



# **Members of Council Operations Policy**

Approved by City Council on Month, xx, 2023

Managed by City Clerk's Office

## Revision History – Council Reports

---

- July 15, 16 and 17, 2008: EX22.7 “The Councillor Expense Policy”
- July 11, 12 and 13, 2012: EX21.9 "Policy Changes to Facilitate Councillor Office Operations"
- October 30, 2012: CC27.5 "Parameters for Councillor Constituency Offices"
- January 29 and 30, 2014: EX37.1 "2014 Capital and Operating Budgets"
- February 19 and 20, 2014: CC48.7 "Social Media Policy during an Election Year"
- June 10, 11, 12 and 13, 2014: EX42.2 "Amendment to Legal Fees Section in Constituency Services and Office Budget Policy and Authority to Pay a Legal Invoice"
- March 10 and 11, 2015: EX3.4 "2015 Capital and Operating Budgets"
- February 15 and 16, 2017: EX22.2 "2017 Capital and Operating Budgets"
- June 26, 2018: EX35.20 "Council Member Administrative Matters, Policies and Procedures" adopted by City Council at its meeting on June 26, 2018
- July 23, 2018: MM44.128 "Urgent Consideration of the Provincial Government's Plan to Reduce the Size of City Council"
- December 4, 5 and 13, 2018: CC1.1 "Recalibrating City Council's Governance System for 26 Members"
- March 29, 30 and 31, 2023: CC5.2 “Amendments to Existing Policies Related to Services to Members During an Election Period”

## **TABLE OF CONTENTS**

<b>1</b>	<b>POLICY OVERVIEW</b>	<b>5</b>
1.1	Purpose	5
1.2	Scope	6
1.3	Principles	6
1.4	Guiding Legislation, By-laws and Policies	7
1.5	Disclosure	8
1.6	Future Policy Updates	8
<b>2</b>	<b>AVAILABLE BUDGETS</b>	<b>8</b>
2.1	Council General Expense Budget	9
2.2	Council Business Travel Budget	9
2.3	Constituency Services and Office Budget (CSOB)	9
2.4	Councillor Staffing Budget	9
2.5	Mayor's Office Annual Operating Budget	9
2.6	Program Budgets	9
<b>3</b>	<b>ROLES AND RESPONSIBILITIES</b>	<b>10</b>
3.1	Council Members	10
3.2	City Clerk's Office	10
<b>4</b>	<b>USING PERSONAL FUNDS, FURNITURE AND EQUIPMENT</b>	<b>11</b>
<b>5</b>	<b>PURCHASING, ACCOUNTING AND PAYMENT PROCESSES</b>	<b>12</b>
5.1	Purchasing Process	12
5.2	Accounting Process	13
5.3	Payment and Reimbursement Process	14
<b>6</b>	<b>MEMBER EXPENSES AND ELECTIONS</b>	<b>15</b>
6.1	Mayoral By-Election	17
<b>7</b>	<b>ALLOWABLE EXPENSES</b>	<b>18</b>
<b>8</b>	<b>RESOURCES AVAILABLE TO MEMBERS</b>	<b>45</b>
8.1	Office Space	45
8.2	Home Security	47

<b>8.3</b>	<b>Parking</b>	<b>48</b>
<b>8.4</b>	<b>Information Technology</b>	<b>48</b>
<b>8.5</b>	<b>Office Operations</b>	<b>50</b>
<b>8.6</b>	<b>Staffing</b>	<b>52</b>
<b>8.7</b>	<b>Intergovernmental-Related Business Travel</b>	<b>53</b>
<b>8.8</b>	<b>Director's Training</b>	<b>54</b>

# 1 Policy Overview

## 1.1 Purpose

This policy guides the expenditures that support Councillors and the Mayor, collectively referred to as "Members" in performing their diverse roles and in representing their constituents.

The budgets and other resources described in this policy allow Members to:

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

The policy is intended to:

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

The City of Toronto funds Member 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 not personal in nature.
- Are not third-party expenses.
- Do not support or feature any candidate in any municipal, school board, provincial, federal election or by-election, or promote consent or rejection of a question that has been submitted to electors.

Members are personally responsible for expenditures that do not fall within these criteria. The Deputy City Clerk, Member Services and Program Support ("MSPS") is available to help Members and their staff understand these criteria and to help them plan their budgets and expenditures.

## **1.2 Scope**

The policy applies to all Members and sets out the rules that apply when they use their Constituency Services and Office Budget or the Mayor's Office Annual Operating Budget and access funds in other available budgets. Any exceptions to the policy for the Mayor's Office will be set out in the specific section of the policy.

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

## **1.3 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 Councillor and Office of the Mayor 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 Members use public funds when they perform their duties, the public expects public funds to be used prudently.
- Members 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.
- Members' expenses must be reasonable and reflect what the public expects of an elected official.
- Members' business expenses and personal expenses must be kept separate. Business expenses should not add value to personal assets.

### **d. Transparency**

- The public has a right to know how public funds allocated to Members are spent.
- The public's right to Members' 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 Members irrespective of personal financial circumstances.
- Councillors should have access to the same level of funding to run their offices.

## **f. Flexibility and Limits**

- Members require flexibility to perform their roles, operate their offices and pursue their interests.
- Members engage their communities differently.
- Expenditures must not conflict with rules set out in the [Municipal Elections Act, 1996](#) and other legislation.
- All accounting, audit and [Income Tax Act](#) principles and rules must be followed.

## **1.4 Guiding Legislation, By-laws and Policies**

This policy, and its use by Members, is guided by the [City of Toronto Act](#), the City's [Code of Conduct for Members of Council](#) and the City's [Lobbying Bylaw](#) (Municipal Code Chapter 140).

In addition, the use of this policy for Member expenses must also comply with:

- [Municipal Conflict of Interest Act](#)
- [Municipal Elections Act, 1996](#)
- [The Income Tax Act](#)
- [The Employment Standards Act](#)
- [Human Resources Management and Ethical Framework for Members' Staff](#)

## **Code of Conduct and Lobbying By-law**

- Members are reminded that a breach of the Members of Council Operations Policy (“MCOP”) is considered a breach of the [Code of Conduct for Members of Council](#).
- The MCOP should be read in conjunction with the Code of Conduct for Members of Council, including but not limited to Section 4, *Gifts and Benefits* and Section 15, *Council Policies and Procedures*.
- Members should also ensure that the [Lobbying By-law](#) and the [Council Member-Organized Community Events Policy](#) are complied with in all their transactions under this Policy.
- Members 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 for Members of Council](#) and the [Lobbying By-law](#).

- If the Integrity Commissioner has provided any advice to a Member and there is a subsequent [Code of Conduct for Members of Council](#) 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 Member.

### **Municipal Elections Act, 1996**

- Members 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 or Mayor as a Member of Council and their role as a candidate in an election campaign must be kept separate and distinct. See Section 6, *Member Expenses and Elections*, for details.

### **1.5 Disclosure**

- The City Clerk and Treasurer report to Council the remuneration and expenses for Members by March 31 of the following year, as legislated by the [City of Toronto Act, 2006](#).
- The City Clerk will routinely disclose Members' 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 has personal and other MFIPPA-exempted information redacted before posting.
- The City Clerk will routinely disclose Member travel reports on the internet. Personal and exempted information governed by MFIPPA is redacted before posting.

### **1.6 Future Policy Updates**

- Any future policy changes must specifically refer to the sections and clauses in the MCOP that are being changed or amended.
- The City Clerk is responsible for updating the policy after City Council decisions and posting the updated policy.
- The City Clerk is responsible for updating the policy to incorporate routine changes such as those required by changes to related policies and standards, hyperlinks, and organizational names and titles.

## **2 Available Budgets**

The City of Toronto provides resources and support to Members through the following budgets. For details on the centralized resources available to Members, see Section 8, *Resources Available to Members*.



## **2.1 Council General Expense Budget**

- To fund centralized support and resources for all Members.

## **2.2 Council Business Travel Budget**

- To fund inter-governmental related business travel.

## **2.3 Constituency Services and Office Budget (CSOB)<sup>1</sup>**

- Budget allocated to each Councillor to pay for expenses that are allowable in this Policy.
- The CSOB is adjusted annually by the previous year's Consumer Price Index (CPI) for Toronto.<sup>2</sup>
- Councillors must not exceed their annual CSOB limit, whether using City funds or personal funds. If they exceed the CSOB limit using City funds, they must repay the City using personal funds.
- Exceptions to reporting use of personal funds include: kilometrage, parking, wireless devices and business meals. These expenses are not counted towards the annual CSOB limit. See Section 4, *Using Personal Funds, Furniture and Equipment*, for further details.
- Councillors cannot transfer office budgets between years.

## **2.4 Councillor Staffing Budget**

- To pay the salaries of staff working in Councillor offices.
- Any over-expenditure in Councillor staff salary can be funded from the CSOB.
- Councillors cannot transfer salary budget between years or use their Staffing Budget to pay for office expenses.

## **2.5 Mayor's Office Annual Operating Budget**

- To fund office operations and allowable expenses under this Policy, the Mayor's salary and benefits and salaries of staff working in the Mayor's office.

## **2.6 Program Budgets**

- Certain expenses are program expenses and are paid from the operating budgets of City divisions or agencies that provide services to Members of Council. These expenses include but are not limited to City Hall and civic centre office facilities maintenance, custodial, operations, state of good repair, parking, security, IT network and infrastructure support and Members' IT desktop and application support.

## **3 Roles and Responsibilities**

### **3.1 Council Members**

- Authorize expenditures from their 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 all equipment provided by the City or purchased with City funds (including via reimbursement) are returned to the City when the Member ceases to be a Member, except as otherwise indicated in this policy.
- Ensure that all purchases are appropriate and that invoices are authorized after orders have been received or services rendered.
- Comply with purchasing, accounting financial processes as outlined in this policy. See Section 5, *Purchasing, Accounting and Payment Procedures* for details.
- Contact the Deputy City Clerk, Member Services and Program Support, to seek advice on all aspects on the administration of this Policy.
- Review the detailed invoices posted on the internet as part of Members' expenses disclosure and advise the City Clerk's Office, Member Services and Program Support promptly if they have any issues or concerns with the information that is being posted.
- Consult with the Integrity Commissioner for guidance with respect to individual Member expenses or any interpretation on the application of this policy.

### **3.2 City Clerk's Office**

- The City Clerk has ultimate responsibility and authority for the administration of Member expenses and the MCOP. The City Clerk has delegated this responsibility to the Deputy City Clerk, Member Services and Program Support.
- The City Clerk or the Deputy City Clerk may consult with the Integrity Commissioner for guidance with respect to individual Member expenses or any interpretation on the application of this policy. The Integrity Commissioner may also consult with the City Clerk or the Deputy City Clerk on the interpretation on the application of the policy.
- Provide accounting and financial support to Members by paying expenditures, preparing financial management reports and providing advice on handling difficult or unusual transactions.
- Provide purchasing support to Members with obtaining quotations, issuing purchasing documents and developing formal agreements.

- Provide staffing support to Members by preparing payroll documentation.
- Provide information technology support to Members.
- Advise Members of the status of their budgets and expenditures.
- Review all expenses submitted by Members to determine that proper documentation is in place and the expenditure is in compliance with the MCOP.
- Advise Members if any item appears to breach the MCOP or is inappropriate.
- Make sure that supporting documentation is in place and that expenditures conform to Member policies.
- Monitor changes in City policies and procedures and review relevance of these changes for the Member budgets and related procedures.
- Provide training and orientation about budgets and office operations for Members 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](#) (MFIPPA) from the detailed Member expenses prior to the disclosure of Member expenses on the internet.

#### **4 Using Personal Funds, Furniture and Equipment**

- Members are allowed to use personal funds for all types of office expenses as set out in this policy.
- Whether Members use public funds or personal funds, or a combination of the two, the total amount of expenditure for office expenses must remain within the annual limit of their budget.
- Members who pay for office expenses with personal funds are subject to the same accountability mechanisms and must file all receipts with the City Clerk's Office, Member Services and Program Support on a monthly basis with the exception of kilometrage, parking, wireless devices and business meals.
- Members who pay for office expenses with personal funds must disclose these expenses in the same manner as office expenditures using City funds with exceptions as outlined above. The City Clerk reports these expenses at least quarterly and in the Annual Report on Remuneration and Expenses for Members of Council.
- Members may from time to time receive reimbursement or arrange payment of expenses from their budget and wish to use personal funds for these expenses instead. Members 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 Member's budget.

- If the repaid expense is an office expense 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 the annual budget limit.
- If the repayment occurs for a prior year expense, the repaid funds will be credited to the Council General Expense Budget.
- Members' 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.
- Members may bring personal furniture and equipment to use in their City Hall or constituency offices.
- Members who bring personal furniture or equipment to use at City Hall or constituency offices must advise the City Clerk's Office, Member Services and Program Support so that these items are inventoried separately from City owned furniture and equipment.
- Members' personal furniture and equipment are not covered by the City's property insurance policy.
- Members are responsible for the maintenance of their personal furniture and equipment at City Hall and constituency offices.
- Members are responsible for the cost of moving their personal furniture and equipment to and from their City Hall and constituency office.

## **5 Purchasing, Accounting and Payment Processes**

### ***5.1 Purchasing Process***

The following sets out how Members purchase goods and services and the purchasing procedures related to purchases of different values. The Deputy City Clerk, Member Services and Program Support, is available to provide advice and prepare purchasing documents. Generally, it is advisable that Members consult with the City Clerk's Office, Member Services and Program Support prior to ordering any goods or services. Members must consult with the City Clerk's Office, Member Services and Program Support for technology purchases.

The following sets out whether quotations are required:

- For purchases less than \$3,000, no quotations are required.
- For purchases of more than \$3,000 up to \$7,500, it is recommended that Members get quotations from three vendors to ensure they get best value.
- For purchases more than \$7,500 to \$10,000, three quotations are required. Quotes can be obtained either by phone, fax, written, internet, flyers etc.

- For purchases more than \$10,000, three written quotes are required.

For purchases \$7,500 and up, if quotes are not sought and the Members wishes to use a particular vendor, a non-competitive request is used, along with specific, valid reasons for choosing to use the vendor. If a purchase is multi-year, then the Member should work with the City Clerk's Office, Member Services and Program Support on the appropriate process to use.

For the purchasing of consulting service, a formal agreement is required with the vendor. The City Clerk's Office, Member Services and Program Support will provide assistance on drafting a formal agreement.

For IT Purchases, Council members must use the form as identified by the City Clerk's Office, Member Services and Program Support for IT purchases. 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, Member Services and Program Support IT staff.

Items purchased with City funds (including via reimbursement) are considered City property and must be returned to the City at the end of the term or earlier if the Council member leaves office, except as otherwise indicated in this policy.

## **5.2 Accounting Process**

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

- Expenses must relate to the business of the City of Toronto.
- Members or their staff must incur the expenses. Expenses incurred by third parties cannot be claimed.
- Council members and their staff cannot claim expenses of a personal nature. Where an invoice contains expenses of a personal nature, Members or their staff must reimburse the City for those personal expenses when they submit the request for reimbursement or payment of the allowable expense.
- Members and their staff must provide proper documentation, including detailed original receipts and information requested on the appropriate form. Credit card receipts or statements alone are not sufficient and are not accepted. For online purchases, a copy of the confirmation must be attached to the claim form.
- Members can delegate signing authority to Member staff by completing a Delegation of Signing Authority Form with original samples of signatures given to the City Clerk's Office, Member Services and Program Support prior to the transaction.
- Members who do not delegate signing authority may still be asked to provide a sample of their signature.
- Members or designated staff must authorize all receipts or invoices.

- Invoices must include a description of the goods purchased or services rendered, the cost, applicable taxes and HST Registration Number.
- Expenses must be charged to the year in which they occurred. Expenses cannot be carried forward to future years.
- Council members who charge for goods and/or services against the current year must have received the goods and/or services from the vendor on or before December 31 of the year.
- At the end of the year, when expenses have been incurred but invoices are not yet received, Council members must inform the City Clerk's Office, Member Services and Program Support 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 City Clerk's Office, Member Services and Program Support 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.

### **5.3 *Payment and Reimbursement Process***

- For reimbursement or payment of expenses, the appropriate form, as provided by the City Clerk's Office, Member Services and Program Support must be used.
- City purchasing cards (PCards), available through the Corporate PCard program, can be used by Members' staff for booking a hotel, transportation, conference registration and for the purchase of low-value materials and supplies. Those who use PCards must follow the procedures and guidelines set out in the PCard Program Policy Manual. Failure to abide by the required procedures and guidelines may result in the cancellation of the PCard.

## 6 Member Expenses and Elections<sup>3</sup>

Please also refer to "[Use of City Resources During an Election Period Policy](#)" for limitations on City staff, resources and facilities during an election period.

Please also refer to the [Integrity Commissioner website](#) for guidelines on Election-Related Activities and Municipal Election.

- Under the [Municipal Elections Act, 1996](#), the City of Toronto cannot provide a subsidy or contribute to any candidate in a municipal election campaign. Therefore, special conditions for expenses for Members apply during an election year.
- An election year begins at the start of the nomination period and ends with the end of the Council term as described in the *Municipal Elections Act, 1996*.
- Members will not be allowed to use the respective office budgets for advertising, newsletters, flyers, community expenses and community events after **August 1** of an election year until the day after Election Day, except for emergency situations.<sup>4</sup>
- 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 Council members who are not seeking re-election or who are not returning to office after the election.

### a. General<sup>5</sup>

- The CSOB and the Mayor's Office Annual Operating Budget in a municipal election year is a pro-rated amount of the approved budget based on number of months or partial months in each term of office, with the provision that subsequent to election day:
  - Re-elected Councillors have available to them the balance of funds remaining as of Election Day, except for years when there are changes to ward boundaries, where the pro-rated amounts for both terms applies to all Councillors.
- Once a Member has filed nomination papers, the Member is no longer eligible to receive donations for their community events, per the [Council Member-Organized Community Events Policy](#).<sup>6</sup>

### b. Specific Limitations

- Once a Member has announced after the nomination deadline that they are not seeking re-election and plan to retire from office at the end of term, the Member will not be permitted to use City funds to:
  - Increase the salary of their staff.

- Buy furniture and equipment for the office.
- Attend conferences, seminars or undertake business travel.
- Trade furniture with other Members.
- After August 1 of an election year and until Election Day, no Member will be permitted to<sup>7</sup>:
  - 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.
  - Use external resources paid by City funds to:
    - Update their existing personal Member website.
    - Perform website maintenance.
    - Create and post YouTube videos.
    - Create, monitor or manage facebook accounts or use other social media tools.
  - Distribute electronic newsletters including mass emails.
  - 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 town halls.
  - 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.
  - Trade furniture with other Members.
  - 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 Section 8.7, *Intergovernmental-Related Business Travel*).
  - 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 Strategic Protocol and External Relations Unit.



- After Election Day, a Member not returning to Council is not permitted to:
  - Use City funds 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.
  - Trade furniture with other Members.

## **6.1 *Mayoral By-Election***

- In a Mayoral by-election,<sup>8</sup> restrictions on use of City resources begins on the earlier of a Member making a public declaration that they intend to run, or upon filing a nomination to run for Mayor.
- If a Member withdraws their candidacy before election day or makes a public declaration that they are no longer seeking the office, restrictions on use of City resources no longer apply to that Member.
- These restrictions will apply to such Members except to the extent that they limit the Member in the direct fulfillment of Council duties.

### **a. Specific Limitations**

- After a Member has made a public declaration that they intend to run, or upon the filing a nomination to run for Mayor, that Member is not 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.
  - Use external resources paid by City funds to:
    - Update their existing personal Member website.
    - Perform website maintenance.
    - Create and post YouTube videos.
    - Create, monitor or manage facebook accounts or use other social media tools.

- Distribute electronic newsletters including mass emails.
- 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 town halls.
- 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.
- Trade furniture with other Members.
- 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 Section 8.7, *Intergovernmental-Related Business Travel*).
- 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 Strategic Protocol and External Relations Unit.

## **7 Allowable Expenses**

This section outlines allowable expenses that can be charged to the Member's CSOB or Mayor's Office Annual Operating Budget. It outlines the details for each type of expense including any conditions and documentation required. Where applicable it also refers to resources available to Members in Section 8. Forms to submit the expenses will be provided by the City Clerk's Office, Member Services and Program Support.

All requests for payment or reimbursement for expenses must be supported with an original itemized invoice/receipt. Credit card statements or receipts alone are not accepted. Where a Member or their staff requests 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 entry.

Members or their authorized staff must approve all receipts or invoices. Approval may be indicated with original or electronic signature or email.

## **Advertising and Promotions**

---

### *Eligible expenses:*

- Paid advertising that is related to the business of the City in all types of media, including print, radio, television, outdoor, social media and online.
- Advertising that supplements advertisements that City Divisions place to promote specific programs, including but not limited to Community Environment Days, specific events, park openings.
- Greeting and congratulatory advertisements for various occasions, including but not limited to, Canada Day and multicultural celebrations.
- Advertisements in programs for local special events.
- Design and production costs for eligible advertising.

### *Ineligible expenses:*

- Advertising published during an election period. (Refer to Section 6, *Member Expenses and Elections*, for details.)
- Advertising that promotes for-profit organizations, third parties, other levels of government, political parties, or candidates in any election campaign or promotes consent or rejection of a question which has been submitted to electors.

### *Conditions:*

- For payment of advertising, the Member must provide the itemized original invoice from the media organization stating the name of the publication and the date that the ad appeared, was aired or posted.
- A copy of the ad must also be provided.

## **Business Hospitality Expenses**

---

### *Eligible expenses:*

- Members' expenses for food and beverages, including alcohol, related to business meals or receptions with constituents, business contacts, representatives of other levels of government, international delegations or visitors.
- Facility rental and setup.

### *Ineligible expenses:*

- Entertainment expenses.
- Expenses for open houses and hospitality functions at City Hall or civic centres primarily for Members, Member staff or City staff
- Goodbye or celebration events for Members or staff.

*Conditions:*

- Members must identify the business purpose for the expense.
- Original itemized receipt showing items consumed.
- Full name of all participants, except for large delegations.
- For a delegation, the name of the delegation, the date and purpose of the visit, the number of attendees and the name of the delegation organizer; names of delegation members should be included, if available.

## **Business Meeting and Meal Expenses**

---

*Eligible expenses:*

- Expenses related to business meetings with members of the public, City employees, Member staff, other Members or employees of a City agency or corporation.
- Meals consumed by Members and staff prior to attending evening functions or events, or during in-town conferences at which meals are not provided and no per diem is provided.
- Refreshment/food for staff business meetings.
- Expenses for open houses and hospitality functions at City Hall or civic centres primarily for Members, Member staff or City staff.
- Facility rental and venue set-up, including audio-visual equipment, flip charts, cleaning charges.
- External facilitator fees.
- Ticket to attend farewell events for staff in divisions, agencies and corporations.

*Ineligible expense:*

- Alcohol.
- Goodbye or celebration events for Members or staff.

*Conditions:*

- Members must identify the date and business purpose for the meeting or meal.
- Original itemized receipt showing items consumed.
- Full name of all participants attending the meeting.

## **Community Expense – Event Tickets**

---

### *Eligible expenses:*

- Two tickets or participation fees for a charitable event such as a golf tournament or walkathon within the ward or City, to be used by the Member and/or staff.

### *Ineligible expense:*

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

### *Conditions:*

- For charitable events or dinners, event organizers must make out charitable receipts to the City of Toronto, where applicable.
- Members must indicate the attendees and provide a copy of the event notice or flyer requesting the Member's attendance as well as the order form and ticket.
- Event tickets cannot be provided to organizations or groups as table prizes or raffle prizes.

### *Other information about event tickets:*

- Members can accept event tickets as permitted in the [Code of Conduct for Members of Council](#), Section 4, *Gifts and Benefits*.
- Any questions regarding acceptance of event tickets should be directed to the Integrity Commissioner for the City of Toronto.

## **Community Expense - Events Organized (Entirely or in Part) by a Member**

---

### *Eligible expenses:*

- Space rental fees or permit fees.
- Venue decorations, and set up.
- Catering.
- Draws or door prizes for the event.
- Miscellaneous supplies.
- Performers and costume rentals.

- Temporary staff.
- Uniforms.
- Off-duty police officers and security.
- Equipment rental including chairs tables, sound systems, a/v equipment.

*Ineligible expenses:*

- Payment to City staff to organize an event.
- Costs for an event organized entirely by a third party with no direct Member participation.
- Goodbye or celebration events for Members or staff.

*Conditions*

- Members must provide an original detailed invoice from the vendor, including the nature of service, date and venue of event.
- No community events are allowed during a municipal election period. See Section 6, *Member Expenses and Elections*, for details.

*Other information on community events organized by a Member:*

- Member community event expenses can supplement events organized by program areas, e.g. park opening by Parks, Forestry and Recreation, or joint City-Member events, such as Community Environment Days by Solid Waste Management Services.
- Member community events can be co-organized with community groups.
- Members may accept donations (in cash and in kind) in accordance with the [Policy on Council Member-Organized Community Events](#).<sup>9</sup>
- Before accepting a donation, Members must first submit a *Donor Declaration Form* to the Integrity Commissioner, who will confirm if the donation is allowable.
- Donations accepted by Members cannot be carried over between calendar years.
- Surplus donated funds accepted during a calendar year are either returned to the donating organization or credited to Council's General Expense Budget.
- Donations accepted for community events and expenditures funded by donations are not included in the CSOB limit but are subject to the same disclosure requirements as expenses funded by the CSOB.

## **Community Expense – Gifts and Promotions**

---

*Eligible expenses:*

- Gifts from the City Stores gift inventory or from external vendors for community members and visitors.

- Purchase of fridge magnets and pins for distribution to constituents.
- Purchase of wreaths for local Remembrance Day events.
- Promotional items, including but not limited to T-shirts and water bottles.
- Gift baskets/flowers for constituents for special occasions.
- In memoriam gifts for constituents, such as trees and floral tributes.
- Plaques for constituents.
- Awards and scholarships for constituents.
- Refreshments provided when a Member or staff member attends a community event that is not co-organized with the Member.

*Ineligible expense:*

- Gifts for Member staff or other employees of the City, agencies and corporations.
- Donations to community groups, individuals, groups of individuals or trust funds.

*Other information about gifts and promotions:*

- Strategic Protocol and External Relations unit in the City Clerk's Office provides a supply of City of Toronto pins to each Member's office annually.

## **Community Expense – Payment in Lieu for Use of Space**

---

*Eligible expenses:*

- Payment to community groups for use of space for a Town Hall meeting if the organization does not charge rent for their facility.

*Ineligible expense:*

- Payment to community groups without documented use of space.
- Payment to an individual or a for-profit organization.
- Payment to community groups for space for events not organized by the Member.

*Condition:*

- A Town Hall meeting is a meeting organized by the Member with a group of citizens to discuss City business.
- A meeting organized by a community group where the Member is a speaker and not an organizer is not eligible.
- Donations as payment in lieu of rental of space must be accompanied by a flyer, ad or other means of communications documenting the Town Hall meeting at the space operated by the community group and a letter from the community group stating that they do not charge rent for their facility.

- Donations must be made via City of Toronto cheques to the community group, not by Member or staff personal cheques.
- Donation receipts should be addressed to the City of Toronto.
- Receipts received by Members must be forwarded to the City Clerk's Office, Member Services and Program Support.

## **Computer Hardware, Software and Accessories**

---

### *Eligible expenses:*

- Computer hardware and software beyond what is provided under Section 8.4, *Information Technology*, in consultation with the City Clerk's Office, Member Services and Program Support.
- Remote access tokens and associated fees issued by Technology Services Division.
- Encrypted USB keys.
- Fees for cloud-based programs used for City business, which do not connect to City systems.

### *Ineligible expenses:*

- Non-corporate standard hardware or software.
- Equipment that Members or their staff may have bought outside of the required IT procurement process.
- Any USB keys that are not encrypted.

### *Conditions:*

- All computer hardware and peripherals that connect to the City's network must comply with City's computer standards in order to protect the integrity and security of the City's network.
- Members' offices should follow the Council IT procurement process by first checking with the City Clerk's Office, Member Services and Program Support.
- Members' offices should buy all hardware and software through the corporate vendor of record or from another vendor that City staff have selected.
- All computer hardware, software and peripherals purchased with City funds (including via reimbursement) becomes City of Toronto property and must be returned at the end of the term.



## **Internet Services**<sup>10</sup>

---

Centralized resources provide internet access through the City's network at City Hall, civic centres and other City buildings, see Section 8.4d, *Internet*.

### *Eligible expenses:*

- Internet service at Members' home offices and constituency offices on non-City space.
- Installation costs.
- Modem rental fees.
- Fees to enhance bandwidth and transmission speed.

### *Ineligible expenses:*

- Home internet service for Member staff.

### *Conditions:*

- Members may order directly from any internet supplier for home office.
- If a Member chooses to install an internet services at their home office with City funds, the Member must declare by memo that the service is primarily for City business usage.

## **Mail and Courier Services**

---

### *Eligible expenses:*

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

### *More information about mail and courier services:*

- The City Clerk's Office coordinates mail services through mailrooms at Toronto City Hall and civic centres.
- Mail sent via City mailrooms is processed at Canada Post's Letter mail rates for postage meters.
- Outgoing courier services are provided through the City Hall and Metro Hall mailrooms.

## Memberships

---

### *Eligible expenses:*

- Memberships related to City business or work in the community.
- Association membership fees to directors' organizations.
- Car share or community bike programs.

### *Ineligible expenses:*

- Retail memberships.
- Award programs.
- Personal health or recreation memberships.

### *Conditions:*

- Members must identify how a membership is relevant to City business when it is not evident.

### *Other information about memberships:*

- 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. The list of organizations may change from time to time.

## Newsletters and Flyers

---

Each Councillor is provided funding for a ward newsletter or flyers through the Council General Expense Budget.<sup>11</sup> See Section 8.5e, *Allocation for newsletter and flyer production and distribution* for details. Additional costs are funded through the Member's CSOB or Mayor's Office Annual Operating Budget.

### *Eligible expenses:*

- Design, writing, copy-editing, printing.
- Distribution through Canada Post, private distribution firms, online services or other means.
- Translation.
- Clip art and stock photos.

### *Ineligible expense:*

- Printing and distributing newsletters after August 1 during an election year. Refer to Section 6, *Member Expenses and Elections*.

*Conditions:*

- Use of City logo and symbols must comply with City policy.
- Councillors should limit the circulation of newsletters or flyers to the geographic boundary of their ward.
- 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.
- Members must submit an original design, writing, copy-editing, printing or distribution invoice from the vendor along with a copy of the newsletter or flyer.

*Other information about newsletters and flyers:*

- The City Clerk's Office has an agreement with Canada Post for Neighbourhood mail rates.
- Local students or volunteers may be hired to help distribute flyers and newsletters by way of an honorarium or meal allowance.
- The City Clerk's Office Information Production Unit can be used for off-set printing or reproduction of newsletters and flyers. If the unit cannot meet the requirements for any reason, unit staff will obtain quotations and manage the procurement with an external printer.

## **Newspapers, Magazines and Books**

---

*Eligible expenses:*

- Purchase of publications including books and subscriptions to daily, weekly and monthly newspapers, news, trade and business magazines, ethnic publications and other periodicals that relate to the business of the City. Publications may be in print or electronic format.

*Ineligible expenses:*

- Publications that have no demonstrated relation to the business of the City.
- Lifestyle/entertainment magazines.

*Conditions:*

- Members must identify the business purpose for the purchase when the business reason is not evident.
- Delivery address can be City Hall office, constituency office or a Member's home office.
- Members must provide an original subscription invoice or renewal notice indicating delivery address of publication.

## Office Decorations

---

### *Eligible expenses:*

- Framing expenses for photos, newspaper articles or other memorabilia related to the work of the Member.
- Office decorations for special occasions for City Hall or constituency offices on City property.

### *Ineligible expenses:*

- Purchase or rental of artwork for display at City Hall, constituency offices or home office.
- Framing of fine art.
- Decorations for home office.

### *Other information about office decorations:*

- The City loans artwork from its fine art collection for City Hall offices at no charge. See Section 8.1a, *Office Space* for details.
- Members 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.
- Members may display artwork on loan from local artists. A formal loan agreement should be signed to set out clearly the insurance responsibilities.

## Office Equipment – Non-computer

---

### *Eligible expenses:*

- Expenses related to the operation of the office including maintenance and warranties related to the items.
- Equipment required for community events and meetings.

### *Ineligible expense:*

- Equipment for home office.

### *Conditions:*

- Members must identify the business requirement for the equipment.
- All equipment purchased with City funds becomes property of the City and must be returned at the end of the term.

## Office Furniture

---

Basic furniture at the Toronto City Hall Office and at civic centre offices per the [Furniture, Configuration and Equipment Standard for Councillor Offices](#) is provided from the Council General Expense Budget. See Section 8.1a, *Office Space*.

### *Eligible expenses:*

- A desk and a chair for Members' home offices and a chair for staff home offices.
- Additional office furniture for the City Hall or constituency office beyond what is supplied from the Council General Expense Budget.
- Moving costs for City furniture between City Hall or constituency office.
- Transportation and set up costs from vendor.

### *Ineligible expenses:*

- Furniture not required for an office environment.
- Costs for moving personal furniture.
- Insurance for personal furniture.
- Home office furniture other than one desk and one chair for a Member and one chair for a staff person as noted above.

### *Conditions:*

- All purchased furniture must comply with the [Furniture, Configuration and Equipment Standard for Councillor Offices](#).
- Furniture can be used for a City Hall or constituency office.
- Furniture purchased with City funds becomes property of the City and must be returned at the end of the term. Purchased furniture is added to an office inventory.
- Members who wish to trade furniture must provide a joint memo to the Deputy City Clerk, Member Services and Program Support, providing details on the furniture being traded.
- Trading of furniture in an Election period must be in accordance with Section 6, *Member Expenses and Elections*, of this policy.
- Member office furniture belongs to the office and not to the Member. At the end of a term, furniture is passed from the outgoing to the incoming Member.
- Members can bring personal furniture to the office. The Member is responsible for moving costs, insurance and maintenance of personal furniture.

## Office Space: Constituency Office<sup>12</sup>

---

Councillors may have one constituency office within their ward, funded from the Council General Expense Budget. Charges for additional constituency office space are paid from the Councillor's CSOB.<sup>13</sup> See Section 8.1b, *Office Space*, for details.

### *Eligible expenses:*

- Rental for any space that is not funded from the Council General Expense Budget, as permitted by the [Parameters for Councillor Constituency Offices](#) approved by City Council.
- Furniture costs not paid for by the Council General Expense Budget.
- Renovation/tenant improvement costs not provided through the Council General Expense Budget.
- Moving costs not paid for by the Council General Expense Budget.
- Small appliances.
- Office supplies.
- Office decorations
- For non-City buildings: signage fees, parking.

### *Ineligible expenses:*

- Landscaping and aesthetic improvement costs.
- Plants.
- Purchase or rental of artwork.

### *Conditions:*

- Any office space exceeding the standard City Hall allocation is considered a constituency office, with the exception of a home office.
- The lessee must be the City of Toronto.
- All lease agreements must be negotiated and administered by City staff.
- Councillors cannot sublet any space to third parties, including community organizations, not-for-profit/charitable organizations or other persons.
- The term of a lease must not extend beyond the Council term in which the lease is signed.

### *Other information about constituency offices:*

- If the Councillor has two constituency offices, the lower lease costs will be charged to the Councillor's CSOB.
- Councillors may book civic space to meet with constituents regularly or for special events. Space that is not leased on a continuous basis is not considered a constituency office.

## Office Space: Home Office<sup>14</sup>

---

### *Eligible expenses:*

- Telephone line dedicated for City business.
- Internet service dedicated for City business.
- Fees to enhance internet bandwidth and transmission speed.
- Computer printer.
- Home Security expenses only as set out in Section 8.2 *Home Security*.

### *Ineligible expenses:*

- Residential home expenses including but not limited to property tax, mortgage or rent for home, home maintenance fees, home utilities, home cleaning fees.
- Furniture and decorations.

### *Conditions:*

- If a Member chooses to operate a home office, they must advise the Deputy City Clerk, Member Services and Program Support in writing, confirming that costs claimed for telephone and/or internet services are for lines dedicated for City business.

### *Other information about home offices:*

- A home office is not considered a constituency office.
- Members 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 Member seeks to establish that use of a home office qualifies for such a deduction, they must provide a sworn declaration attesting to such usage to Pension, Payroll and Employee Benefits Division.
- Members who make this declaration must log and retain all necessary documents to satisfy Canada Revenue Agency (CRA) requirements for a six year period. 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).

## **Office Supplies**

---

Basic office supplies are available from a supply cupboard in the Member area on the second floor of City Hall, see Section 8.5a, *Office Supplies*. Additional office supplies may be purchased from the office budget.

### *Eligible expenses:*

- General office supplies such as, but not limited to toner, labels, paper and pens.
- Greeting cards.
- Holiday cards.

### *Other information about office supplies:*

- Where items are available through the corporate contract, Members should buy from the City's office supply vendor or available items from City Stores.

## **Photographic Supplies and Services**

---

A photography portrait session is provided for Members. They will receive one framed official Council term photo and one framed Community Council photo and digital copies of individual official portraits on request from the City Clerk's Office, Strategic Protocol and External Relations.

### *Eligible expenses:*

- Framing of photographs for display in the Member's office.
- Additional prints of official portraits and the Council term photo taken by the City photographer.
- Processing and digital print fees.
- Professional photographer fees.

### *Conditions:*

- Members must identify the business requirement for the photography services.
- Members cannot use photographs or materials that were taken by City photographers or videographers for election-related purposes.
- Members cannot use photographs paid for with City funds for election-related purposes.

## **Printing and Photocopy Services**

---

### *Eligible expenses:*

- Stationery including envelopes, letterhead, business cards.
- Holiday cards.



- Printing costs from the City Clerk's Office Information Production Unit.
- Specialty printing by outside vendors.
- Reproduction costs from the City Clerk's Office Information Production Unit.
- Photocopying charges by outside vendors.

*Conditions:*

- Use of City of Toronto logo must comply with the Corporate Identity Program.
- Use of the City of Toronto official coat of arms requires authorization by the Chief of Protocol.

*Other information about printing services:*

- Members are encouraged to use the City Clerk's Office Information Production Unit for printing and photocopying services.
- If the unit cannot meet the requirements of the Member for any reason, Information Production Unit staff will obtain quotations and manage the procurement with an external printer.
- See Section 8.5e, *Entitlement equivalent to production and distribution of a newsletter/flyer to all households*, for information on the newsletter allotment.
- Multi-function printers are available on the 2<sup>nd</sup> floor of City Hall for Member use.

## **Professional, Contracted and Consulting Services**

---

*Eligible expenses:*

- Payment to firms or individuals retained for specific business purposes with clear deliverables, fee structures and timelines.
- Payment for a specific services, such as photography, data entry, filing, research etc.
- Services that City staff are unable to provide.

*Ineligible expenses:*

- Services that City staff are able to provide.

*Conditions:*

- Members should sign a contract or formal agreement with external suppliers, setting out the terms and conditions in detail.
- Members must provide an original itemized invoice for the work performed.
- In cases where the service could be provided by City staff, Members must supply documentation from the program area on why the service was not provided.

## Staff – Salary Overage

---

Once a Councillor reaches the maximum allocated Councillor Staffing Budget, excess salary costs are automatically transferred to the Councillor's CSOB.

### *Eligible expenses:*

- Any salary costs incurred in excess of the Staffing Budget.

### *Ineligible expense:*

- Bonuses.

## Telephone

---

See Section 8.4, *Information Technology*, for information on City-supplied telephone equipment and services.

### *Eligible expenses:*

- Additional telephone lines above what the City provides.
- Monthly fees for phone services, including business-related long distance calls and conference calls.
- Monthly fees, including fees for specialty features such as call display, call waiting, messaging.
- Fees for conference calls.
- Business-related long-distance charges.
- Basic telephone equipment.
- Peripherals above the City standard such as headsets, etc.
- Telephone line for a Member's home office.

### *Ineligible expenses:*

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

### *Conditions:*

- Additional lines for offices at City Hall and constituency offices must be arranged through the City Clerk's Office, Member Services and Program Support.
- Equipment purchased with City funds is considered to be City property.
- If a Member is claiming for the cost of a telephone line in a home office, they must declare by memo to the Deputy City Clerk, Member Services and Program Support, that the telephone line is dedicated for City business only.

- Members must reimburse the City for any personal long-distance calls or other personal charges at the same time as they submit the monthly bill for reimbursement or payment.
- The first few pages of the monthly bill identifying the services and itemized fees for each service should be submitted for reimbursement. Back-up pages containing detailed list of telephone calls is not required.

## **Television Service**

---

### *Eligible expenses:*

- Monthly fee, installation and equipment purchase or rental for basic cable and news channels for a constituency office not in a City facility.
- Subscription costs for streaming news channels.

### *Ineligible expenses:*

- Monthly fee, installation and equipment purchase for basic cable and news channels for home office.
- Movie, entertainment and sport channel programming and streaming services.

### *Conditions:*

- There must be a business requirement for specific cable programming packages.

### *Other information about television:*

- Requests for cable connection at City Hall or civic centres must be made through the City Clerk's Office, Member Services and Program Support.
- Requests for cable connection at a constituency office on non-City-owned or non-agency-owned space must be made directly with the cable provider.

## **Training**

---

### *Eligible expenses:*

- Training for Members and their staff to meet specific business requirements.
- Tuition reimbursement for college or university degree programs or courses related to City business.

### *Ineligible expenses:*

- Professional designation training and exams.
- Training unrelated to City business.
- Physical fitness, sports and programs.
- Personal development programs for degrees or diplomas.

*Conditions:*

- Training must meet business requirements.
- To be reimbursed for tuition fees, proof of completion must be provided along with an original fee receipt from the college/university.
- Staff cannot claim overtime for training that takes place after office hours or on weekends.
- Training must be approved before enrolling in the course.

*Other information about training:*

Director's education and training through a university-affiliated program is eligible for funding through the Council General Expense Budget. See Section 8.8, *Director's Training* for details.

## **Transportation – Car Rental and Car Share**

---

*Eligible expenses:*

- Rental fee, insurance coverage, gasoline and recharging costs.
- Membership and usage fees for shared automobile services.
- For the Mayor's Office, interdivisional charges for use of City of Toronto Fleet Vehicles.

*Ineligible expenses:*

- Charges for damages to vehicle.
- Tow fees.
- Traffic fines and parking tickets.
- Car wash fees.

*Conditions:*

- Driver must be either the Member or staff. City policies prohibit any third-party drivers where City funds are used to pay the rental fee.
- The business purpose for the rental must be specified.
- A request for reimbursement must include an invoice showing the date of rental, model of car, rental rate and any insurance purchased.

*Other Information about car rental:*

- Members should consult with City Clerk's Office, Member Services and Program Support about access to any City contracts for car sharing that may be in place.

## Transportation – Highway Tolls

---

### *Eligible expense:*

- Highway tolls for travel to business meetings.

### *Ineligible expenses:*

- Highway tolls related to travel between home and normal work location. For Members, City Hall is their normal work location. For staff, normal work location is either City Hall or a constituency office.

### *Condition:*

- The business purpose for the trip requiring use of the toll highway must be provided.

## Transportation – Kilometrage and Parking

---

The Mayor and staff in the Mayor's Office can expense kilometrage and parking for a personal vehicle as set out below, but in addition, the Mayor's Office can choose to use a City vehicle and the maintenance and fuel for those costs are funded from the Mayor's Office Annual Operating Budget.

### *Eligible expenses:*

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

### *Ineligible expenses:*

- Regular daily travel between home and the normal work location. For Members, City Hall is considered their normal work location. For staff, the normal work location is either City Hall or a constituency office.
- Personal vehicle maintenance and repair costs.
- Vehicle licensing fees.
- Insurance costs.
- Traffic and parking fines.
- Tow and impound fees.
- Car-wash fees.
- Gas or recharging.

### *Conditions:*

- The date, start and end points, the number of kilometres travelled and the purpose of the trip according to established categories (e.g. business meeting, constituency meeting, special event, ward visit).

- Members are accountable for the accuracy of the kilometrage claimed.
- Original receipts from parking operators indicating date, time and parking location must be provided. Credit card receipts are not accepted.
- Reimbursement for kilometres travelled and parking is made with regular pay deposits. The reimbursement is not a taxable benefit.

*Other information about kilometrage and parking:*

- The rate of reimbursement per kilometre is at the same rate applied to City employees and adjusted from time to time according to the rate set by the Canada Revenue Agency.
- The City's automobile insurance policy does not cover private vehicles owned by employees. See the policy on Business Use of Personal Automobiles.
- Detailed municipal addresses are not required. Intersection information or building names (e.g. City Hall, CNE, etc) are acceptable.
- Claims for kilometrage and parking expenses should be submitted at least once a month.

## **Transportation – Public Transit**

---

*Eligible expenses:*

- Transit fees when travelling for business purposes.

*Ineligible expenses:*

- Regular daily travel between home and the normal work location. For Members, City Hall is considered their normal work location. For staff, the normal work location is either City Hall or a constituency office.

*Conditions:*

- Members 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).
- An original receipt or copy of a transaction history to show the transit fee being incurred.
- A log of business use of public transit should be kept, including the date, time and reason for CRA purposes.
- Members and their staff who use a Presto card purchased with City funds specifically for City business 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 the user. Records including a log describing the business purpose for each use of the card must be kept for six years.

## **Transportation – Taxi, Ride Share and Bike Share**

---

### *Eligible expenses:*

- Travel for Members and their staff for business purposes throughout the GTA.
- Tips.
- Rides in taxis or ride shares between City Hall and home will be permitted if the Member cannot drive after an official function.

### *Ineligible expenses:*

- Rides in taxis or other modes of transportation to commute between home and the normal work location. For Members, City Hall is considered their normal work location. For staff, the normal work location is either City Hall or a constituency office.

### *Conditions:*

- Members 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).
- Members must provide an original receipt with the date and the “to” and “from” destinations. Credit card receipts and statements are not accepted.

### *Other information about taxis and ride share:*

- The City does not require exact municipal addresses on reimbursement forms. Building names (e.g. City Hall, CNE, etc) or intersection details are acceptable.
- Members and staff should submit claims for reimbursement and other transportation charges to the City Clerk’s Office, Member Services and Program Support at least once a month.
- Members or their staff may choose to use taxi chits provided by the City Clerk’s Office, Member Services and Program Support which allows direct payment to the taxi companies.

## **Travel – Conferences, Seminars and Business Trips<sup>15</sup>**

---

Members who fulfill an official capacity with a municipal organization of which the City is a member are reimbursed for their travel costs for Board and Committee meetings from the Council Business Travel Budget, see Section 8.7, *Intergovernmental-Related Business Travel*.

### *Eligible expenses:*

- Conference registration.
- Transportation (air, train or bus) or kilometrage (if driving).
- Checked luggage and seat selection fees.

- Fees associated with entry into a foreign country.
- Accommodation.
- Ground transportation (between home and the terminal and between the terminal and a hotel or conference facility).
- Taxi and ride share expenses related to conference/business related functions or meetings.
- Per diem.
- Vehicle rental for business related purposes.
- Parking expenses for personal vehicle or rented car.
- Hospitality expenses.
- Trip cancellation insurance.
- Laundry and dry cleaning.
- Business telephone calls.
- Air fare when a Member who is on vacation is required to travel by air to attend an unscheduled meeting of Council or a local board.

*Ineligible expenses:*

- Personal expenses.
- Sightseeing expenses.
- Medical insurance.
- Carbon offset expenses.

*Conditions - General:*

- Expenses must relate to the business of the City of Toronto.
- Expenses must comply with restrictions during an election period. See Section 6, *Member Expenses and Elections* for details.
- All travel costs exceeding \$7,000 must be approved by Council.
- Payment for a conference that takes place in a subsequent year may only be made if the City receives an early-booking discount, however the expense will be charged to the subsequent year budget where the expense will be incurred.
- Cash advances for hotel and per diem costs may be requested no more than two weeks before the travel date.
- Members will be reimbursed for airfare, hotel reservations and conference registration fees that are paid in advance of travel.
- A Member or their staff is entitled to claim additional hospitality expenses where a third party is hosted.



- Where the Council Business Travel Budget is funding a Member's travel, the City will charge hospitality expenses, business telephone calls and additional local travel expenses against the Councillor's CSOB or the Mayor's Office Annual Operating Budget.
- If a Member who is on vacation is required to travel by air to attend an unscheduled meeting of Council or a local board, the request for reimbursement must include an agenda noting the date of meeting and item warranting attendance.

*Conditions - Booking:*

- Air or train fare at the time of booking must be within economy class.
- Hotel rate must be the lowest rate category of the selected hotel available at the time of booking.
- Exceptions will be made where there is a demonstrated health requirement for a different travel class or room category.

*Conditions – Before Travel*

- Members should consult with the Integrity Commissioner in advance of travel generally for any advice in relation to the travel.
- Before the first date of travel, Members must report to the Integrity Commissioner all travel costs funded by a third party, as per the [Code of Conduct for Members of Council](#), using the [Travel Declaration](#) form.
- A [Notification of Travel](#) form must be submitted to the City Clerk's Office, Member Services and Program Support at least 10 days before traveling.
- If the Member is invited to speak or perform an official role at an event, with the organizer paying for expenses (including transportation, hotel and registration fees), written confirmation of this commitment must be included with the Notification of Travel form.

*Conditions – After Travel*

- A [Travel Expense Claim Form](#) must be submitted to the City Clerk's Office, Member Services and Program Support within 10 days after returning from travel. Original receipts must accompany all claims.
- Travel expenses must include details of the business requirements.
- Requests for travel reimbursement must include an itinerary confirming travel dates and airline booking.
- Requests for reimbursement of conference registration fees must include a copy of the conference brochure confirming the cost and conference dates.
- The reimbursement of accommodation costs must include an original invoice itemizing room costs and other incidentals.
- Members who attend an out-of-province conference are required to submit a report to the City Clerk on the specific meetings and conferences attended, with

confirmation as to whether they remained for each session. The report will be posted to the City's website.

*Other information about conferences, seminars and business trips:*

- A per diem of \$100 is provided to cover sundry costs such as meals, personal phone calls, entertainment and other personal expenses.
- For travel outside of Canada, the per diem is provided in U.S. dollars.
- No receipts are required for use of the per diem. 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.
- Expenses incurred in a foreign currency will be converted into Canadian currency, based on the exchange rate on the date of the request for reimbursement.
- Members can request the City to reimburse expenses for a portion of the cost of the 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 for Members of Council](#), *Gifts and Benefits* section, or by the organizer if the Member has an official or speaking role at the conference.
- Claims by Members for travel shall be paid within 10 business days after submission of completed paperwork to City Clerk's Office, Member Services and Program Support staff, and if not, Members shall be entitled to any interest charges to their credit cards that may result in late payment by the City.
- Submitting a [Travel](#) Declaration form does not exempt Members from future investigations by the Integrity Commissioner.

## **Websites and Social Media Tools**

---

The City provides a web page for each Member, linked from the general Council web page. The page includes contact information for the Member and staff, a list of board appointments and a profile provided by the Member. Links may be added to the Member's personal website and social media tools. Personal websites are not hosted by the City and are entirely the responsibility of the Member.

*Eligible expenses:*

- Design, web development, writing, domain name registration, web-hosting fees.
- Database creation and management fees.
- Website maintenance fees.
- Costs for creating and posting on social media tools.

*Ineligible expenses:*

- Fees for domains/websites that are not owned and managed by the Member or their staff.

*Conditions:*

- City staff cannot provide any advice related to external Member sites, including wording for disclaimers.
- Use of City logo and symbols must comply with City policy.
- Members' personal websites cannot advocate for a political party, other levels of government, for-profit organizations, 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 on a ballot that has been submitted to electors.
- Members cannot convert an existing personal website to an election campaign website.
- A new Member can convert their election campaign website to be their personal website. Once converted, the Member is no longer able to use the same domain name as their election campaign site.
- If a Member is not returning to the office in the new term, the Member's personal website must be discontinued. If the Member 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 Member other than in an historical context. The site must clearly state that they are no longer the Member for the ward.

*Other information about websites and social media tools:*

- Members can link their personal websites to the City's URL internet address.
- The City recommends that Members 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.

## **Wireless Products and Services<sup>16</sup>**

---

See Section 8.4, *Information Technology*, for information on City-supplied Smartphones and Tablets provided to Members.

*Eligible expenses:*

- Cost of equipment such as smartphones, tablets and hotspots for Members and staff, beyond what is provided by the City.
- Exception usage such as long distance costs exceeding a roaming plan.
- Monthly fees, including data packages for Member staff.
- Monthly fees, including data packages for Members not covered by the Council General Expense Budget.
- Business-related text messaging costs.
- Business-related long-distance charges.

- Equipment upgrade or maintenance fees.
- Peripherals such as chargers, carrying cases, etc.

*Ineligible expenses:*

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

*Conditions:*

- Members must reimburse the City for any personal long-distance calls or other personal charges at the same time as they submit a monthly bill.
- Members cannot connect their personal wireless products to the City's e-mail network unless the equipment meets corporate standards and security requirements.
- When a Member ceases to be a Member of Council, they must return all equipment, but may be able to purchase their smartphone as set out in Section 8.4.

*Other information about wireless products and services:*

- It is recommended, but not required, that Members use the corporate vendor and corporate contract for better rates. They can choose from various phone types and monthly plans from the corporate vendor.
- Members need only provide 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.
- Members can request to have their smartphone number transferred to their personal account and equipment at the end of the term.
- Members 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. The costs of such plans are paid for by the Council General Expense Budget provided the Councillor has notified the City Clerk's Office, Member Services and Program Support and roaming plans have been set up for the Councillor, prior to leaving the City.

## 8 Resources Available to Members

The following sections set out additional resources that are provided to Members and that are available to Members in order to effectively run their offices.

### 8.1 Office Space

#### a. City Hall Office

- The City provides each Member with office space on the second floor of City Hall.
- The City allocates Councillor 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.
- The City supplies Member offices with furniture in accordance with the [Furniture, Configuration and Equipment Standard for Councillor Offices](#). State-of-good-repair maintenance and replacement of this furniture is paid from the Council Furniture and Equipment Reserve Fund.
- The Corporate Real Estate Management provides facilities maintenance, custodial cleaning services and steam cleaning of carpet or furniture as required and detailed in the [Furniture, Configuration and Equipment Standard for Councillor Offices](#).
- Members can choose to reconfigure their office. Members must advise the Deputy City Clerk, Member Services and Program Support who will engage Corporate Real Estate Management for assistance on the request.
  - All reconfigurations must 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.
  - Layouts of offices must meet legislated standards for accessibility including the Accessibility for Ontarians with Disabilities Act, health and safety requirements under the Occupational Health and Safety Act, Ontario Building Code and Ontario Fire Code, and any other applicable legislation, City policies including the Toronto Accessibility Design Guidelines, by-laws, regulations and procedures.
  - Members approve the space plan created by City staff who have expertise on the applicable standards before work proceeds.
- Specialized furniture required to address an accommodation or medical need can be requested through the accommodation process.
- Replacement of furniture and equipment for health and safety, accommodation or ergonomic requirements, such as keyboard trays, ergonomic task chairs, and

telephone headsets is paid from the Council Furniture and Equipment Reserve Fund.

- All furniture paid for out of the Council Furniture and Equipment Reserve Fund or through the Member's Constituency Services and Office Budget belongs to the City.
- An inventory of furniture is maintained for each office.
- The Member may borrow artwork from the City's fine art collection for a City Hall office, by contacting Economic Development and Culture ("EDC") division. The loaned artwork is only covered by City insurance where there is a signed agreement with EDC. Members must return all loaned City artwork at the end of the term.

#### **b. Constituency Office<sup>17</sup>**

- For each Councillor, the Council General Expense Budget funds one constituency office within the ward at a civic centre, City Hall, another City- or agency-owned space, or on non-City property. City space may include libraries and community centres.
- Constituency offices must meet all general principles and parameters set out in the [Parameters for Councillor Constituency Offices](#).
- The following ongoing costs are eligible expenses to be paid from the Council General Expense Budget, as described in the [Parameters for Councillor Constituency Offices](#):
  - Leasing or rental costs, including operating costs such as custodial, security, maintenance and utilities and property taxes.
  - Office expenses, including internet and telephone, as permitted within this policy.
- The following one-time costs are eligible expenses for constituency offices to be paid from the Council General Expense Budget, as described in the [Parameters for Councillor Constituency Offices](#):
  - Leasehold improvements.
  - Moving expenses for furniture and files.
  - Furniture and equipment, including installation and set-up costs, as permitted within this policy.
  - fees; including building permit fees, consultant fees and project management fees for leasehold improvements
  - End of lease/term demobilization.

#### **c. Touch-down Office Space**

- Touch-down office spaces are available at East York Civic Centre, Etobicoke Civic Centre, North York Civic Centre and Scarborough Civic Centre.
- Touch-down spaces are for shared, infrequent use by Members or their staff.
- Each space is equipped with a telephone line (no voice mail) and a computer, or docking station that is connected to the City's network.
- Personal files, belongings and identification signage must be removed at the end of each work day.
- City staff do not track or log how often each Member uses touch-down space.

#### **d. Meeting Rooms**

- Members can book meeting rooms at Toronto City Hall, Metro Hall and civic centres free of charge through Corporate Real Estate Management.
- Members can book meeting rooms at Toronto Public Libraries by calling the Library Customer Service Line.
- Members can book meeting rooms at Parks, Forestry and Recreation facilities, including community centres and arenas by calling individual facilities.

## **8.2 Home Security**

- From the Council General Expense Budget, Members can expense up to:
  - \$2,000, inclusive of taxes, for a home audit and home security measures such as a home alarm system, doorbell camera/intercom and security cameras at their home; and
  - Up to \$100, inclusive of taxes, per month for reimbursement of any security measure monthly monitoring fees and video storage fees for their home.
- Members will work with City Clerk's Office, Member Services and Program Support and Corporate Security to arrange the home audit.
- Members can submit claims for these expenses to the City Clerk's Office, Member Services and Program Support.
- The \$2,000 entitlement is a lifetime maximum to expense the installation of equipment for the Member's primary home. If the Member moves during the Council term, the Member can expense installation of an audit and equipment again.
- When a Member ceases to be a Member of Council, they will assume any monthly monitoring fees through their own personal funds and they will be able to keep any equipment installed at their home under this section.

### **8.3 Parking**

- Members have access to parking at City Hall, Metro Hall and civic centres.
- Members are allocated one parking space in the official parking areas at City Hall and at Metro Hall.
- Members have access to two parking space in the reserved parking area at City Hall.
- Members can request a shared pass to be used among their staff or allocate the parking space in the City Hall reserved parking area to one of their staff.
- Parking for Member staff at City Hall, East York Civic Centre, North York Civic Centre and Scarborough Civic Centre may be deemed a taxable benefit. Staff must comply with the Canada Revenue Agency ruling regarding employee parking and complete a [Declaration Form](#) regarding their parking access.

### **8.4 Information Technology**

#### **a. Computers and Laptops**

Paid from the Council General Expense Budget, the following is provided for each Member and each staff member:

- One standard computer, typically a laptop; a desktop computer may be provided if preferred.
- Two monitors for use at City Hall and up to an additional two monitors for use at a constituency office or a home work location. Council IT must be informed of where monitors are installed so they can be inventoried.
- Up to three laptop docking stations and standard peripherals such as headset, mouse and keyboard for use at City Hall, a constituency office and/or a home work location.
- One desktop telephone that can be assigned to a staff person or used as a general line is provided for each work station or desk at City Hall and constituency offices.

A loan program is available for Members who may have occasional short-term business need for an extra City computer for use by volunteers, students, or for special projects. Members should contact City Clerk's Office, Member Services and Program Support on loan arrangements.

#### **b. Printers**

- Each Member's office at City Hall is provided with one multi-purpose copy/scanner/printer.
- The Members' area on the second floor of City Hall has three centrally-located printers.



### **c. Software Applications**

- The City's standard software applications are installed on all computers.
- Funding of up to \$4,000 (inclusive of taxes) per year is available from the Council General Expense Budget for Members to purchase constituency management software. Any additional costs will be covered within the Member's office budget.
- The funding for a constituency management system from the Council General Expense Budget will be adjusted annually by the previous year's Consumer Price Index (CPI) for Toronto effective January 1, 2025.

### **d. Internet**

- All computers and docking stations at City Hall, civic centres and other City facilities are connected to the City's computer network and have internet access.
- If a Member chooses to install an internet connection at their home office with City funds, they must declare by memo that the connection is dedicated for City business use.<sup>18</sup>

### **e. Telephone**

- Computer-based telephone services are available on City laptops and computers connected to the City network.
- Each desk at City Hall and constituency offices can be outfitted with a desktop phone that can be assigned to a staff member or a general number.
- An e-fax line may be provided on request.

### **f. Wireless<sup>19</sup>**

The following is provided for each Member from the Council General Expense Budget:

- A smartphone with basic monthly voice and data plan supported by the City's wireless infrastructure.
- One mobile tablet with a basic data plan.
- Roaming charges, provided the Member has notified the City Clerk's Office, Member Services and Program Support and roaming plans are set up before travel.
- Exception usage, e.g. long distance costs exceeding the roaming plan, are charged to the CSOB.

When a Member ceases to be a Member of Council, the Member will be able to purchase their smartphone that was paid for by the City. The purchase price for the smartphone will

be based on the trade-in value of the device. If the device has no trade-in value, the Member will pay \$25.

#### **g. Television**

- City Hall offices are provided with televisions and basic cable based on business need, subject to physical space and electrical requirements.
- Constituency offices are provided with one television, subject to physical space and electrical requirements.

#### **h. Video conferencing Equipment**

- City standard video conferencing equipment is provided for each Member's City Hall and constituency office, subject to physical space and electrical requirements.

### **8.5 Office Operations**

#### **a. Office Supplies**

- Basic office supplies such as pens, pencils, post-it notes, writing pads and file folders, etc., is maintained by City Clerk's Office, Member Services and Program Support staff on the 2<sup>nd</sup> floor, for use by Members and their staff.
- Sundry supplies are provided for Member areas on the second floor of City Hall.
- Packing supplies are provided to Members at the end of term or at any time requested.

#### **b. Mail and Photocopiers**

- City staff deliver and pick up Members' mail at least once a day at City Hall. Mail is X-rayed and delivered to secure locked mailboxes at the A, B and C entrances in the secure area on the second floor of City Hall.
- Copy areas are provided on the second floor of City Hall and in common areas in the North York and Scarborough Civic Centres.
- Members have shared access to a large-format colour printer on the second floor of City Hall.

#### **c. Insurance**

The City is self-insured and provides all Members with insurance coverage for:

- Offices located at City Hall, civic centres and City spaces.
- Constituency offices on non-City-owned or non-agency-owned space where the lease is taken in the name of the City of Toronto.

- 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 Member's name.
- Events organized by Members as long as these events are identified in writing as City events.
- Members serving on external boards not appointed by Council, provided the Member has declared the board membership to the City Clerk.<sup>20</sup>
- Personal furniture, equipment and art are not covered by the City's property insurance policy.

#### **d. Legal Fees<sup>21</sup>**

##### *Eligible Expense:*

- City Council has authorized the retention of an external law firm to provide independent advice and representation from time to time to Members of Council in relation to any proceedings before the Information and Privacy Commissioner of Ontario concerning access to records held by a Member of Council.<sup>22</sup>
  - The City Clerk and the City Solicitor must confirm that the proceedings pertain to the individual interests of the Member of Council prior to counsel being retained to provide advice and representation.
  - Fees related to the retained external law firm will be paid from the Council General Expense Budget.
- The City's Indemnification Policy for Members of Council provides payment of legal expenses for proceedings brought against the Member where the proceedings relate to the activities while carrying out official duties, including ward-related matters. Protection extends to criminal and regulatory offences if the Member has been found not guilty.<sup>23</sup>
- Legal fees related to Code of Conduct investigations:
  - if the Integrity Commissioner finds that the Member has inadvertently violated the Code or violated the Code in good faith; or
  - if the Integrity Commissioner has found the Member violating the Code and City Council received the Integrity Commissioner's report for information.
- Fees related to informal complaints (part A) and formal complaints (part B) of the Code of Conduct Complaint Protocol for Members of Council.<sup>24</sup>
- Fees related to judicial reviews related to Code of Conduct investigations.
- Legal fees related to complaints or investigations handled by the Lobbyist Registrar, Ombudsman or Auditor General under Part V of the *City of Toronto Act, 2006*.<sup>25</sup>
- Legal fees related to investigations conducted by the Toronto Police Service related to the Members' duties and responsibilities, excluding criminal investigations.<sup>26</sup>

*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:*

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

*Other information about legal fees:*

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

**e. Entitlement equivalent to production and distribution of a newsletter/flyer to all households<sup>27</sup>**

- The Council General Expense budget provides an entitlement specific to each ward for production and distribution of communications.
- The entitlement is based on census information and at a rate not to exceed the current Canada Post standard Neighbourhood Mail rate and a typical per-unit production cost.
- Expenses beyond the entitlement are paid from the CSOB.

**f. Entitlement related to meeting requirements of the Accessibility for Ontarians with Disabilities Act (AODA)<sup>28</sup>**

- A pooled fund of \$10,000, from the Council General Expense Budget, is provided to Members for expenses related to the meeting of the Accessibility for Ontarians with Disabilities Act (AODA) accessibility requirements for Member events or meetings. The fund is used on a first-come, first-served basis, with no limit per Member. Members wishing to use the fund must contact the City Clerk's Office, Member Services and Program Support to ensure funds are available. During an election period, the fund is prorated in accordance with approved Council policies.<sup>29</sup>

## **8.6 Staffing**

### **a. Staff Hiring**

- Salaries for Councillor staff are paid out of the Councillor Staffing Budget, except for the Mayor's Office staff which is paid out of the Mayor's Office Annual Operating Budget. The overage of any Councillor who has exceeded their allocated Council Staffing Budget is charged to their Constituency Services and Office Budget.

#### **b. Staff Benefits**

- Benefits are paid out of the Council General Budget for all Members staff.

#### **c. Replacement Staff Funding**

To minimize the negative impact of prolonged staff illness or vacation on office operations, the Council General Expense Budget provides for:

- Replacement staff to cover absences due to illness of more than five consecutive business days.
- Top-up payments to staff who are on maternity, parental or adoption leaves.
- Vacation replacement for staff whose annual vacation entitlement exceeds three weeks, the staff members take the vacation all at once and there is pressure in the staffing budget for the replacement.
- Termination payments during the City Council term, such as severance pay, unused vacation, float days and lieu time.

Members who require staff replacement funds should contact the City Clerk's Office, Member Services and Program Support before engaging the replacement staff.

### ***8.7 Intergovernmental-Related Business Travel***

Members who fulfill an official capacity with a municipal organization of which the City is a member are reimbursed for their travel costs for Board and Committee meetings from the Council Business Travel Budget. Members 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)
- Ontario Good Roads Association (OGRA)

The Mayor or a Councillor designated by Mayor to attend meetings and conferences of mayoral membership organizations will have the costs paid from the Council Business Travel Budget. The list of organizations may change from time to time.

The Mayor is currently a member of the following organizations:

- Ontario Big City Mayors (OBCM)

- Mayor and Regional Chairs of Ontario (MARCO)
- The Big Cities Mayor's Caucus (BCMC)
- C40 Cities Climate Leadership Group
- United Cities and Local Governments (UCLG)
- Metropolis (World Association of Major Metropolises)
- The Great Lakes and St. Lawrence Cities Initiative
- GTHA Mayors and Chairs

Members who are not Board or Committee members of the Federation of Canadian Municipalities and 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.

### ***8.8 Director's Training***

Director's education and training for Members is partially funded through the Council General Expense Budget.

- Training is to be obtained through a university-affiliated program.
- Annual funding is limited to a maximum of 18 Members of Council. Funding is provided on a first-come, first-served basis.
- Members are required to pay up to 25 per cent of the cost of the training.

## Amendment References

- <sup>1</sup> "Councillor Expense Budget" changed to "Constituency Services and Office Budget". Amended by item [EX21.9, "Policy Changes to Facilitate Councillor Office Operations,"](#) adopted by City Council at its meeting on July 11, 2012.
- <sup>2</sup> Annual adjustment of office expense budgets according to Consumer Price Index added. Amended by item [EX21.9, "Policy Changes to Facilitate Councillor Office Operations,"](#) adopted by City Council at its meeting on July 11, 2012.
- <sup>3</sup> Use of social media during 2014 election campaign and referral to Integrity Commissioner for general social media in future elections added. Amended by item [CC48.7, "Social Media Policy during an Election Year,"](#) adopted by City Council at its meeting on February 19 and 20, 2014.
- <sup>4</sup> Communications from members of council permitted until September 7, 2018. Amended by item MM44.128 "Urgent Consideration of the Provincial Government's Plan to Reduce the Size of City Council" adopted by City Council at its meeting on July 23, 2018.
- <sup>5</sup> Amount pro-rating Constituency Services and Office Budget in municipal election year updated. Amended by item [EX35.20, "Council Member Administrative Matters, Policies and Procedures,"](#) adopted by City Council at its meeting on June 26, 2018.
- <sup>6</sup> Eligibility to receive donations after nomination deadline updated. Amended by item [EX22.6, "Report on Issues Arising Out of Operation of Members Code of Conduct and Complaint Protocol,"](#) adopted by City Council at its meeting of July 15, 16 and 17, 2008.
- <sup>7</sup> Communications from members of council permitted until September 7, 2018. Amended by item [MM44.128 128, "Urgent Consideration of the Provincial Government's Plan to Reduce the Size of City Council,"](#) adopted by City Council at its meeting on July 23, 2018.
- <sup>8</sup> References to mayoral by-election and use of corporate resources. Amended by item [CC5.2, "Amendments to Existing Policies Related to Services to Members During an Election Period,"](#) adopted by City Council at its meeting on March 29, 2023.
- <sup>9</sup> Council Member-Organized Community Events Policy outlined in item [EX22.6, "Report on Issues Arising Out of Operation of Members Code of Conduct and Complaint Protocol,"](#) adopted by City Council at its meeting of July 15, 16 and 17, 2008. Further amended by item EX28.19, "Updating the Council Member-Organized Community Events Policy," adopted by Council at its meeting on December 15, 16 and 17, 2021.

- 
- <sup>10</sup> Eligible expenses for internet services updated. Amended by item [EX21.9, "Policy Changes to Facilitate Councillor Office Operations,"](#) adopted by City Council at its meeting on July 11, 2012.
  - <sup>11</sup> Allowable expenses for newsletters and flyers updated. Amended by item [EX21.9, "Policy Changes to Facilitate Councillor Office Operations"](#) adopted by City Council at its meeting on July 11, 2012.
  - <sup>12</sup> Eligible expenses for constituency offices updated. Amended by item [CC27.5, "Parameters for Councillor Constituency Offices,"](#) adopted by City Council at its meeting on October 30, 2012.
  - <sup>13</sup> Provision of constituency office within councillors' wards funded from the General Council Account added. Amended by item [EX21.9, "Policy Changes to Facilitate Councillor Office Operations,"](#) adopted by City Council at its meeting on July 11, 2012.
  - <sup>14</sup> "High-speed internet connection for home offices," and "fees to enhance bandwidth and transmission speed" added to eligible expenses. Amended by item [EX21.9, "Policy Changes to Facilitate Councillor Office Operations,"](#) adopted by City Council at its meeting on July 11, 2012.
  - <sup>15</sup> Travel costs for attending the Annual Conference of the Federal Confederation of Canadian Municipalities paid from the Council Business Travel Budget updated. Amended by item [EX21.9, "Policy Changes to Facilitate Councillor Office Operations,"](#) adopted by City Council at its meeting on July 11, 2012.
  - <sup>16</sup> Provision of BlackBerry smart phones, mobile tablets and associated voice and data plans as standard equipment funded from Council General Expense Budget added as amended by item [EX21.9, "Policy Changes to Facilitate Councillor Office Operations,"](#) adopted by City Council at its meeting on July 11, 2012.
  - <sup>17</sup> Amended by item [CC27.5, "Parameters for Councillor Constituency Offices,"](#) adopted by City Council at its meeting on October 30, 2012.



- 
- <sup>18</sup> Amended by item [EX21.9, "Policy Changes to Facilitate Councillor Office Operations,"](#) adopted by City Council at its meeting on July 11, 2012.
- <sup>19</sup> Amended by item [EX21.9, "Policy Changes to Facilitate Councillor Office Operations,"](#) adopted by City Council at its meeting on July 11, 2012.
- <sup>20</sup> Item [EX 16.5, "Indemnification of City Council Members Serving on External Boards without City Approval,"](#) adopted by City Council at its meeting on March 5 and 6, 2012.
- <sup>21</sup> Amended by item [EX42.2, "Amendment to Legal Fees Section in Constituency Services and Office Budget Policy and Authority to Pay a Legal Invoice,"](#) adopted by Council at its meeting on June 13, 2014.
- <sup>22</sup> Amended by item CC 13.4, "Appeals of Access Decisions in Relation to Councillor Records and Retention of Outside Counsel" adopted by City Council at its meeting on October 24 and 25, 2011.
- <sup>23</sup> Amended by item EX 22.8, "Review of Indemnification Policy for Members of Council" adopted by City Council at its meeting on July 15, 16 and 17, 2008.
- <sup>24</sup> Amended by item EX21.9 "Policy Changes to Facilitate Councillor Office Operations" adopted by City Council at its meeting on July 11, 2012.
- <sup>25</sup> Amended by item EX42.2 "Amendment to Legal Fees Section in Constituency Services and Office Budget Policy and Authority to Pay a Legal Invoice" adopted by City Council at its meeting on June 13, 2014.
- <sup>26</sup> Amended by item EX42.2 "Amendment to Legal Fees Section in Constituency Services and Office Budget Policy and Authority to Pay a Legal Invoice" adopted by City Council at its meeting on June 13, 2014.
- <sup>27</sup> Amended by item [EX21.9, "Policy Changes to Facilitate Councillor Office Operations,"](#) adopted by City Council at its meeting on July 11, 2012, and by item [CC1.1, "Recalibrating City Council's Governance System for 26 Members,"](#) adopted by City Council at its meeting on December 4, 5 and 13, 2018.
- <sup>28</sup> Councillor entitlement for eligible expenses related to meeting Accessibility for Ontarians with Disabilities Act requirements amended by item [EX37.1, "2014 Capital and Operating Budgets,"](#) adopted by City Council at its meeting on January 29 and 30, 2014. Funding allocation and availability amended by item [EX3.4, "2015 Capital and Operating Budgets,"](#) adopted by City Council at its meeting on March 10 and 11, 2015.

---

<sup>29</sup> Funding allocation and availability further amended by item [EX22.2, "2017 Capital and Operating Budgets,"](#) adopted by City Council at its meeting on February 15 and 16, 2017.