible expenses until the end of the 2010-2014 term (November 30, 2014) for those Councillors who have constituency office leases on private property on the day City council approves the revised Councillor Expense Policy:

- Rental for space
- Property tax for space.
- Telephone and IT charges.
- Utilities / operating and maintenance costs.
- Security.
- Insurance.
- Custodial / cleaning charges.
- Signage fees.
- Cable television and internet costs.
- Furniture costs.

- Office decorations.
- Moving costs.
- Renovation/tenant improvement costs related to effective office operations or for health and safety reasons.

Ineligible Expense:

- Constituency office expenses for an office located on private property beginning December 1, 2014.
- Landscaping and aesthetic improvement costs.
- Expenses related to a home office, including but not limited to telephones, internet or other expenses, as well as residential home expenses, including property tax, mortgage or rent for home, home maintenance fees, home utilities, home cleaning fees.

Conditions:

- Space can be rented at Toronto City Hall, a civic centre, if available, as well as other City, agency or corporation space, including but not limited to libraries and community centres.
- No constituency office lease on private property will be permitted after City Council approves the revised Councillor Expense Policy.
- Councillors who have constituency office leases on private property on the day City Council approves the revised Councillor Expense Policy must provide written notice to the landlord regarding the termination of the lease at the end of the 2010-2014 term (November 30, 2014).
- A copy of the written notice must be filed with the Director, Council and Support Services.
- The lease termination letter must include a request for the landlord to remove all signage identifying the Councillor constituency office as of December 1, 2014.

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.
- Councillors must sign a lease with the 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.
- Space on other City property, including property under the Toronto Parking Authority, the Toronto Library Board, Parks, Forestry and Recreation will be subject to the use-of-space policies and fees determined by these agencies and City divisions.

Constituency office on private property [grandfathered for those Councillors who have leases on private property on the day City Council approves the revised Councillor Expense Policy]:

- The term of the lease must not extend beyond the 2010-2014 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

- Home office expenses cannot be claimed or reimbursed from the Office Expense Budget.
- Councillors should obtain independent personal tax advice concerning tax claims related to a home office and providing a sworn declaration as described below. The retaining of an independent personal tax advisor is a personal expense and is not reimbursable under this policy.
- In general, the City of Toronto is not in a position to prepare a T2200 Form – Declaration of Conditions of Employment for Elected Officials, for the purpose of deducting a home office. However, in situations where a Councillor seeks to establish that his/her use of a home office qualifies for such a deduction, they will be required to provide a sworn declaration attesting to such usage to Pension, Payroll and Employee Benefits Division.
- It is imperative that Councillors who make this declaration log and retain all necessary documents to satisfy Canada Revenue Agency (CRA) requirements for a six year period. Current CRA requirements include but are not limited to a detailed log regarding dates and times of the usage of the home office (including meeting constituents, taking phone calls, storing and reviewing materials etc.).

Expense Type	Detail
Consulting Services	<p><i>Form:</i></p> <ul style="list-style-type: none"> • City of Toronto rental agreement for City space. <p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Consulting services may be contracted for the purpose of research related to City business. <p><i>Other information about consulting services:</i></p> <ul style="list-style-type: none"> • 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 Director, Council and Support Services reports consulting costs through quarterly variance reports. <p><i>Form:</i></p> <ul style="list-style-type: none"> • Form A - Request for Reimbursement/Payment of Expenses
Internet Services	<p>Internet service for constituency offices on private property will be an allowable expense until the end of the 2010-2014 term (November 30, 2014) for those Councillors who have constituency office leases on private property on the day City Council approves the revised Councillor Expense Policy. Internet service for constituency offices on private property will not be an allowable expense beginning December 1, 2014.</p> <p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Basic high-speed internet connection for constituency office located on private property until November 30, 2014. • Installation costs. • Modem rental fees. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Internet service for home office for Councillors. • Home internet service for Councillor staff. • Fees to enhance bandwidth and transmission speed. • Fees for access to for-fee sites. • Internet service for constituency office on private property beginning December 1, 2014. <p><i>Provided from the City's Centralized Resources:</i></p> <ul style="list-style-type: none"> • Internet access through the City's network at City Hall, civic centres and other City buildings. • One additional high-speed internet connection for constituency office on private property is grandfathered for those Councillors

Expense Type**Detail**

who have a constituency office on private property on the day the revised Councillor Expense Policy is approved by Council until the end of the 2010-2014 term (November 30, 2014).

Conditions:

- Councillors may order directly from any internet supplier.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Legal Fees ²

²Amended per Council decision on Integrity Commissioner report titled "Report on Issues Arising Out of Operation of Members Code of Conduct and Complaint Protocol" and the joint report by the City Manager and the City Solicitor titled "Review of Indemnification Policy for Members of Council"

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 Policy². 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.
- Fees related to first consultation for Code of Conduct investigations [limit of \$500]. ²

Ineligible Expense:

- Personal conflict of interest opinions.
- Legal opinion that the City Solicitor can provide.
- 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).
- 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 matters relating to City business (adopted by City Council April 26, 2000).

Other information about legal fees:

- Original invoice from the lawyer must detail hours worked the fee per hour and the nature of work performed.

Form:

Expense Type	Detail
	<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. Personal health or recreation memberships. <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. Membership fees for organizations of which the City is a member, such as Federation of Canadian Municipalities, the World Association of Major Metropolis, the Ontario Good Roads Association and the Association of Francophone Municipalities of Ontario are paid for through the City Manager's Office or the City Council General Expenses Budget. The list of organizations may change from time to time. <p><i>Form:</i></p> <ul style="list-style-type: none"> Form A - Request for Reimbursement/Payment of Expenses
Newsletters and Flyers	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Design, writing, copy-editing, printing costs. Distribution costs through Canada Post Admail, by private distribution firms or by other means. 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 August 1 during an election year. Refer to section 4.7. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> Councillors must use the City Clerk's Office Information Production Unit, which is the City's Printer of Record, for off-set printing or reproduction of newsletters and flyers. The Information Production Unit will obtain quotations from external printers if it cannot meet the requirements of the Councillor for any reason, including cost. Councillor newsletters should focus on information of interest to the community and not be used primarily to promote the Councillor.

Expense Type	Detail
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- Use of City logo and symbols must comply with City policy.
- The City Clerk's Office Information Production Unit will provide templates for Councillor newsletters which can help reduce design costs.
- No more than 2 comprehensive newsletters are permitted each year.
- Councillors should limit the circulation of newsletters or flyers to the geographic boundary of the Councillor's ward.
- No newsletters can be printed or distributed after August 1 of an election year. Refer to section 4.7.
- Newsletters cannot advocate for a political party, other levels of government, for-profit organizations or individuals not related to the business of the City.
- Advertising from non-profit organizations or private businesses is not permitted.
- Councillors can pay local students or volunteers to help distribute their flyers and newsletters by way of an honorarium or meal allowance.

Other information about newsletters and flyers:

- Councillors must submit an original design, writing, copy-editing or distribution invoice from the 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 Information Production Unit charges its costs by inter-divisional charges (IDCs) directly against the Councillor's Office Expense Budget.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Newspaper and Magazine Subscriptions

Eligible Expense:

- Annual subscriptions to daily, weekly and monthly newspapers, news, trade and business magazines, ethnic publications and other periodicals.

Ineligible Expense:

- Lifestyle / entertainment magazines.

Conditions:

- 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.

Expense Type	Detail
Office Decorations	<ul style="list-style-type: none"> • 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><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Framing expenses for newspaper articles or other memorabilia related to the work of the Councillor. • Office decorations for special occasions for City Hall or constituency office on City property. • Office decorations for constituency office on private property will be grandfathered for those Councillors with leases on private property on the day Council approves this policy until the end of the term, November 30, 2014. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Purchase or rental of original artwork for display at City Hall or constituency office. <p><i>Provided from the City's centralized resources:</i></p> <ul style="list-style-type: none"> • 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 and Culture Division, Art Services Coordinator to make necessary arrangements. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors must return all leased artwork to the City at the end of the term. • Councillors can bring personal art for display at the City Hall or constituency office but the costs to move the art to and from City Hall or constituency office is a personal expense. Personal art is not covered by the City's property insurance policy. <p><i>Other information about office decorations:</i></p> <ul style="list-style-type: none"> • Councillors may display artwork on loan from local artists. • A formal loan agreement should be signed to set out clearly the insurance responsibilities. • The loaned art will not be covered by the City's property insurance policy unless there is a signed agreement and the value of the art has been independently verified. <p><i>Form:</i></p> <ul style="list-style-type: none"> • Form A - Request for Reimbursement/Payment of Expenses

Office Equipment*Eligible Expense:*

- Expenses related to the operation of the office only, including but not limited to fax machines, shredders, telephone headsets, maintenance contracts for equipment and peripherals for equipment.

Ineligible Expense:

- Equipment that is not primarily related to the operation of the office, including but not limited to cameras, video cameras, camera peripherals, movie projectors, pop-corn machines, inflatable castles, chain saws, tents, lawn mowers, tables and chairs.
- Equipment that is considered personal equipment, including but not limited to coffee makers, heaters, fans, humidifiers, kitchen appliances.
- Equipment for home office.

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.

Other Information About Office Equipment:

- Serveries located on the 2nd Floor of City Hall and at civic centres are equipped with refrigerators, microwaves, dishwashers, coffee makers and hot water machines for all Councillors and Council staff to use.
- City Clerk's Office has some equipment purchased by previous Councillors that can be made available for use at events. Councillors should check with the Director, Council and Support Services regarding the availability of such equipment.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

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 between City Hall and other City space.

- Transportation costs from vendor.
- Costs for refurbishing or repairing furniture.

Ineligible Expense:

- Furniture not required for an office environment.
- Costs for moving personal furniture.
- Furniture for community events, such as tables, chairs, tents, display boards.

Provided from the City's centralized resources:

- Basic furniture at the Toronto City Hall Office and at civic centre offices.
- Replacement of existing Councillor furniture for health and safety or ergonomic reasons.
- State of Good Repair for Councillor furniture.

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 used for the Councillor's City Hall office or constituency office.
- All furniture purchased with City funds becomes property of the City and Councillors must return all furniture to the City at the end of the term.
- All furniture purchased will be inventoried and Councillors are required to sign off on the inventory annually.
- 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 City Hall office to constituency office or vice versa so that staff can update the furniture inventory accordingly.
- The Director, Council and Support Services is responsible for coordinating the disposal of furniture and updating the furniture inventory accordingly.
- Councillors can bring personal furniture to the office. The cost of moving personal furniture to and from the office is a personal expense. Personal furniture is not covered by the City's property insurance policy and the Councillor is responsible for the maintenance of personal furniture.

Expense Type	Detail
	<ul style="list-style-type: none"> Councillors must advise the Director, Council and Support Services of personal furniture brought to the office so that they can be inventoried separately from City furniture. <p><i>Other Information about Office Furniture:</i></p> <ul style="list-style-type: none"> A Furniture Standard for Councillor Offices will be developed. Councillor furniture must comply with the Furniture Standard, once developed and approved. <p><i>Other Information about Office Furniture:</i></p> <ul style="list-style-type: none"> A Furniture Standard for Councillor Offices will be developed. Councillor furniture must comply with the Furniture Standard, once developed and approved. <p><i>Form:</i></p> <ul style="list-style-type: none"> Form A - Request for Reimbursement/Payment of Expenses
Office Supplies	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Toners, labels, paper and supplies available from the City's vendor. General office supplies. Greeting cards. Holiday cards. <p><i>Provided from the City's centralized services:</i></p> <ul style="list-style-type: none"> 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. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> Councillors should buy from the City's stationery vendor the items that are available through the corporate contract. Councillors should buy from City stores items that are available. Councillors' staff are set up so that they can directly order supplies from the City's vendor on-line. <p><i>Other information about office supplies:</i></p> <ul style="list-style-type: none"> Accounting Services will automatically process on-line purchases from the City's vendor against the Councillors' Office Expense Budgets. <p><i>Form:</i></p> <ul style="list-style-type: none"> Form A - Request for Reimbursement/Payment of Expenses
Photocopying	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Photocopying charges for copiers on 2nd Floor of City Hall or Councillor areas at North York, Scarborough and Etobicoke Civic

Expense Type	Detail
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Photographic Supplies and Services

- Centres.
 - Reproduction costs from the Information Production 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 Information Production 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

- Eligible Expense:*
- Overtime for City photographer or videographer.
 - Framing of photographs for display in the Councillors' office.
 - Prints of official portraits taken by the City photographer.
 - Reprints of the Official Council Term Photo.

- Ineligible Expense:*
- Professional photographer fees.
 - Processing and digital print fees.
 - CDs and other output devices.
 - Film or other storage mechanisms.

- Provided from the City's centralized resources:*
- City photographer and videographer service during normal work hours pending availability.

- Conditions:*
- Councillors will receive one framed Official Council Term Photo.
 - Councillors will be provided with digital copies of official photographs and Councillor portraits upon request.
 - Councillors cannot use photographs or materials that were taken by the City photographers or videographers for election-related purposes.
 - Request for photography or videography must be made in advance with the Protocol Unit pending availability.

Expense Type	Detail
Postage and Courier Services	<p><i>Form:</i></p> <ul style="list-style-type: none"> Form A - Request for Reimbursement/Payment of Expenses <p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Canada Post regular and premium mail services. Courier delivery costs. Stamps. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> 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 should only be done when mailroom service cannot meet requirements, e.g. after hours. Costs for postage and courier service through the mailroom will be charged directly through inter-divisional charges (IDCs) by the Information Production Unit.
Printing Services	<p><i>Form:</i></p> <ul style="list-style-type: none"> Form A - Request for Reimbursement/Payment of Expenses (if needed) <p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Stationery including envelopes, letterhead, business cards. Holiday cards <p><i>Conditions:</i></p> <ul style="list-style-type: none"> Use of City of Toronto logo must comply with the Corporate Identity Program. Printing of all stationery is coordinated by the Information Production Unit as the Printer of Record for the City. Cost of printing will be charged against the Councillor's Office Expense Budget through inter-divisional charges (IDCs). Councillors who use outside printers for office stationery must provide rationale on why the Information Production Unit cannot deliver the service. Councillors who pay for stationery using personal funds must report this as an office expense using personal funds.
Professional and Contracted Services	<p><i>Form:</i></p> <ul style="list-style-type: none"> Form A - Request for Reimbursement/Payment of Expenses <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

Expense Type	Detail
	<p>and timelines.</p> <ul style="list-style-type: none"> Individuals who provide specific support to the Councillor for a specific service, such as data entry, filing, research etc. <p><i>Ineligible Expenses:</i></p> <ul style="list-style-type: none"> Services that City staff can 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 HST. Invoices must include the HST number, where required, and the HST 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>Staff salary overage will be an allowable expense until the end of the 2010-2014 term (November 30, 2014). Staff salary overage will not be an allowable expense beginning December 1, 2014.</p> <p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Any salary costs incurred in excess of Councillors' Staffing Budget, until November 30, 2014. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> Bonuses. Staff Salary Overage, beginning December 1, 2014. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> Once the Councillor has reached the maximum Staffing Budget, excess salary costs will automatically be transferred to the Councillor's Office Expense Budget until the end of the 2010-2014 term (November 30, 2014).
<p>Telephone/Fax</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Additional telephone/fax lines above what the City provides. Monthly fees, including fees for specialty features such as call display, call waiting, messaging.

Expense Type**Detail**

- 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.
- Telephone line for home office.

Provided from the City's centralized resources:

- The City provides each Councillor with a total of eight 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.
- The City processes monthly charges by directly paying the telephone provider.

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 are 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.
- 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.

Expense Type	Detail
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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 work and charges.

Form:

- Form A - Request for Reimbursement/Payment of Expenses
- Form E - Payment of Telecom 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 the business purpose for the trip requiring use of the toll highway.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

Transportation - Kilometrage and 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.

Conditions:

- Councillors and staff must identify the business purpose for the

Expense Type	Detail
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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 and 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.
- Councillors and Council staff who purchase a Metropass using their Office Expense Budget must keep a detailed log documenting and describing the business purpose for the use of the pass. These records must be kept for six (6) years.
- The log must include the date, time, the travel required using the Metropass or token, as well as the business purpose of the travel.
- Councillors and Council staff who use a Metropass purchased with City funds may be subject to Canada Revenue Agency's review on the use of the pass and CRA may deem the value of the pass to be a taxable benefit that will be included in calculating the income of a Councillor or Council staff.

Expense Type	Detail
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Form:

- Form A - Request for Reimbursement/Payment of Expenses

Transportation - Taxi

Eligible Expense:

- Councillor and their staff trips throughout the GTA.
- Tips.
- Rides in taxis between City Hall and home will be permitted if the Councillor cannot drive after an official function.

Ineligible Expense:

- Rides in taxis 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 the business purpose for the trip according to established categories (e.g. business meeting, constituent meeting, ward visits, special event).
- Councillors or their staff may choose to use taxi chits provided by the 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.
- Councillors or Council staff may need to use taxis instead of public transport or walking due to health or other disability issues.

Other information about taxis 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 charges to the Director, Council and Support Services at least once a month.

Form:

- Form C - Reimbursement – Taxi Expenses

Travel – Conferences , Seminars and Business Trips

Eligibility for conference/business travel:

- All Conferences and seminars within the Greater Toronto Area (GTA).
- Councillors who incur travel costs associated with attending the annual conference of the Federation of Canadian Municipalities may be reimbursed for these costs from the Council Business

Travel Budget once per term.

- Councillors who participate in the annual conference of the Federation of Canadian Municipalities more than once per term must use their Office Expense Budget to pay the costs.
- Only Chairs of standing committees or their delegate can use their Office Expense Budget for expenses for conferences, seminars or business travel outside of the GTA, subject to concurrence of the Mayor and consistent with the role of the Mayor under the *City of Toronto Act*, s. 134, (c) to act as the representative of the City both within and outside the City, and promote the City locally, nationally and internationally.
- A Councillor who has been invited to speak or perform an official role at an event, with the organizer paying for all the expenses, including transportation, hotel and registration fees, can claim per diem expenses from their Office Expense Budget.
- Councillors who fulfill an official capacity with a municipal organization of which the City is a member will be funded for their travel 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 list of organizations may change from time to time.

The City is currently a member of the following organizations:

- The Federation of Canadian Municipalities (FCM)
- World Association of Major Metropolis (WAMM)
- Ontario Good Roads Association (OGRA)
- The Association of Francophone Municipalities of Ontario (AFMO)
- A Councillor attending an event as the Mayor's designate, in a mayoral membership organization will have the costs paid from the Council General Travel Budget. The list of organizations may change from time to time.

The Mayor is currently a member of the following organizations:

- Large Urban Mayor's Caucus of Ontario (LUMCO)
- Mayor and Regional Chairs of Ontario (MARCO)
- The Big Cities Mayor's Caucus (BCMC)
- The Great Lakes and St. Lawrence Cities Initiative
- Councillor staff are not eligible to claim for travel expenses.

Restrictions during an Election Year (Refer to section 4.7)

- A Councillor who has declared that he or she will no longer be running for office will not be eligible to claim for any conference,

seminar or business travel.

- No travel shall be undertaken by Councillors between August 1 and election day.
- A Councillor who is not returning to Council shall not attend any conference, seminar or undertake any business travel between election day and the end of the term on November 30.

The remainder of this section regarding eligible expenses, ineligible expenses and conditions applies only to eligible travel as defined above.

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 to 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 Eligible Travel:

- Must be related to the business of the 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.
- Lowest economy fare for airfare or train at time of booking.
- Hotel rate must be the lowest rate category available at time of booking.
- Exceptions will be made where a Councillor can demonstrate health requirements for a room category other than the cheapest room rate available when booking.
- \$100 per diem to cover meals, personal telephone calls, entertainment, and other personal expenses. For travel outside of Canada, the 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 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 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 the per diem expenses for a trip if the remainder of the costs for the trip are paid by a City program, agency or corporation, or any organization which is an eligible body under the Code of Conduct, Gifts and Benefits section, or the by organizer if the Councillor has an official or speaking role at the conference.
- 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.
- Claims by Councillors for travel shall be paid within 10 business days after submission to staff, and if not, Councillors shall be entitled to any interest charges to their credit cards that may result in late payment by the City.

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

- Councillors must submit a Travel Notification Form to the Director, Council and Support Services at least 10 days before traveling.
- Travel reimbursement must include an itinerary confirming travel dates and airline booking.
- Notification for travel outside the GTA and where the Councillor does not have an official speaking role or is not attending the FCM annual conference must include concurrence of the Mayor and be consistent with the role of the Mayor under the *City of Toronto Act, 2006* s. 134, (c) to act as the representative of the City both within and outside the City, and promote the City locally, nationally and internationally.
- 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

Expense Type	Detail
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- invoice itemizing room costs and other incidentals.
- Councillors must submit a Travel 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 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 submits for reimbursement.
- Councillors who incur travel expenses for conferences or other business purposes shall file a report with the City Clerk within 30 days of return from the travel. This report will use the template provided and will include lessons learned from the conference, seminar or business travel. The report will be posted on the internet.
- If a report from a conference, seminar or business travel is outstanding, Councillors will not be eligible to request reimbursement or payment of travel expenses.
- Councillors can request a PCard, available from the City's PCard Program for their staff to use to register for conferences, booking air tickets and reserving hotels for Councillors in advance. Councillor's staff must follow the City's "PCard" 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 - Notification of Travel Form
- Form G - Travel Expense Claim Form
- Form J - Donor Declaration Form

Websites and Social Media Tools

Eligible Expense:

- Design, web development, writing, domain name registration, web-hosting fees.
- Database creation and management fees.
- Costs for creating and posting YouTube videos, twitter accounts, facebook accounts and other social media tools.

Ineligible Expense:

- Domain names other the one currently in use by the Councillor for

posting Councillor information related to the business of the City.

Conditions:

- The personal website of each Councillor is hosted outside of the City's internet URL address and 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 in Canada to reduce the risk of breaching the privacy of constituents under conditions of the United States Patriot Act.
- Use of City logo and symbols must comply with City policy.
- The Councillors' own internet sites cannot advocate for a political party, other levels of government, for-profit organizations or individuals not related to the business of the City, or candidates in any municipal, provincial, federal election or by-election, or promote consent or rejection of a question that has been submitted to electors in a referendum.
- Councillors can link their personal sites to the City's URL internet address.
- Corporate I&T Division will provide templates for website pages which Councillors can use.
- City Clerk's Office IT staff will secure a list of qualified vendors for Councillor website and maintenance to help Councillors manage these costs.
- Councillors cannot convert an existing Councillor website to an election campaign website.
- A new Councillor can convert their election campaign website to be the Councillor website. Once converted, the Councillor will no longer be able to use the same domain name as their election campaign site.
- If a Councillor is not returning to the office in the new term, their Councillor website must be discontinued. If the Councillor decides to use the same domain name for other purposes, the site must no longer carry the City logo or include information related to their role as a Councillor other than in a historical context. The site must clearly state that they are no longer the Councillor for the ward.

Form:

- Form A - Request for Reimbursement/Payment of Expenses

**Wireless
Products and
Services**

Eligible Expense:

- Cost of equipment, such as blackberries, cell phones, tablets or other Personal Digital Assistants (PDAs).

Expense Type**Detail**

- 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.

Ineligible Expense:

- Personal long-distance calls.
- 1-900 calls.
- Personal messaging /downloads.

Conditions:

- It is recommended that Councillors 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 their coverage /service preference.
- 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.
- Councillors cannot connect their personal blackberry or other wireless products to the City's e-mail network unless the equipment meets corporate standards and security requirements.
- City Clerk's Office IT staff will offer to review councillor plans with vendors regularly and suggest changes to the plan to ensure that the most cost-effective plan is chosen for the voice and data usage required.
- Councillors should review out-of-town requirements for their wireless products and purchase one-off roaming plans to avoid paying expensive roaming charges for their wireless products.
- At the end of term, Councillors and staff who are not returning must return all their equipment to the City.
- Councillors can request to have their blackberry number or cell phone number transferred to their personal account and equipment at the end of the term.
- Councillors who wish City staff to help manage their account with vendors must provide written authorization to allow the staff to work with vendors on their behalf.

Expense Type	Detail
--------------	--------

Form:

- Form A - Request for Reimbursement/Payment of Expenses
- Form E - Payment of Telecom Expenses
- Form L – Wireless Account Administration Authorization Form

Appendix 1 - Resources Available/Allocated to Councillors

1. Office Space

a. City Hall Office

- The City provides each Councillor with basic office space on the second floor of City Hall.
- The City allocates offices by ward. Offices for each ward do not change between Council terms.
- Councillors may swap offices, provided that there is mutual consent, confirmed in writing in a memo signed by both Councillors and submitted to the City Clerk prior to the move.
- Facilities Management Division will develop a Furniture and Space Standard for Councillor Offices, as well as a State of Good Repair Standard for Councillor office maintenance.
- The Facilities Management Division supplies offices with basic furniture in accordance with a Furniture Standards Program. Councillors can order additional furniture by consulting with the Facilities Management Division.
- At the beginning of the term and during the term, Facilities Management will pay for expenses related to basic building maintenance, state of good repair and custodial care, including critical emergency office reconfiguration to meet operational requirements, painting and carpet cleaning.
- Councillors can choose to reconfigure their office, but must consult with the Facilities Management 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.
- Health and safety replacement of furniture and equipment required to meet ergonomic requirements, such as keyboard trays, ergonomic task chairs, and telephone headsets will be paid out of the Council General Expense Budget.
- A capital program, if approved by Council, will pay for state of good repair replacement and maintenance of Councillor furniture and office reconfiguration requirements.
- Facilities Management provides custodial cleaning services and steam cleaning of carpet or furniture on as required.
- Cable connection is provided at City Hall and civic centres.

b. Touch-down Office Space

- Touch-down office spaces are available at East York Civic Centre, 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 must be removed 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 Management Division Customer Service Unit.
- Councillors can book meeting rooms at Toronto Public Libraries by calling the Library Customer Service Line, currently 416-397-5969.
- Councillors can book meeting rooms at Parks, Forestry and Recreation facilities, including community centres and arenas by calling individual facilities.

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.
- Councillors have access to one parking space in the reserved 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.
- Councillors can request a shared pass to be used among staff or allocate the parking space in the City Hall reserved parking area to one staff..
- Councillor staff who have access to the City Hall, East York Civic Centre, North York Civic Centre and Scarborough Civic Centre parking must be compliant with the Canada Revenue Agency ruling regarding employee parking and complete a Declaration Form regarding their parking access.
- Councillor staff who cannot demonstrate a business requirement for parking will be considered commuter parking by CRA rules and the parking access will be deemed a taxable benefit. Councillor staff should consult the corporate parking policy for details.

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 which allows them to access their computer set-up irrespective of which City computer they use.

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 the 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 on private property until the end of the 2010-2014 term (November 30, 2014).
- City restrictions regarding internet sites do not apply to Councillors.

e. Telephone and Fax

- The City provides each Councillor with a total of eight telephone/fax lines funded through the Council General Expense Budget.
- The City provides 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.
- 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 with basic office supplies such as pens, pencils, post-it notes, writing pads and filing folders, etc.
- An honorary self-declaration system is used to record supplies taken from the centralized supply cabinet.
- Servery 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.
- For those Councillors with leases on private property on the day City Council approves this report and until the end of the term on November 30, 2014, 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.

- Councillors' personal furniture, equipment and art are not covered by the City's property insurance policy.

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.
- Councillor staff are non-union employees of the City of Toronto and are not employees of the Councillors. Councillor 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).
- 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 agreement (along with their new host division, the City Clerk's Office). The agreement will be in accordance with the City's Acting Assignment Guidelines for non-union employees. Acting assignments involving union employees 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.
- Councillor 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.

b. Staff Benefits

- Councillor staff, if eligible, are provided with benefits in accordance with the City's benefits plan for non-union employees.
- Councillors are not responsible for the benefits expenditures of their staff within their staff salary envelope

c. Overtime and Lieu Time Payouts

- Councillor 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 or time and a half, in accordance with their position.
- 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, resignation or end of contract.

d. Replacement Staff Funding

- To minimize the negative impact of prolonged staff illness or vacation on Councillors' office operations, the Council General Expense Budget provides for:
 - replacement staff to cover staff absences due to illness of more than five consecutive business;
 - 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.
- Staff termination payments during the City Council term, such as severance pay, unused vacation, float days and lieu time.
- 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 associated with attending the annual conference of the Federation of Canadian Municipalities may be reimbursed for these costs from the Council Business Travel Budget once per term.
- 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)
 - World Association of Major Metropolis (WAMM)
 - Ontario Good Roads Association (OGRA)
 - The Association of Francophone Municipalities of Ontario (AFMO)

The list of organizations may change from time to time.

- The Mayor, or a Councillor 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
- The list of organizations may change from time to time.

Appendix 2 – Legislation guiding Councillor Expenses and excerpts from Code of Conduct relevant to the Councillor Expense Policy

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*)

**EXCERPTS FROM:
CODE OF CONDUCT FOR MEMBERS OF COUNCIL
CITY OF TORONTO**

AUTHORITY

This Code of Conduct for Members of Council was amended and adopted by City Council on July 15, 16, and 17, 2008 (2008) EX22.6, as amended by Council) and amended by Council on July 6 and 7, 2010.

IV. GIFTS AND BENEFITS

No member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below.

For these purposes, a fee or advance paid to or a gift or benefit provided with the member's knowledge to a member's spouse, child, or parent, or to a member's staff that is connected directly or indirectly to the performance of the member's duties is deemed to be a gift to that member.

The following are recognized as exceptions:

- (a) compensation authorized by law;
- (b) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- (c) a political contribution otherwise reported by law, in the case of members running for office;
- (d) services provided without compensation by persons volunteering their time;
- (e) a suitable memento of a function honouring the member;
- (f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity;
- (g) food and beverages consumed at banquets, receptions or similar events, if:
 - 1. attendance serves a legitimate business purpose;
 - 2. the person extending the invitation or a representative of the organization is in attendance; and
 - 3. the value is reasonable and the invitations infrequent;
- (h) communication to the offices of a member, including subscriptions to newspapers and periodicals; and
- (i) sponsorships and donations for community events organized or run by a member or a third party on behalf of a member, subject to the limitations set out in the Policy on Council Member-Organized Community Events.

Except for category (c) (political contributions allowable by law), these exceptions do not apply where such gifts or benefits are provided by lobbyists or their clients or employers (as defined or described in Municipal Code Chapter 140, Lobbying). For these purposes, a lobbyist is an individual, organization or business that:

- [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.

XV. FAILURE TO ADHERE TO COUNCIL POLICIES AND PROCEDURES

A number of the provisions of this *Code of Conduct* incorporate policies and procedures adopted by Council. More generally, members of Council are required to observe the terms of all policies and procedures established by City Council.

This provision does not prevent a member of Council from requesting that Council grant an exemption from a policy.

Appendix 3 – Policy on Donations to Council Member-Organized Community Events

AUTHORITY: Adopted by City Council on July 15, 16 and 17, 2008, as set out in motion 12 in 2008 EX22.6, as amended and adopted by Council

- "12. City Council adopt the following Policy on Council Member-Organized Community Events:
- a. donations must be for specific community events held on a specific date or a specific series of dates. Members of Council should not seek donations in money or in kind for ongoing or new programs that have been or could be offered through City programs, and which have a separate donations policy;
 - b. support for the events (whether in money or in kind) shall not exceed \$10,000 annually (whether for a single event or multiple events). (This amount does not include moneys or goods collected at any event in support of a charity or other cause if those donations go directly to the charity or cause.);
 - c. a Member of Council or a third party acting on behalf of the member shall neither solicit nor accept support in any form from those registered as lobbyists with the City, or developers with any pending planning, conversion, demolition or sign variance application. This prohibition extends to the negotiation of community benefits outside of the Planning Act processes including Sections 37 and 45;
 - d. Members of Council must report to the Director, Council and Support Services, in a manner and form prescribed by the City Clerk, on the source, details and value of all donations for community events prior to the event (if it is anticipated that the value of donations will exceed \$500) and a statement of accounts subsequent to the event if the value of the donations has exceeded \$300). This report shall include a genuine estimate of the value of in-kind donations. All donations and expenses paid for by donations are subject to the same administration, accounting and disclosure requirements as expenses charged to Office Expense Budgets;
 - e. all donation cheques should be made out to the City of Toronto and accounted through the City Clerk's Office. Members of Council or third parties acting on behalf of members should not hold or administer donations in separate personal accounts;

- f. surpluses should be minimized with accurate estimation of event costs and requirements. Surpluses (including in-kind donations such as equipment) should be returned to donors or transferred to general Council revenue. Under no circumstances, can a surplus be used for a different community event and, in particular, in supplementation of a member's office operations. Any surplus will count against the member's \$10,000 annual limit in the year in which it is used or drawn upon. Multi-year donations are not permitted;
- g. the City Clerk, in consultation with the Treasurer, will develop detailed procedures and guidelines regarding the receipt and accounting of donations for Council member community events, including the administration of surplus funds;
- h. This policy does not affect the entitlement of a member of Council to:
 - i. use her or his office expense budget to run or support community events subject to the terms of the Councillor Expense Policy;
 - ii. urge constituents, businesses and other groups to support community events staged by others in the member's Ward or elsewhere in the City;
 - iii. play an advisory or membership role in any organization staging community events in the member's Ward; and
 - iv. team with the City and its agencies in the staging of community events.
- i. under clause h., Members of Council should not handle any funds on behalf of these organizations and should remain at arms length from the financial aspects of these external events; and
- j. in an election year, a Member of Council must not seek donations and sponsorships for any community event that has not been staged in the previous two years nor accept donations or stage any community event supported by donations and sponsorships after he or she has filed nomination papers for election to any office in the City of Toronto.

A community event is considered to have been staged in the previous two years if it meets the following criteria:

- has a very similar, if not the same, event name/title
- takes place at approximately the same time
- has the same general purpose."

Appendix 4 – Forms

Form A – Request for Reimbursement/Payment of Expenses Form

Form B – Request for Reimbursement of Hospitality Expenses

Form C – Reimbursement – Taxi Expenses

Form D – Request for IT Purchase

Form E – Payment of Telecom Expenses

Form F – Notification of Travel

Form G – Travel Expense Claim

Form H – Staff Request/Change

Form I – Kilometrage and Parking Expenses

Form J – Wireless Account Administration Authorization Form

Form K – Donor Declaration Form

Form L – Delegation of Signing Authority Form



Form A

Members of Council

Request for Reimbursement/Payment of Expenses

- The person purchasing or receiving goods/services must sign the original itemized receipts or invoices. Stamps or electronic signatures will not be accepted.
- Councillor/Authorized Staff must complete this form and attach the signed receipts or invoices. Credit card receipts alone will not be accepted.

Reimbursement/Payment Details	
Councillor name	Date

<input type="checkbox"/> Reimburse Councillor

<input type="checkbox"/> Reimburse staff: Name
--

<input type="checkbox"/> Pay vendor/supplier directly: <table style="display: inline-table; vertical-align: middle; margin-left: 10px;"> <tr> <td style="text-align: right;">Name</td> <td>Address</td> </tr> </table>	Name	Address
Name	Address	

<input type="checkbox"/> Return cheque to Councillor's Office

<p>Description of Expenses/Business Requirements:</p> <div style="text-align: right; padding-top: 20px; color: #ccc;"> Affix receipts/invoices in this area if possible, otherwise staple to back of this form. </div>
--

Authorization			
I certify that the information provided is accurate and authorize reimbursement or payment to the above vendor or individual.	Date	Total Reimbursement/Payment Requested	\$
	Councillor/Authorized Staff Name	Councillor/Authorized Staff Signature	

For City Clerk's Office Use Only				
GL Acct.	Cost Centre	Total Before Taxes	HST	PO No.
Vendor No.	Invoice No.	Approved for Payment:	CSR Spvr/Mgr	Date

- All requests for reimbursement of hospitality expenses must include an original itemized receipt identifying the date, amount and the business purpose of the expense. Credit card receipts alone will not be accepted.
- Additional information required for:
 - Business Hospitality Expenses – name of delegation, delegation organizer, number of attendees and names of attendees if available
 - Business Meeting Expenses – names of attendees
- The person purchasing the meal must sign the original itemized receipt. Stamps or electronic signatures will not be accepted.

Reimbursement Details

Councillor Name

Attach the receipt/invoice here if possible, or staple to the back of this form

Reason for Expense

Business Meeting

Constituent Meeting

Other-specify reason:

Name of Attendees

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Authorization

I certify that the information provided is accurate and authorize reimbursement.	Date	Total Reimbursement Requested
	Councillor/Authorized Staff Name	Councillor/Authorized Staff Signature

For City Clerk's Office Use Only

GL Acct.	Cost Centre	Total Before Taxes	HST
----------	-------------	--------------------	-----

Vendor No.	Approved for Payment:	CSR	Spvr/Mgr	Date
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All requests for reimbursement must include an original taxi chit/receipt identifying the date, amount, to and from locations, signed by the Councillor or their Authorized Staff. Stamps or electronic signatures are not acceptable. The name of the taxi user and the reason for the expense must be indicated on this form.

Attach taxi chit or receipt here

Reason for Expense

(Check appropriate box)

User Name:

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

Attach taxi chit or receipt here

User Name:

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

Attach taxi chit or receipt here

User Name:

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

Date	Total Reimbursement/Payment Required: \$
Councillor/Authorized Staff Name	Councillor/Authorized Staff Signature

For City Clerk's Office Use Only					
GL Acct.	Cost Centre	DPO No.	CSR	Spvr/Mgr	Date

- Complete Request Details section below and submit to City Clerk's Office, Information Technology Services Unit, City Hall, 1st Floor, North.
- IT will review to ensure compliance with corporate standards and advise you of the eligibility of the request.
- Upon purchase complete Authorization section below and attached signed itemized original receipt/invoice.

Request Details

Councillor Name		
Item Requested <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Computer Accessories <input type="checkbox"/> Audiovisual Equipment	Purchase Type <input type="checkbox"/> New <input type="checkbox"/> Replacement	Describe Item (Include Quantity, Make, Model, Specifications)
Suggested Vendor		
Location of Installation(s)		
Date	Phone No.	Price (excluding tax) \$
Councillor/Authorized Staff Name		Councillor/Authorized Staff Signature

For City Clerk's Office, Information Technology Services Unit Use Only

Tracking No.	Date Received	<input type="checkbox"/> Corporate Standard	<input type="checkbox"/> Approved	<input type="checkbox"/> VOR
		<input type="checkbox"/> Non Standard Item	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Quote
Comments:				
IT Manager Name		IT Manager Signature		Date

Authorization

I certify that the information provided is accurate and authorize reimbursement or payment.	Date	Total Reimbursement/Payment Requested \$
	Councillor/Authorized Staff Name	Councillor/Authorized Staff Signature

For City Clerk's Office Use Only

GL Acct.	Cost Centre	CRO/PO No.	Vendor No.
Approved For Payment:	CSR	Spvr/Mgr	Date

- Complete this form and attach the signed original invoice.
(only the pages that detail amounts being charged - do not include any pages detailing phone numbers called)

Payment/Reimbursement Details														
Councillor Name			Date											
Supplier Name														
Telecom Service <input type="checkbox"/> Cell Phone <input type="checkbox"/> BlackBerry <input type="checkbox"/> Constituency/Home Office Phone Bill		User <input type="checkbox"/> Councillor <input type="checkbox"/> Staff – Name: _____												
Does the invoice contain any charges for personal calls? <input type="checkbox"/> No <input type="checkbox"/> Yes:			This section is to be completed only if you are reimbursing the city for personal calls. <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><input type="checkbox"/> Personal Calls</td> <td style="padding: 2px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Roaming Charges</td> <td style="padding: 2px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 2px;">Subtotal</td> <td style="padding: 2px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 2px;">HST (13%)</td> <td style="padding: 2px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 2px;">Total Amount Payable to City</td> <td style="padding: 2px; text-align: right;">\$</td> </tr> </table>		<input type="checkbox"/> Personal Calls	\$	<input type="checkbox"/> Roaming Charges	\$	Subtotal	\$	HST (13%)	\$	Total Amount Payable to City	\$
<input type="checkbox"/> Personal Calls	\$													
<input type="checkbox"/> Roaming Charges	\$													
Subtotal	\$													
HST (13%)	\$													
Total Amount Payable to City	\$													
Cheque Handling Instructions <input type="checkbox"/> Pay Vendor Directly <input type="checkbox"/> Return Cheque to Councillor's Office <input type="checkbox"/> Reimburse – Name: _____														
Authorization														
I certify that the information provided is accurate and authorize reimbursement or payment.		Phone No.	Date	Total Payment/Reimbursement Requested \$										
		Councillor/Authorized Staff Name		Councillor/Authorized Staff Signature										
For City Clerk's Office Use Only														
Vendor No.		Invoice No.		Purchase Order No.										
GL Acct.	Cost Centre	Total before taxes	HST	Total										
GL Acct.	Cost Centre	Total before taxes	HST	Total										
GL Acct.	Cost Centre	Total before taxes	HST	Total										
Approved for Payment:		CSR	Spvr/Mgr	Date										

- Submit this form your CSR at least **10 business days before** the travel or conference/seminar.

Travel Details		
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 (should include GST and all other applicable taxes)		
Cost Centre To Be Charged: A_____	Exchange Rate 1 _____ = _____ CAD	Canadian \$
Registration Fees:		
Accommodations: _____ day(s) @ \$ _____ per day including taxes		
Travel: <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Automobile _____ km @ \$0.____ cents/km		
Ground Transportation: <input type="checkbox"/> taxi(s) <input type="checkbox"/> car rental <input type="checkbox"/> other - specify: _____		
Sundry Expenses: _____ day(s) @ \$100.00 CAD/US per day		
Total Estimated Costs:		
Prepayment/advances requested for the following costs: <input type="checkbox"/> Registration Fees <input type="checkbox"/> Accommodation <input type="checkbox"/> Travel <input type="checkbox"/> Gound Transportation <input type="checkbox"/> Sundry Expenses		

Authorization		
I certify that all estimated costs relating to this travel have been included in this form.		
Signature of Councillor	Date	
For City Clerk's Office Use Only		
I have confirmed that approved funds are available for this purpose.	Signature of City Clerk/Designate	Date

- Submit this form your CSR within **10 business days** of return from the travel or conference/seminar.

Business Travel

Office Travel

Conference/Seminar

Travel Details

Name of Councillor:	Vendor No.:	
Date: April 11, 2011	Reference No.:	
Name of Conference/Seminar:	Date from: to:	
Exchange Rate applied to convert from local currency to Canadian dollars (CAD)	Cost Centre	Cheque Amount \$

Final Statement of Expenses

Cost Element	Description	Foreign Currency	Total incl. all taxes CAD \$	Total Before Taxes \$	HST
4256	Registration Fees				
	Travel Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>				
	Use of Personal Vehicle _____ km X _____ /km				
	Accommodation _____ days @ \$ _____ /day				
	Ground Transportation e.g. Taxis & car rental (include all receipts)				
	Other Expenses _____ days @ up to \$100/day CAD or US per diem allowance				
	Total Expenses				
	Less: Advances & Prepayments Document No. Registration fees _____ Travel _____ Accommodation _____ Ground Transportation _____ Other Expenses _____ Total Advances				
TOTAL	Payable to individual / City				

Authorization

Councillor Signature:

Date

For City Clerk's Office Use Only

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

Signature of City Clerk/Designate

Date

The following information is provided to assist you in the hiring process of your staff and to ensure accurate and speedy documentation of new staff members.

<p>Employment Contract</p>	<p>Ensure that all information given is correct and the employment contract is properly signed and dated before the new staff starts. Failure to do so will result in non-payment of salary retroactively.</p>															
<p>Benefits Entitlement</p>	<p>From the first day of employment, the following employee groups are eligible to enrol in Health, Dental, Group Life Insurance and Long Term Disability benefits – 100% employer paid. They can also apply for Optional Life Insurance – 100% employee paid:</p> <ul style="list-style-type: none"> • Contract Executive Assistant • Contract Constituency Assistant • Contract Administrative Assistant, Level 2 • Contract Administrative Assistant, Level 1 <p>After working 910 hours or 6 months aggregate service, for 35-hour week employees, the following employee groups are eligible to enrol in Health, Dental, Group Life Insurance and Long Term Disability Benefits. Cost is pro-rated based on hours worked. They can also apply for Optional Life Insurance – 100% employee paid:</p> <ul style="list-style-type: none"> • Part-time Executive Assistant • Part-time Constituency Assistant • Part-time Administrative Assistant, Level 2 • Part-time Administrative Assistant, Level 1 • Councillor’s Aide (Summer Student) 															
<p>Short Term Disability Plan</p>	<p>The Short Term Disability Plan provides eligible Council employees with income protection for up to six months per calendar year. The level of salary protection will be 75% or 100% of an employee’s salary depending on their years of service.</p> <ul style="list-style-type: none"> • Full time contract employees are entitled from first day of employment. • Temporary employees are entitled after 6 months of aggregate service. • Part-time employees are entitled after 6 months aggregate service with payment pro-rated based on hours worked. 															
<p>2011 Salaries</p>	<table border="0"> <tr> <td>Executive Assistant</td> <td>\$42,387.80 - \$79,570.40</td> <td>\$23.29 - \$43.72</td> </tr> <tr> <td>Constituency Assistant</td> <td>\$34,871.20 - \$65,938.60</td> <td>\$19.16 - \$36.23</td> </tr> <tr> <td>Administrative Assistant (Level 2)</td> <td>\$34,871.20 - \$65,938.60</td> <td>\$19.16 - \$36.23</td> </tr> <tr> <td>Administrative Assistant (Level 1)</td> <td>\$26,663.00 - \$50,068.20</td> <td>\$14.65 - \$27.51</td> </tr> <tr> <td>Councillor’s Aide (Summer Student)</td> <td></td> <td>\$13.67</td> </tr> </table>	Executive Assistant	\$42,387.80 - \$79,570.40	\$23.29 - \$43.72	Constituency Assistant	\$34,871.20 - \$65,938.60	\$19.16 - \$36.23	Administrative Assistant (Level 2)	\$34,871.20 - \$65,938.60	\$19.16 - \$36.23	Administrative Assistant (Level 1)	\$26,663.00 - \$50,068.20	\$14.65 - \$27.51	Councillor’s Aide (Summer Student)		\$13.67
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Administrative Assistant (Level 1)	\$26,663.00 - \$50,068.20	\$14.65 - \$27.51														
Councillor’s Aide (Summer Student)		\$13.67														

Member of Council		Ward
Employee No. <i>(if applicable)</i>	Last Name	First Name

Personnel Action		
<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
		Effective Date

Assignment Details	
Cost Centre	
Job Title & Position No.	
Work Location <i>(for pay stub distribution)</i> City Clerk's Office, Council & Support Services, 9 th Floor, West Tower, City Hall	

Contract Particulars	
<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
Employment End Date	

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 April 11, 2011
Comments	

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

To be completed by employee:

Name of Employee:
Home Address of Employee:
Position:

Please provide the following information:

1. Are you legally entitled to work in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are you at least 16 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Did you take part in a separation program or receive a retirement incentive from the City of Toronto or one of its Special Purpose Bodies in the last two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If yes, please indicate employer:</i> <i>Date of Separation:</i></p> <input type="checkbox"/> City of Toronto <input type="checkbox"/> Special Purpose Body (specify)	
4. Have you ever been employed by the City of Toronto or any of its predecessor municipalities (Metro Toronto, City of Toronto, North York, Scarborough, Etobicoke, or York, and/or Borough of East York), including city-operated recreation centres, community centres and community schools?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If yes, please provide the following information:</i></p> <p>Job Title: _____ Department/Division: _____</p> <p>Municipality: _____ Employment Period: _____</p>	
6. Did you retire with an employer-sponsored pension plan (e.g. OMERS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Information

I agree to present proof of age if I am offered a job with the City of Toronto, understanding that this is essential information for insurance/pension purposes.

The foregoing statements are correct to the best of my knowledge and I understand that a misrepresentation on this form or any documents that I submit may disqualify me for employment or cause my dismissal.

Signature *Date*



Name of Councillor/Councillor's Staff:	For the period:
--	-----------------

Date (mm/dd/yy)	Km	Parking Expense	Details						Reason					
			Starting Point			Destination			Business Mtg	Constituency Mtg	Special Event	Ward Visits	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

Signature of Councillor/Councillor's Staff:	Date:
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TO BE COMPLETED BY CITY CLERK'S OFFICE	
Authorized for Payment:	Date:

City of Toronto

Wireless Account Administration

Authorization Form

Purpose:

To authorize City Clerk's Office, Council & Support Services, to provide business related support services to be able to manage / administer City of Toronto, Members of Council and staff corporate wireless account directly with City's contracted wireless vendors. (E.g. billing enquiries, change of wireless plan options)

Required Information:

Councillor Name:

Ward:

Wireless Service Provider: Telus Rogers Bell Mobility Other:

Wireless Account Number:

Wireless Phone Number:

Assigned to (User's Name):

Primary Contact (Name):

Secondary Contact (Name):

Note: The Councillor's name will be automatically added to the account. The Primary and Secondary Contacts are individuals from the Councillor's Office who are authorized to make changes to the wireless account.

Authorization:

By checking the boxes below, I am providing my authorization for the indicated staff to act on my behalf.

- City Clerk's Office Council Service Representatives (Billing inquiry)
- City Clerk's Office Information Technology Specialists (Technical Support)
- Information Technology Division Wireless Support (Technical Support)

Councillor Signature: _____

Date: _____



INFORMATION TO BE COMPLETED BY DONOR

I/We, _____, hereby solemnly declare that the
(name of donating organization or individual)

monetary donation and/or in-kind donation amount of and/or estimated* amount of
\$ _____, was donated to Councillor _____ for a Council Member-
Organized Community Event.

Description of donation: _____

Currently, to the best of my knowledge, I/we and my/our organization are not registered as lobbyists with the City, or developers with any pending planning, conversion, demolition or sign variance application or bidders of any outstanding Requests for Proposals or Requests for Quotations.

I/We declare that the donation amount is given unconditionally and voluntarily. I/We understand that this is public information and will be posted to the City of Toronto's internet site as part of the Councillor Expense Policy.

Dated _____, and signed in the City (or Town) of _____.

Signed: _____ *Check to request income tax receipt***
(signature of officer or individual)

INFORMATION TO BE COMPLETED BY COUNCIL MEMBER

Donation was accepted for the following Council Member-Organized Event:

Name of Event: _____

Date of Event: _____

Additional Information: _____

Signed by Councillor: _____ Date: _____

**The City of Toronto reserves the right to determine the reasonable market value of in-kind donations.*

***Income Tax Receipts will only be issued for qualified donations. See reverse.*

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, ss. 157 and 159, and By-Laws 1076-2006, 154-2007 and 861-2008. The information is used to ensure compliance with the Code of Conduct for Members of Council. The information may also be shared with staff of the Accounting Services Division to determine eligibility for issuance of an Income Tax Receipt and with the Integrity Commissioner to report the donation as a Gift and Benefit. Questions about this collection can be directed to the Director, Council & Support Services, City Clerk's Office at the 9th Floor, West Tower, 100 Queen Street West, Toronto ON M5H 2N2 or at 416-392-8676.

Important Information

This form will be posted on the internet as part of the routine disclosure of Councillor office expenses. Forms are to be completed by all donors of cash or in-kind to Council Member-Organized Community Events, irrespective of dollar value. All donations in cash or in-kind will be treated as part of the annual \$10,000 limit. All donations will be accounted for in the calendar year in which it is received.

Income tax receipts shall be issued for donations of \$10.00 or more if requested. For donations in-kind, income tax receipts shall be issued if the gift provides a benefit to the City and is of a non-consumable nature. Donations in-kind of a consumable nature will not qualify for an income tax receipt.

For donations in cash or in-kind that exceed \$300 this form will also act as a Gifts and Benefits Form Report for the Integrity Commissioner and will be provided to the Integrity Commissioner.

Questions can be addressed to: Council & Support Services
City Clerk's Office
416-392-7038 (ph.) or clkSUPP@toronto.ca

Completed and signed form should be returned to: Council & Support Services
City Clerk's Office
City Hall, 9th Floor, West Tower

Authority & Guidelines

For the by-laws and guidelines covering Council Member-Organized Community Events, please see the following:

- Part IV of *Code of Conduct for Members of Council*, as approved by City Council at its meeting on September 25, 26 and 27, 2006, which covers Gifts And Benefits.
- Executive Committee Report 22, Clause 6, titled "Report on Issues Arising Out of Operation of Members Code of Conduct and Complaint Protocol", adopted by Toronto City Council at its meeting on July 15 and 16, 2008, which lays out the Policy on Council Member-Organized Community Events.
- Councillor Expense Policy
- Policy on Accounting for Donations to Council-Member Organized Community Events

Copies of the above are available at:

- <http://www.toronto.ca/integrity/integrity-reports.htm>
- <http://www.toronto.ca/integrity/integrity-protocols-policies.htm>
- http://www.toronto.ca/city_council/pdf/councillor-expense-policy.pdf
- http://www.toronto.ca/city_council/pdf/donation_policy.pdf



Name of Councillor: _____

Effective Date: _____

To update the authorized signature list for your office, please indicate below the members of your staff that have been designated the authority to sign on your behalf for the following categories:

Category	Name of Staff Member authorized to sign on behalf of Councillor	\$ Limit	Sample Staff Signature & Sample Initials
Payment of Invoices/ Reimbursement			
Petty Cash Reimbursement MAXIMUM \$ 200.00			
Protocol Items			
Printing Requests			

Category	Name of Staff Member authorized to sign on behalf of Councillor	\$ Limit	Sample Staff Signature & Sample Initials
Divisional Purchase Orders			

Councillor Signature

Date

Please return to the attention of:
 Lesley Ruscica
 Manager, Policy, Compliance & Operations
 Council & Support Services
 9th floor, West Tower
 City Hall

c.c. Winnie Li, Director, Council & Support Services
 Accounting Services