

Constituency Services and Office Budget Policy

October 2020

City Clerk's Office

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1 Glossary

For the purpose of this Policy, the following terms are defined as follows:

Admail

Unaddressed mail service offered by Canada Post for distribution of flyers or newsletters to households within specific postal walks.

Agency

A body responsible for providing services on behalf of the City of Toronto. While agencies often possess their own operational board, they are accountable to City Council and their degree of authority and autonomy varies. Examples of agencies include but are not limited to: the Toronto Transit Commission, the Toronto Police Services Board, the Board of Health, the Toronto Public Library Board, Exhibition Place, the Association of Community Centres, Arena Boards, Business Improvement Areas Boards, and the Toronto Parking Authority.

Allowable or eligible expense

Expense that the City will reimburse or pay for.

Breakfast, lunch, dinner and reception expenses that Councillors incur while hosting a third party.

Business meal allowance

Breakfast, lunch or dinner expenses that Councillors incur when meeting with Councillors' staff, other Councillors, City staff, or staff of City agencies or corporations.

Business meeting expense

Coffee, tea, juice, cookies and light snacks catered for meetings at City Hall or other venues.

City Clerk

The City Clerk or delegate.

Constituency Office

Any office in addition to City Hall that a Councillor may have, whether at a civic centre, other City facility or non City-owned or non agency-owned space.

Corporation

A corporation that is owned by the City but own their own assets and operate independently from the City. Examples of corporations include but are not limited to: Toronto Hydro and Toronto Community Housing Corporation.

Council Business Travel Budget

Centralized funding in the Council budget that pays for travel to meetings for Councillors who fulfill an official capacity with a municipal organization of which the City is a member, such as the Federation of Canadian Municipalities and the annual Conference of the Federation of Canadian Municipalities (FCM).

Council General Expense Budget

Centralized funding in the Council budget that pays for centralized resources and support to Councillors.

Constituency Services and Office Budget

Annual discretionary budget allocated to each Councillor for the operations of their office, governed by the Constituency Services and Office Budget Policy.

Councillor Staffing Budget

Annual discretionary budget allocated to each Councillor to allow them to hire full-time or part-time staff in their offices.

Councillor's office

Refers to both the Councillor and their staff.

Deputy City Clerk, Strategic Integration and Excellence

The Deputy City Clerk or other staff of the Strategic Integration and Excellence Unit, City Clerk's Office.

Greater Toronto Area (GTA)

The City of Toronto and the regions of Durham, Halton, Peel and York.

Ineligible expense

Expense that the City will not reimburse or pay for.

Information Production Unit

Refers to the Information Production Unit of the City Clerk's Office responsible for printing, photocopying, mail and courier.

Inter-divisional charges (IDC)

A mechanism internal to the City of Toronto for a City division or business unit to charge for services rendered through an internal adjustment in the City's financial system (SAP).

Kilometrage

Set rate per kilometre travelled when personal vehicles are used for work-related purposes.

This rate shall be set annually at the reasonable rate established by the Canada Revenue Agency (CRA) under section 7306 of the Income Tax Regulations, C.R.C., c.945 to ensure that the expense reimbursed is non-taxable income to the Councillor or the employee.

Normal work location

A location at which the employee, as a rule, reports for work (Canada Revenue Agency definition). For Councillors, Toronto City Hall is their normal work location.

PCard

City purchasing card issued to Councillor staff for booking hotel, transportation, conference registration and for the purchase of low-value materials and supplies.

Per diem

A specific amount of money provided on a daily basis to cover expenses such as meals, personal telephone calls, entertainment and other personal expenses during a work-related trip.

PPEB

The Pension, Payroll & Employee Benefits Division.

Program Budget

Capital or operating budget of a City division, agency or corporation.

Strategic Protocol and External Relations Unit

Refers to the Strategic Protocol and External Relations Unit of the City Clerk's Office, led by the Chief of Protocol.

Reimburse

Repay. In some cases Councillors may purchase and pay for certain materials, goods or services, for which the City may afterwards pay them back either through petty cash or a City cheque.

Sole source

Selection of a vendor for a product or a service without obtaining three quotations because of specific reasons.

Town Hall Meeting

Meeting organized by the Councillor with a group of citizens to discuss City business.

Third party

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

2 Introduction

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

2.1 *Council General Expense Budget*

- To fund centralized support and resources for all Council members. See Appendix 1.

2.2 *Council Business Travel Budget*

- To fund inter-governmental related business travel. See Appendix 1.

2.3 *Councillor Staffing Budget*

- A discretionary Staffing Budget is provided to each Councillor in an amount equivalent to the top of the salary range for three staff – an Executive Assistant, an Administrative Assistant and a Constituency Assistant.
- The budget is to pay for Councillor staff salaries.
- Any over-expenditure in Councillor staff salary can be paid by the discretionary Constituency Services and Office Budget.
- Councillors cannot transfer salary budget between years or use their Staffing Budget to pay for office expenses.

2.4 *Constituency Services and Office Budget¹*

- Discretionary budget allocated to each Councillor to pay for expenses that are allowable in the Policy.
- The limit of the Constituency Services and Office Budget is adjusted annually.
- Councillors must not exceed their annual Constituency Services and Office Budget limit, whether using City funds or personal funds. If they exceed the Constituency Services and Office Budget limit using City funds, they must repay the City using personal funds. The City Clerk will report to the Integrity Commissioner the names of those Councillors who exceed the Constituency Services and Office Budget limit.
- Kilometrage, parking, wireless devices, business meals paid for using personal funds do not require reporting to the City Clerk and will not be counted towards the annual Constituency Services and Office Budget limit.
- Councillors cannot transfer office budgets between years.
- Councillors can accept up to \$10,000 (in cash or in-kind) each year for Council Member-Organized Community Events. Expenses incurred for these events and paid for by the donation are not included in the annual Constituency Services and Office Budget limit. Donations accepted and

related expenditures are reported as part of Councillor member expenses disclosure. See Appendix 3.

- Constituency Services and Office Budgets are subject to an annual Consumer Price Index (CPI) increase, based on the Statistics Canada cost of living index for Toronto, as calculated by the Chief Financial Officer and based on the previous year's average.²

The Constituency Services and Office Budget Policy addresses allowable expenses from the Constituency Services and Office Budget.

2.5 Program Budget

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

3 Guiding Legislation and By-laws

The *City of Toronto Act, 2006*, S. 131, describes the role of City Council:

- (a) To represent the public and consider the well-being and interests of the City;
- (b) To develop and evaluate the policies and programs of the City;
- (c) To determine which services the City provides;
- (d) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- (e) To ensure the accountability and transparency of the operations of the City, including the activities of the senior management of the City;
- (f) To maintain the financial integrity of the City; and
- (g) To carry out the duties of Council under this or any other Act.

The *City of Toronto Act, 2006* and the City's Code of Conduct for Members of Council require Members to act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions. Members are ultimately accountable to the public and their constituents.

Code of Conduct and Lobbying By-law

- Council members are reminded that a breach of the Constituency Services and Office Budget Policy is considered a breach of the Code of Conduct.

- The Constituency Services and Office Budget Policy should be read in conjunction with the Code of Conduct, including but not limited to section IV) Gifts and Benefits and section XV) Failure to Adhere to Council Policies and Procedures. See Appendix 2.
- Council members should also ensure that the Lobbying By-law and the Council-approved Policy on Donations to Council Member-Organized Community Events are complied with in all their transactions under this policy. See Appendix 3.
- Council 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 and the Lobbying By-law.
- If the Integrity Commissioner has provided any advice to a Council member and there is a subsequent Code of Conduct complaint on the matter, the Integrity Commissioner will be bound by the advice that has been provided, as long as all relevant facts have been provided by the Council member.
- The role of the Councillor or Mayor as a Member of Council and their role as an individual and a business operative must be kept separate and distinct.

Municipal Elections Act, 1996

- Council 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.

4 Policy Overview

4.1 Purpose

This policy guides the expenditures that support Council members in performing their diverse roles and in representing their constituents. The budget allows Council 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 Council members with the flexibility to allocate resources in the most efficient way to meet their own particular requirements.
- Simplify the processes that Council members and their staff use to administer their budgets by eliminating unnecessary rules.
- Recognize Council members' accountability for managing City resources allocated to them.

The City of Toronto funds Council 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 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.

Council members are personally responsible for expenditures that do not fall within these criteria. The Deputy City Clerk, Strategic Integration and Excellence is available to help Council members and their staff understand these criteria and to help them plan their budgets and expenditures.

4.2 Scope

The policy sets out the rules that apply to how transactions are to be conducted when Council members use their discretionary Constituency Services and Office Budget.

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

4.2.1 Application to the Mayor's Office

The *City of Toronto Act, 2006* defines a dual role for the Mayor – as Head of Council and as Chief Executive Officer of the City.

S. 133 (1) states:

It is the role of the Mayor as the head of council,

- (a) to act as chief executive officer of the City;
- (b) to preside over meetings of council so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to council;

- (d) to represent the City at official functions; and
- (e) to carry out the duties of the head of council under this or any other Act. 2006, c. 11, Sched. A, s. 133 (1).

S. 134 states:

As chief executive officer of the City, the mayor shall,

- (a) uphold and promote the purposes of the City;
- (b) promote public involvement in the City's activities;
- (c) act as the representative of the City both within and outside the City, and promote the City locally, nationally and internationally; and
- (d) participate in and foster activities that enhance the economic, social and environmental well-being of the City and its residents. 2006, c. 11, Sched. A, s. 134.

The role of the Mayor is different from that of a City Councillor and the Mayor's Office operates with a program budget – the Mayor's Office annual operating budget – instead of a Constituency Services and Office Budget and a Councillor Staffing Budget.

The following aspects of the Constituency Services and Office Budget Policy are applicable to the Mayor's Office:

Section 4

- 4.3 – Principles
- 4.4 – Purchasing, Accounting and Payment Procedures
- 4.5 – Roles and Responsibilities. References to the Constituency Services and Office Budget will be replaced with the Mayor's Office operating budget.
- 4.6 – Using Personal Funds, Furniture and Equipment
- 4.7 – Councillor Expenses during an Election Year
- 4.8 – Review Process
- 4.9 – Disclosure
- 4.10 – Future Policy Updates

Section 5

Details of allowable and not allowable expenses apply to the Mayor's Office.

The following exceptions apply for the following Expense Categories:

- Photocopying – Mayor's Office has their own photocopier.
- Transportation – Kilometrage and Parking – the Mayor's Office can choose to use a City vehicle and pay for its usage, upkeep and gas.

Appendix 1 – Resources available to Councillors

All sections apply to the Mayor's Office except in section 4(1) Staff Hiring – the Mayor's Office has different job classifications and salary bands from Councillor staff and the Mayor authorizes all hiring for the Mayor's Office.

4.3 Principles

When interpreting this policy, the following principles should be kept in mind:

a. Autonomy of Council

- City Council, as the decision-making body of the City, is separate and distinct from the City administration.
- The autonomy of Council is provided for in the *City of Toronto Act, 2006*.

b. Integrity of Council

- The integrity of City Council as a whole and the Office of the Councillor or 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 Council members use public funds when they perform their duties, the public expects public funds to be used prudently.
- Council 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.
- Council members' expenses must be reasonable and reflect what the public expects of an elected official.
- Council 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 Council members are spent.
- The public's right to Council 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 Councillors irrespective of personal financial circumstances.
- Councillors should have access to the same level of funding to run their offices.

f. Flexibility and Limits

- Council members require flexibility to perform their roles, operate their offices and pursue their interests.
- Council members engage their communities differently.
- Expenditures must not conflict with rules set out in the *Municipal Elections Act, 1996* and other legislations. See Appendix 2.
- All accounting, audit and *Income Tax Act* principles and rules must be followed.

4.4 Purchasing, Accounting and Payment Procedures

a. Purchasing Procedures

The following sets out how Council members purchase goods and services and the purchasing procedures related to purchases of different values. The Deputy City Clerk, Strategic Integration and Excellence is available to provide advice on purchasing procedures, assist with vendor lists and obtaining quotations, and prepare purchasing documents. Generally, it is advisable that Council members consult with the Deputy City Clerk, Strategic Integration and Excellence prior to ordering any goods or services.

The following sets out whether quotations are required:

Less than \$3,000:	No quotations required.
\$3,000 to \$7,500:	3 quotations recommended, but not required.
More than \$7,500 to \$10,000	3 quotations required (documented verbal, fax, phone, internet, newspaper advertisements, flyers).
More than \$10,000 to \$30,000:	3 written quotes required, either by letter, e-mail or fax.
More than \$30,000 over multiple years:	Formal purchasing process and requires working with the Deputy City Clerk, Strategic Integration and Excellence to initiate and process the purchase.

In situations where the value of purchase requires three quotations but there is a particular vendor which the Council member wishes to use, a sole source request form must be prepared. The Deputy City Clerk, Strategic Integration and Excellence will provide assistance in preparing the appropriate documentation, including the sole source request form. Council members must provide specific valid reasons when choosing to use only one particular vendor.

For the purchasing of consulting service, a formal agreement is required with the vendor. The Deputy City Clerk, Strategic Integration and Excellence will provide assistance on drafting the required agreement.

For IT Purchases, Council members must use the Request for IT Purchase Form. All IT equipment connected to the City's network must comply with corporate standards and security requirements and all such purchases must be done through City Clerk's Office IT staff.

b. Accounting Procedures

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

- Expenses must relate to the business of the City of Toronto.
- When providing supporting documentation for justifying business expenses related to kilometrage, parking and taxi rides, Council members need to provide the specific details about these expenses as outlined in Section 5 – *Transportation – Kilometrage and Parking and Transportation – Taxi*.
- Council 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, Council 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 to the Deputy City Clerk, Strategic Integration and Excellence.
- Council members and their staff must provide proper documentation, including detailed original receipts, for all expense claims. Credit card receipts or statements alone are not sufficient and will not be accepted. In the case of any on-line purchases, a copy of the confirmation must be attached to the claim.
- Invoices must include a description of the goods purchased or services rendered, the cost, applicable taxes and HST Registration Number.
- Equipment purchased with City funds is considered City property and must be returned to the City at the end of the term or earlier if the Council member leaves office.
- Council members or their authorized staff must sign off all receipts or invoices with original signatures. Documentation with signature stamps or electronic signatures will not be accepted.
- Delegation of signing authority to Council member staff must be documented using the Delegation of Signing Authority Form with original samples of signatures prior to the transaction.

- Council members who are the only signing authority for their office must submit a signed Delegation of Signing Authority Form to confirm this. The form will be kept on file as a sample of the Council member's signature.
- Expenses must be charged to the year in which they occurred. Expenses cannot be carried forward to different years.
- Council members who charge for goods against the current year must have received the goods and/or services from the vendor before December 31 of the year.
- At the end of the year, when expenses have been incurred but invoices are not yet received, Council members must inform the Deputy City Clerk, Strategic Integration and Excellence 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 Deputy City Clerk, Strategic Integration and Excellence for payment, it must be accompanied by an explanation on why the expense was not set up as a prior year accrual. The invoice will be paid from the current year budget under the condition that there were sufficient funds in the prior year budget to cover this expense had the invoice been submitted in the proper calendar year.
- The City of Toronto can claim 100% of GST, and 78% of the 8% Ontario part of HST. The total tax rebate is equal to 11.24% of the 13% HST. The non-refundable portion of 1.76% of the HST will be included in the amount charged to the Constituency Services and Office Budgets.
- Summaries of expenses paid and budget remaining in the individual Council members' Constituency Services and Office Budget are provided to Councillors in real-time through the Members' Expense Dashboard. If there are any discrepancies or disagreement, Council members must advise the Deputy City Clerk, Strategic Integration and Excellence immediately.
- Council members may from time to time receive reimbursement or arrange payment of expenses from their Constituency Services and Office Budget and wish to use personal funds for these expenses instead. Council 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 Council member's Constituency Services and Office 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 Constituency Services and Office Budget limit.

- If the repayment occurs for a prior year expense, the repaid funds will be credited to the Council General Expense Budget.
- In cases where there is a vendor discount credit or a refund that is received by the City, the funds will be:
 - Credited to the Council member's Constituency Services and Office Budget if the credit or refund is received within the same calendar year.
 - Credited to the Council General Expense Budget if the credit or refund is received after the accounting year is closed.

c. Payment Procedures

- Expenses less than \$200 will be reimbursed through petty cash.
- City PCards, available through the Corporate PCard program, can be used by Council member staff for booking a hotel, transportation, conference registration and for the purchase of low-value materials and supplies. Councillor staff who use PCards must follow the procedures and guidelines, as set out on the Accounting Services website: http://insideto.toronto.ca/finance/accounting_services/pcard.htm. Compliance with the corporate procedures and guidelines is required. Failure to abide by the required procedures and guidelines may result in the cancellation of the PCard.
- All current approved forms to request reimbursement or payment of expenses for Council members are retrievable through the Council Member Knowledge Base intranet site: <https://councillor-kb.toronto.ca/>.
- For reimbursement or payment of expenses, Council members and their staff should use the Request for Reimbursement/Payment of Expenses Form.
- For reimbursement or payment of business meals and hospitality expenses, Council members and their staff should use the Request for Reimbursement of Business Meals/Hospitality Expenses Form.
- For reimbursement or payment of taxi expenses, Council members and their staff should use the Reimbursement – Taxi Expenses Form.
- For reimbursement or payment of IT purchases, Council members and their staff should use the Request for IT Purchase Form.
- For reimbursement or payment of telephone/wireless expenses, Council members and their staff should use the Payment of Telecom Expenses Form.
- For notification of travel, Council members should use the Notification of Travel Form.
- For expense claims after business travel, Council members should use the Travel Expense Claim Form.

- To hire staff or change existing staff status such as salary, job title, etc., Council members should use the Staff Request/Change Form.
- For kilometrage and parking expense reimbursements, Council members and their staff should use the Kilometrage and Parking Expenses Form.
- To report gifts and donations to a Council member-Organized Community Event, please use the Donor Declaration Form.
- To authorize Council member staff to initiate payment or reimbursement of expenses from your Constituency Services and Office Budget, please use the Delegation of Signing Authority Form.

4.5 Roles and Responsibilities

a. Council members

- Authorize expenditures from the Constituency Services and Office Budget or Staffing Budget.
- Meet all financial, legal and Income Tax obligations.
- Stay within budget guidelines and expenditure categories outlined in this Policy.
- Keep safe and maintain all equipment and furniture provided by the City.
- Keep safe and maintain all equipment purchased with City funds.
- Ensure that all purchases are appropriate and that invoices are authorized after orders have been received or services rendered.
- Comply with purchasing, accounting and financial policies approved for Council members.
- Contact the Deputy City Clerk, Strategic Integration and Excellence to seek advice on all aspects on the administration of this Policy.
- Review the detailed invoices that will be posted on the internet as part of Members' Expenses disclosure and advise the Deputy City Clerk, Strategic Integration and Excellence promptly if they have any issues or concerns with the information that is being posted.

b. City Clerk's Office

- Provide accounting and financial support to Council members by paying expenditures, preparing financial management reports and providing advice on handling difficult or unusual transactions.
- Provide purchasing support to Council members with vendor lists, obtaining quotations, issuing purchasing documents and developing formal agreements.

- Provide staffing support to Council members by preparing payroll documentation.
- Provide information technology support to Councilmembers with desktop and application support.
- Advise Council members of the status of their budgets and expenditures.
- Advise Council members if any item appears to breach the Constituency Services and Office Budget Policy or is inappropriate.
- Make sure that supporting documentation is in place and that expenditures conform with Council member policies.
- Monitor changes in City policies and procedures and review relevance of these changes for the Constituency Services and Office Budget Policy and related procedures.
- Provide training and orientation for Council 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 Council member expenses prior to the disclosure of Council member expenses on the internet.

4.6 Using Personal Funds, Furniture and Equipment

- Council members are allowed to use personal funds for all types of office expenses as set out in this policy.
- Whether Council 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 the Constituency Services and Office Budget.
- Council members who pay for office expenses with personal funds are subject to the same accountability mechanisms and must file all receipts with the Deputy City Clerk, Strategic Integration and Excellence on a monthly basis with the exception of kilometrage, parking, wireless devices and business meals.
- Council 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 will report these expenses at least quarterly and in the annual Report on Remuneration and Expenses for Members of Council.
- Council members may bring personal furniture and equipment to use in their City Hall or Constituency Offices.
- Council 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.

- Council members who bring personal furniture or equipment to use at City Hall or constituency offices must advise the Deputy City Clerk, Strategic Integration and Excellence so that these items are inventoried separately from City owned furniture and equipment.
- Council members' personal furniture and equipment are not covered by the City's property insurance policy.
- Council members are responsible for the maintenance of their personal furniture and equipment at City Hall and constituency offices.
- Council members are responsible for the cost of moving their personal furniture and equipment to and from their City Hall and constituency office.

4.7 Councillor Expenses during an Election Year³

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's website](#) for guidelines on Election-Related Activities and Municipal Election.

- Under the *Municipal Elections Act, 1996*, the City of Toronto cannot provide a subsidy to any candidate in a municipal election campaign. Therefore, special conditions for expenses for Councillors apply during an election year.
- An election year begins at the start of the nomination period and ends with the end of the Council term as described in the *Municipal Elections Act, 1996*.
- Council members will not be allowed to use the Constituency Services and Office Budget for advertising, newsletters, flyers, community expenses and community events after **August 1** of an election year until the day after Election Day, except for emergency situations.⁴
- 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. General⁵

- The Constituency Services and Office Budget in a municipal election year is a pro-rated amount of the approved Constituency Services and Office 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 will apply to all Councillors.
- Once a Councillor has filed nomination papers, the Councillor will no longer be eligible to receive donations for their community events, per the Council-approved policy regarding donations to Council Member-Organized Community Events.⁶ See Appendix 3.

b. Specific Limitations

- Once a Council 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 Council 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 Councillors.
- After August 1 of an election year and until Election Day, no Council member will be permitted to⁷:
 - 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 Council 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 e-mails.
 - Pay for any new domain name for websites or pay for any web design services.

- Conduct or authorize any automated phone campaigns, such as robocall or any similar automated virtual townhalls.
 - Print and distribute any newsletter to constituents.
 - Print and distribute any flyers to constituents, except in the case of emergencies.
 - Order any new stationery, including business cards, envelopes or letterhead for their office in large quantities.
 - Order new furniture or purchase office equipment, including computers or other computer accessories.
 - Trade furniture with other Council 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 Intergovernmental-Related Business Travel in Appendix 1).
 - Purchase any gifts or promotional items for constituents, including greeting cards.
 - Purchase any tickets for community events or functions.
 - Order any congratulatory scrolls from the Strategic Protocol and External Relations Unit.
- After Election Day, a Council member not returning to Council will not be 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 Councillor offices.

4.8 Review Process

- Council members are responsible for authorizing all expenditures from their Constituency Services and Office Budget.
- The Deputy City Clerk, Strategic Integration and Excellence will review all expenses submitted by Council members to determine that proper

documentation is in place and the expenditure is in compliance with the Constituency Services and Office Budget Policy.

- The City Clerk has ultimate responsibility and authority for the administration of Council member expenses and the Constituency Services and Office Budget Policy.
- The City Clerk and Council members may consult with the Integrity Commissioner for guidance with respect to individual Council member expenses or any interpretation on the application of this policy.

4.9 Disclosure

- This routine disclosure policy for Council member expenses is made pursuant to Section 15 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- The City Clerk and Treasurer shall report to Council the remuneration and expenses for Members of Council by March 31 of the following year, as legislated by the *City of Toronto Act, 2006*.
- The City Clerk will publish Council 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 will have personal and other MFIPPA exempted information redacted prior to posting.
- The City Clerk will publish Council member travel reports on the internet. Personal and exempted information governed by MFIPPA will be redacted prior to posting.

4.10 Future Policy Updates

- Any future policy changes must specifically refer to the sections and clauses in the Constituency Services and Office Budget Policy that are being changed or amended.
- The City Clerk will be responsible for updating the policy after City Council decisions, and posting the updated policy on the internet and intranet

5 Allowable Expenses

This section outlines allowable expenses⁸ that can be charged to the Council member's Constituency Services and Office Budget. It outlines the details for each type of expense, documentation requirements, and approved forms to be used.

All requests for payment or reimbursement for expenses must be supported with an original itemized invoice/receipt. Credit card statements or receipts alone will not be accepted. Where a Council member or their staff is requesting reimbursement for an expense, proof of payment must also be submitted. In cases where additional information is required to support the expenditure, this is noted in the detail section of the allowable expense.

Council members or their authorized staff must sign off all receipts or invoices with original signatures (signature stamps and electronic signatures will not be accepted).

Expense types are listed alphabetically for ease of reference.

Expense Type	Detail
Advertising and Promotions	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Paid advertising that is related to the business of the City in all types of media, including print, radio, television, outdoor and online. • Advertising that supplements advertisements that City Divisions place to promote specific programs, including but not limited to Community Environment Days, specific events, park opening. • Greeting and congratulatory advertisements for various occasions, including but not limited to Canada Day, multicultural celebrations. • Advertisements in programs for local special events. • Design and production costs for the advertising. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Advertising placed by a Councillor which is published after August 1 during an election year. Refer to section 4.7. • Advertising that promotes for-profit organizations, third parties, other levels of government, political parties, or candidates in any election campaigns or promotes consent or rejection of a question which has been submitted to electors. <p><i>Other information about advertising and promotion:</i></p> <ul style="list-style-type: none"> • For payment of advertising, the Councillor must provide the itemized original invoice from the media organization stating the name of the publication, the date that the print ad appeared or that a television or radio ad aired. • A copy of the print ad must also be provided. • The Deputy City Clerk, Strategic Integration and Excellence will arrange for payment directly to the media organization which ran the ad. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form</u>
Books and Magazines	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Books, magazines, and periodicals that are related to the business of the City. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Books, magazines, periodicals that have no demonstrated relation to the business of the City. • Lifestyle and entertainment magazines.

Expense Type	Detail
	<p><i>(Books and Magazines continued)</i></p> <p><i>Conditions:</i></p> <ul style="list-style-type: none"> Name of publication must be included on the invoice. <p><i>Form:</i></p> <ul style="list-style-type: none"> <u>Request for Reimbursement/Payment of Expenses Form</u>
<p>Business Hospitality Expenses</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Facility rental. Councillors' expenses for food and beverages related to business meals or receptions with constituents, business contacts, representatives of other levels of government, international delegations or visitors. Alcohol consumed or purchased for meals or receptions. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> Entertainment expenses. Expenses for open houses and hospitality functions at City Hall or civic centres primarily for Councillors, Councillor staff or City staff. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> Councillors must identify the business purpose for the expense. If a Councillor hosts a business meal for a visiting delegation, the name of the delegation, the date and purpose of the visit, the number of attendees and the name of the delegation organizer must be included. Names of delegation members should be included, if available. <p><i>Other information about business hospitality expenses:</i></p> <p>Councillors must provide:</p> <ul style="list-style-type: none"> Original itemized receipt showing items consumed. Full name of all participants attending business meal, except for large delegations. Date and purpose of meeting. <p><i>Form:</i></p> <ul style="list-style-type: none"> <u>Request for Reimbursement of Business Meals/Hospitality Expenses Form</u>
<p>Business Meal Allowance</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Maximum annual meal allowance of \$500 for: <ul style="list-style-type: none"> Meetings with City employees, Councillors' staff, other Members of Council or employees of a City agency or corporation.

Expense Type	Detail
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(Business Meal Allowance Continued)

- Meals consumed by Councillors prior to attending evening functions or events.
- In-town conference/seminar at which meals are not provided and where no per diem may be claimed.
- Expenses for open houses and hospitality functions at City Hall or civic centres primarily for Councillors, Councillor staff or City staff.
- Payment for farewell events for staff in divisions, agencies and corporations.

Ineligible Expense:

- Alcohol.

Conditions:

- Councillors must identify the business purpose for the meeting and explain how schedules do not permit such a meeting in the office during normal work hours.

Other information about hospitality expenses:

Councillors must provide:

- Original itemized receipt showing items consumed.
- Full name of all participants attending meeting.
- Date and purpose of meeting.

Form:

- [Request for Reimbursement of Business Meals/Hospitality Expenses Form](#)

Business Meeting Expense

Eligible Expense:

- Facility rental.
- Catering order, including coffee, tea, juices, pop, cookies, snacks, light food.
- Venue set-up fees, including audio-visual equipment, flip charts, set-up fees, cleaning charges.
- External facilitator fees.

Ineligible Expense:

- Alcohol.

Conditions:

- Councillors must identify the business purpose for the meeting.
- Meeting can be held at any facility the Councillor feels is suitable for the nature of their meeting.

Expense Type	Detail
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(Business Meeting Expense continued)

- Attendees can be Councillor staff, other Councillors, City employees, employees of City agencies or corporations and external parties.
- Councillors must provide:
 - Original itemized receipt.
 - Name of participants or group attending the meeting.
 - Date of meeting.

Form:

- Request for Reimbursement of Business Meals/Hospitality Expenses Form.

**Cable
Television**

Eligible Expense:

- Monthly fee for basic cable and news channels for Constituency Office.
- Installation charge for cable connection at Constituency Office.
- Cable equipment purchase or rental for Constituency Office.

Ineligible Expense:

- Movie/entertainment channel programming.
- Monthly cable fee for Home Office.
- Cable installation and program fee for Home Office.
- Cable equipment purchase or rental for Home Office.

Conditions:

- Councillors must demonstrate a business requirement for specific cable programming package.

Other information about cable television:

- Each Councillor's office at City Hall is provided with one television.
- Cable connection at City Hall and civic centres is provided from City centralized resources.
- Requests for cable connection at City Hall or civic centres must be made through the City's Audio-Visual Unit, Facilities Management Division.
- Requests for cable connection at a Constituency Office on non City-owned or non agency-owned space must be made by the Councillor directly with the cable provider.
- Direct deposit payment to the vendor is recommended.

Form:

- Request for Reimbursement/Payment of Expenses Form.

Expense Type	Detail
Colour Printer Output	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Specialty output by outside vendors. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Where an external vendor is used, Councillors must provide an original invoice detailing date and nature of the job. • Councillors and their staff should not use the colour printer for personal purposes. In the rare occasion that the Councillors or their staff use the colour printer for personal purposes, they must reimburse the City for such personal usage. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form</u>
Community Expense – Event Tickets	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Two tickets per charitable event within the ward or City-wide event or function. • Can include participation fee for charitable or fund-raising events such as community golf tournaments, walkathons organized by non-profit organizations, etc. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Entertainment events such as theatre shows, musical performances or other concerts. • Event tickets for Councillor spouse. • Fundraising events organized by City staff. • Charity golf tournaments organized by City divisions, agencies, corporations and lobbyists. • Raffle tickets, silent auctions, or table prize tickets at events. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • For charitable events or dinners, event organizers must make out charitable receipts to the City of Toronto, where applicable. • Councillor staff can attend events with the Councillor or on their own. • Councillors must provide a copy of the event notice or flyer requesting the Councillor’s attendance as well as the order form and ticket. • Event tickets cannot be provided to organizations or groups as table prizes or raffle prizes.

Expense Type**Detail**

(Community Expense – Event Tickets continued)

Other information about event tickets:

- Councillors can accept event tickets as permitted in the *Code of Conduct for Members of Council*, Section IV, Gifts and Benefits, which recognizes the following exceptions to the prohibition on Members of Council accepting gifts and benefits:
 - "(b) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (g) food and beverages consumed at banquets, receptions or similar events, if:
 1. attendance serves a legitimate business purpose;
 2. the person extending the invitation or a representative of the organization is in attendance; and
 3. the value is reasonable and the invitations infrequent".
- Any questions regarding acceptance of event tickets should be directed to the Integrity Commissioner for the City of Toronto.
- If a Councillor accepts an event ticket(s) as a gift or benefit and the value of the gift or benefit exceeds \$300, or if the total value received from any one source during the course of a calendar year exceeds \$300, the Councillor shall within 30 days of receipt of the gift or reaching the annual limit, file a *Donor Declaration Form* with the Integrity Commissioner.

Form:

- Request for Reimbursement/Payment of Expenses Form

**Community
Expense –
Events**

Eligible Expense:

- Space rental fees or permit fees.
- Venue decorations and set-up.
- Catering.
- 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 Expense:

- Payment to City staff to organize event.
- Event costs for an event organized entirely by a third party with no direct Councillor participation.

Expense Type**Detail**

(Community Expense – Events continued)

- Events, the primary purpose of which is a farewell, or a celebration of the Councillor's term or year or to celebrate a milestone occasion are not permitted.

Conditions:

- Councillor community event expenses can supplement events organized by program areas, e.g. park opening by Parks, Forestry and Recreation, or joint City-Councillor events, such as Community Environment Days by Solid Waste Management Services.
- Councillor community events can be co-organized with community groups.
- Councillors may accept donations (in cash and in kind) of up to \$10,000 each year in accordance with the Policy on Council Member-Organized Community Events.⁹ See Appendix 3. No donations can be accepted from a lobbyist.
- No community events are allowed after August 1 of an election year. Refer to Section 4.7.

Other information about events:

- Councillors must provide an original detailed invoice from the vendor, including the nature of service, date and venue of event.
- Donations received for community events must be reported to the Deputy City Clerk, Strategic Integration and Excellence, who will forward a copy of the report to the Integrity Commissioner. The Integrity Commissioner will advise whether the donation can be accepted or not.
- Donations accepted by Councillors cannot be carried over between calendar years.
- Surplus donation funds accepted during a calendar year will either be returned to the donating organization, or forwarded to Council's General Expense Budget.
- Donations accepted for community events and expenditures funded by donations are subject to the same disclosure requirements as expenses funded by the Constituency Services and Office Budget.

Form:

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

Community Expense – Gifts and Promotions

Eligible Expense:

- Payment for gifts from the Strategic Protocol and External Relations Unit's gift inventory or external vendors for community groups, visitors or delegations.

Expense Type	Detail
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(Community Expense – Gifts and Promotions continued)

- 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 for community organization events not co-organized with the Councillor.

Ineligible Expense:

- Gifts for Councillor staff or other employees of the City, agencies and corporations.

Condition:

- Request for reimbursement for flowers and gifts to specific constituents must include an explanation on how it relates to City business.

Other information about gifts and promotions:

- The Strategic Protocol and External Relations Unit provides each Councillor with 500 City of Toronto pins at no charge each year.
- Councillors must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items.
- The Strategic Protocol and External Relations Unit charges Councillors directly for the cost of other gifts from the gift inventory.

Form:

- Request for Reimbursement/Payment of Expenses Form

Community Expense – Payment in Lieu for Use of Space¹⁰

Eligible Expense:

- 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 Councillor.

Expense Type	Detail
	<p><i>(Community Expense – Payment in Lieu for Use of Space continued)</i></p> <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • A Town Hall meeting is a meeting organized by the Councillor with a group of citizens to discuss City business. • A meeting organized by a community group where the Councillor 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 Councillor or staff personal cheques. • Donation receipts should be addressed to the City of Toronto. • Receipts received by Councillors must be forwarded to the City Clerk’s Office. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expense Form.</u>
<p>Computer Hardware, Software and Accessories</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Corporate standard computer hardware, software and peripherals that have been approved by the Deputy City Clerk, Strategic Integration and Excellence. • Remote access tokens issued by Corporate I&T. • Encrypted USB keys issued by Corporate I&T. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Non-corporate standard hardware or software. • Equipment that Councillors or their staff may have bought outside of the required IT procurement process. • Any USB keys not issued by Corporate I&T. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • All hardware, software and peripherals must comply with corporate standards. • Councillors’ Offices must follow the Council IT procurement process by first checking with the Deputy City Clerk, Strategic Integration and Excellence. • Councillors’ Offices must buy all hardware and software through corporate vendor of record or from another vendor that City staff have selected. • All computer hardware, software and peripherals that Councillors or their staff buy with City funds becomes City of Toronto property and must be returned at the end of the term.

Expense Type	Detail
	<p><i>(Computer Hardware, Software and Accessories continued)</i></p> <ul style="list-style-type: none"> All computer hardware, software and peripherals purchased will be recorded in the Councillor IT asset inventory. Councillors must sign off on this inventory annually. <p><i>Other information about computer hardware and software:</i></p> <ul style="list-style-type: none"> The Deputy City Clerk, Strategic Integration and Excellence will provide an original receipt or invoice from the vendor for the Councillor to sign before Council and Support Services staff process payment. The Corporate I&T Division will process remote access token fees annually through inter-divisional charges (IDCs). City laptops may be available for loan from the City Clerk's Office to meet Councillors' business requirements for short-term use. Councillors should check with the Deputy City Clerk, Strategic Integration and Excellence, on their availability. <p><i>Form:</i></p> <ul style="list-style-type: none"> <u>Request for IT Purchase Form.</u>
<p>Constituency Office Expenses – City-owned and agency-owned Space</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> 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.¹¹ Telephone and IT charges in addition to the base provided. Renovation/tenant improvement costs related to effective office operations or for health and safety reasons or accessibility requirements under the <i>Accessibility for Ontarians with Disabilities Act, 2005</i> ("AODA"). Furniture costs. Moving costs. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> Landscaping and aesthetic improvement costs. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> Any office space exceeding the standard City Hall allocation is considered a constituency office. Councillors have the option to have one (1) constituency office funded from the Council General Expense Budget. Charges for additional constituency office space will be paid from the Councillor's Constituency Services and Office Budget. Space can be rented at Toronto City Hall, a civic centre, if available, as well as other City agency or corporation space, including but not limited to libraries and community centres.

Expense Type	Detail
	<p><i>(Constituency Office Expenses – City-owned and agency-owned Space continued)</i></p> <ul style="list-style-type: none"> • All leases for constituency offices must be negotiated and administered by City staff. • Councillors can choose to end the lease at any time if they give prior notice in accordance with the lease agreement. • Rental costs are invoiced quarterly and charged to the Councillor’s Constituency Services and Office Budget. • Space on agency-owned property, including the Toronto Parking Authority, the Toronto Library Board, TTC, etc. will be subject to the use-of-space policies and fees determined by these agencies. • Space at City corporations will be subject to the use-of-space policies and fees determined by these corporations. <p><i>Other information about Constituency Offices on City-owned and agency-owned space:</i></p> <ul style="list-style-type: none"> • 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. • Use of civic space for regular meetings or special events is governed by the Policy on Councillor Use of Civic Space. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>City of Toronto rental agreement for City space.</u>
<p>Constituency Office Expenses – Non City-owned or non agency-owned space¹²</p>	<p><i>Eligible expenses:</i></p> <ul style="list-style-type: none"> • Signage fees. • Parking. • Furniture costs not paid for under Council General Expense Budget. • Office decorations. • Small appliances. • Ink Cartridge for printers. • Office supplies not provided by City Hall Stationery Supply Cabinet. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Landscaping and aesthetic improvement costs. • Plants. • Purchase or rental of artwork <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Any Constituency Office expenses are paid in accordance with the Parameters for Councillor Constituency Offices approved by City Council.

Expense Type	Detail
	<p><i>(Constituency Office Expense – Non City-owned or non agency-owned space continued)</i></p> <ul style="list-style-type: none"> The term of the lease must not extend beyond current Council term in which the lease is signed. All lease agreements, including lease rates and lease terminations as applicable, must be negotiated and administered by City staff, in accordance with applicable City policies. The lessee must be the City of Toronto. Payments to the landlord will be processed by the City by direct deposit. Councillors cannot sublet any space to third parties, including community organizations, not-for-profit/charitable organizations or other persons. <p><i>Provided from the City's centralized resources¹³:</i></p> <ul style="list-style-type: none"> Each Councillor has the option to have one constituency office within their ward that is funded from the Council General Expense Budget. Expenses are paid in accordance with the Parameters for Councillor Constituency Offices approved by City Council.¹⁴ See Appendix 1 – Resources Available / Allocated to Councillors
<p>Consulting Services</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Consulting services may be contracted for the purpose of research related to City business. <p><i>Other information about consulting services:</i></p> <ul style="list-style-type: none"> Councillors must sign a contract or formal agreement with the consultant which sets out the terms and conditions in detail. For consultants that Councillors engage on a long-term basis, a blanket contract will be set up. The consultant's monthly invoice must identify the hours worked and the deliverables. The Deputy City Clerk, Strategic Integration and Excellence reports consulting costs through quarterly variance reports. <p><i>Form:</i></p> <ul style="list-style-type: none"> <u>Request for Reimbursement/Payment of Expenses Form.</u>
<p>Home Office¹⁵</p>	<p>A Councillor may choose to operate a Home Office.</p> <p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Telephone line dedicated for City business. High-speed internet connection. Fees to enhance bandwidth and transmission speed.

Expense Type**Detail***(Home Office continued)*

- Computer hardware, software and peripherals that have been approved by the Deputy City Clerk, Strategic Integration and Excellence.
- Computer printer.

Ineligible Expense:

- Residential home expenses including but not limited to property tax, mortgage or rent for home, home maintenance fees, home utilities, home cleaning fees.
- Furniture other than one desk and one chair.
- Decorations for Home Office.

Conditions:

- If a Councillor chooses to operate a Home Office, he or she must notify the Deputy City Clerk, Strategic Integration and Excellence in writing.
- If a Councillor is claiming for the cost of a telephone line in a Home Office, that telephone line must be dedicated for City business only and be declared in a memo to the Deputy City Clerk, Strategic Integration and Excellence.
- If a Councillor chooses to install a high-speed internet connection at their Home Office with City funds, he or she must declare by memo that the connection is primarily for City business usage.

Other information about Home Offices:

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

Expense Type	Detail
	<p><i>(Home Office continued)</i> (including meeting constituents, taking phone calls, storing and reviewing materials, etc).</p> <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form.</u> • <u>Payment of Telecom Expenses Form.</u>
Internet Services¹⁶	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • High-speed internet connection for Constituency Office located on non City-owned or non agency-owned space. • High-speed internet connection for Home Office. • Installation costs. • Modem rental fees. • Fees to enhance bandwidth and transmission speed. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Home internet service for Councillor staff. • Fees for access to for-fee sites. <p><i>Provided from the City's Centralized Resources:</i></p> <ul style="list-style-type: none"> • Internet access through the City's network at City Hall, civic centres and other City buildings. • One additional high-speed internet connection for Constituency Office on non City-owned or non agency-owned space or Home Office. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors may order directly from any internet supplier. • If a Councillor chooses to install a high-speed internet connection as their Home Office with City funds, they must declare by memo that the connection is primarily for City business usage. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form.</u>
Legal Fees¹⁷	<p>All eligible legal fees are now paid out of the Council General Expense Budget. See Appendix 1 – Resources Available / Allocated to Councillors.</p>

Expense Type	Detail
Memberships	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Memberships for the Councillor or their staff that are related to the Councillor's work in the community or for the City. Car share or community bike programs. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> Retail memberships. Award programs. Personal health or recreation memberships. <p><i>Other information about memberships:</i></p> <ul style="list-style-type: none"> Councillors must identify how a membership is relevant to City business when the business reason is not evident. Membership fees for organizations of which the City is a member, such as Federation of Canadian Municipalities, the World Association of Major Metropolis, the Ontario Good Roads Association and the Association of Francophone Municipalities of Ontario are paid for through the City Manager's Office. The list of organizations may change from time to time. <p><i>Form:</i></p> <ul style="list-style-type: none"> <u>Request for Reimbursement/Payment of Expenses Form.</u>
Newsletters and Flyers	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Design, writing, copy-editing, printing costs. Distribution costs through Canada Post Neighbourhood Mail, by private distribution firms or by other means. Translation fees. Clip art or stock photo fees. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> Printing and distributing newsletters after August 1 during an election year. Refer to section 4.7. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> Councillors can use the City Clerk's Office Information Production Unit for off-set printing or reproduction of newsletters and flyers. The Information Production Unit will obtain quotations from external printers if it cannot meet the requirements of the Councillor for any reason, including cost. Use of City logo and symbols must comply with City policy. The City Clerk's Office Information Production Unit will provide templates for Councillor newsletters which can help reduce design costs. Councillors may choose to use these templates.

Expense Type**Detail***(Newsletters and Flyers continued)*

- Councillors should limit the circulation of newsletters or flyers to the geographic boundary of the Councillor's ward.
- No newsletters can be printed or distributed after August 1 of an election year. Refer to section 4.7.
- Newsletters cannot advocate for a political party, other levels of government, for-profit organizations or individuals not related to the business of the City.
- Advertising from non-profit organizations or private businesses is not permitted.
- Councillors can pay local students or volunteers to help distribute their flyers and newsletters by way of an honorarium or meal allowance.

Other information about newsletters and flyers:

- Councillors must submit an original design, writing, copy-editing, printing or distribution invoice from the vendor along with a copy of the newsletter or flyer.
- The Deputy City Clerk, Strategic Integration and Excellence will process Canada Post Neighbourhood Mail charges directly and charge them to each Councillor's Constituency Services and Office Budget.
- The Information Production Unit charges its costs by inter-divisional charges (IDCs) directly against the Councillor's Constituency Services and Office Budget.

Provided from the City's centralized resources¹⁸:

- Each Councillor is entitled to an amount equivalent to the cost of postage or delivery by other means of one newsletter to all households within the ward, based on census information, and at a rate not to exceed the current Canada Post standard Neighbourhood Mail rate, paid for from the Council General Expense Budget.

Form:

- Request for Reimbursement/Payment of Expenses Form.

Expense Type	Detail
Newspaper and Magazine Subscriptions	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Annual subscriptions to daily, weekly and monthly newspapers, news, trade and business magazines, ethnic publications and other periodicals. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> Lifestyle/entertainment magazines. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> Councillors must identify the business purpose for the subscription, magazine or publication when the business reason is not evident. Delivery address can be City Hall office, Constituency Office or Home Office. Councillors must provide an original subscription invoice or renewal notice indicating delivery address of publication. <p><i>Form:</i></p> <ul style="list-style-type: none"> <u>Request for Reimbursement/Payment of Expenses Form.</u>
Office Decorations	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> Framing expenses for newspaper articles or other memorabilia related to the work of the Councillor. Office decorations for special occasions for City Hall or Constituency Office on City property. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> Purchase or rental of artwork for display at City Hall, Constituency Office or Home Office. Decorations for Home Office. <p><i>Provided from the City's centralized resources:</i></p> <ul style="list-style-type: none"> The City loans artwork from its fine art collection for Councillors' offices at no charge. Councillors must sign an art loan form. Councillors must contact Economic Development and Culture Division, Coordinator, Collections and Outreach to make necessary arrangements. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> Councillors must return all loaned City artwork to the City at the end of the term. Councillors can bring personal art for display at the City Hall or Constituency Office but the costs to move the art to and from City Hall or Constituency Office is a personal expense. Personal art is not covered by the City's property insurance policy.

Expense Type	Detail
Office Equipment	<p><i>(Office Decorations continued)</i> <i>Other information about office decorations:</i></p> <ul style="list-style-type: none"> • Councillors may display artwork on loan from local artists. • A formal loan agreement should be signed to set out clearly the insurance responsibilities. • The loaned art will not be covered by the City's property insurance policy unless there is a signed agreement and the value of the art has been independently verified. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form.</u>
	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Expenses related to the operation of the office only, including but not limited to fax machines, shredders, telephone headsets, maintenance contracts for equipment and peripherals for equipment. • Equipment required for community events and meetings, including but not limited to cameras, video cameras, camera peripherals, pop-corn machines, tents, parasols etc. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Equipment for Home Office other than one fax machine. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors must identify the business requirement for equipment for City Hall office, Constituency Office or Home Office. • All equipment purchased with City funds becomes property of the City and Councillors must return all equipment to the City at the end of the term. • All equipment purchased will be inventoried and Councillors are required to sign off on the inventory annually. <p><i>Other information about office equipment:</i></p> <ul style="list-style-type: none"> • Serveries located on the 2nd Floor of City Hall and at civic centres are equipped with refrigerators, microwaves, dishwashers, coffee makers and hot water machines for all Councillors and Councillor staff to use. • City Clerk's Office has some equipment, including cameras, purchased by previous Councillors that can be made available for use at events. Councillors should check with the Deputy City Clerk, Strategic Integration and Excellence regarding the availability of such equipment. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form.</u>

Expense Type	Detail
Office Furniture	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Corporate standard office furniture, including chairs, desks, work stations, file cabinets, book shelves, sofas, conference tables, side tables, stands that have been approved by the Deputy City Clerk, Strategic Integration and Excellence. • Moving costs for City furniture between City Hall and other City space or Constituency Office. • Transportation and set up costs from vendor. • Costs for refurbishing or repairing furniture. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Furniture not required for an office environment. • Costs for moving personal furniture. • Furniture for Home Office other than one desk and one chair. <p><i>Provided from the City's centralized resources:</i></p> <ul style="list-style-type: none"> • Basic furniture at the Toronto City Hall Office and at civic centre offices per the Furniture, Configuration and Equipment Standard for Councillor Offices, 2nd Floor, City Hall. • Replacement of existing Councillor furniture for health and safety or ergonomic reasons or accessibility requirements under the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA"). • State of Good Repair for Councillor furniture. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • All furniture that Councillors buy must comply with the Furniture, Configuration and Equipment Standard for Councillor Offices, 2nd Floor, City Hall. • Councillors are responsible for verifying that all furniture is received in good condition and advise the Deputy City Clerk, Strategic Integration and Excellence on the receipt of the furniture. • Furniture can be used for the Councillor's City Hall office or Constituency Office. • All furniture purchased with City funds becomes property of the City and Councillors must return all furniture to the City at the end of the term. • All furniture purchased will be inventoried and Councillors are required to sign off on the inventory annually. • Councillors who wish to trade furniture must do so in a joint memo to the Deputy City Clerk, Strategic Integration and Excellence, providing details on the furniture being traded. This is to ensure that Council and Support Services staff can update the furniture inventory accordingly.

Expense Type**Detail***(Office Furniture continued)*

- Trading of furniture in an Election Year must be in accordance with section 4.7 of this policy.
- Furniture belongs to the Office of the Councillor and not to the individual Councillor. At the end of a term, furniture will be passed from the outgoing to the incoming Councillor for the Ward.
- Councillors must report to the Deputy City Clerk, Strategic Integration and Excellence when they move any furniture from City Hall office to Constituency Office or vice versa so that Council and Support Services staff can update the furniture inventory accordingly.
- The Deputy City Clerk, Strategic Integration and Excellence is responsible for coordinating the disposal of furniture and updating the furniture inventory accordingly.
- Councillors can bring personal furniture to the office. The cost of moving personal furniture to and from the office is a personal expense. Personal furniture is not covered by the City's property insurance policy and the Councillor is responsible for the maintenance of personal furniture.
- Councillors must advise the Deputy City Clerk, Strategic Integration and Excellence of personal furniture brought to the office so that they can be inventoried separately from City furniture.

Other information about office furniture:

- Office Furniture purchase, configuration and replacement are outlined in the Furniture, Configuration and Equipment Standard for Councillor Offices, 2nd Floor, City Hall.

Form:

- Request for Reimbursement/Payment of Expenses Form.

Office Supplies*Eligible Expense:*

- Toners, labels, paper and supplies available from the City's vendor.
- General office supplies.
- Greeting cards.
- Holiday cards.

Provided from the City's centralized resources:

- Basic office supplies such as pens, pencils, post-it notes, writing pads and filing folders are available from the supplies cabinet located with Council and Support Services.

Expense Type	Detail
	<p><i>(Office Supplies continued)</i></p> <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors should buy from the City's stationery vendor the items that are available through the corporate contract. • Councillors should buy from City stores the items that are available. • Councillors' staff are set up so that they can directly order supplies from the City's vendor on-line. <p><i>Other information about office supplies:</i></p> <ul style="list-style-type: none"> • Accounting Services will automatically process on-line purchases from the City's vendor against the Councillors' Constituency Services and Office Budgets. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form.</u>
Photocopying	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Reproduction costs from the Information Production Unit. • Photocopying charges by outside vendors. <p><i>Other information about photocopying:</i></p> <ul style="list-style-type: none"> • Reproduction costs from the Information Production Unit are processed through inter-divisional charges (IDCs). • For outside vendors, Councillors must provide an original invoice, detailing the date of the job and number of copies. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form.</u>
Photographic Supplies and Services	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Overtime for City photographer or videographer. • Framing of photographs for display in the Councillor's office. • Prints of official portraits taken by the City photographer. • Reprints of the Official Council Term Photo. • Processing and digital print fees. • CDs and other output media. • Professional photographer fees for special events if the City's photographer is not available. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Professional photographer fees for studio portraits unless the City's photographer is not available.

Expense Type	Detail
	<p><i>(Photographic Supplies and Services continued)</i> <i>Provided from the City's centralized resources:</i></p> <ul style="list-style-type: none"> • Portrait shot for Councillors at City Hall studio. • City photographer and videographer service during normal work hours pending availability. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors will receive one framed Official Council Term Photo. • Councillors will be provided with digital copies of official photographs and Councillor portraits upon request. • Councillors cannot use photographs or materials that were taken by the City photographers or videographers for election-related purposes. • Request for photography or videography must be made in advance with the Strategic Protocol and External Relations Unit pending availability. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form.</u>
<p>Postage and Courier Services</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Canada Post regular and premium mail services. • Courier delivery costs. • Stamps. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • The City Clerk's Office coordinates all mail and courier services through the mailroom located at Toronto City Hall and civic centres. • Direct purchase of stamps and courier service by Councillor's office should only be done when mailroom service cannot meet requirements, e.g. after hours. • Costs for postage and courier service through the mailroom will be charged directly through inter-divisional charges (IDCs) by the Information Production Unit. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form (if needed)</u>
<p>Printing Services</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Stationery including envelopes, letterhead, business cards. • Holiday cards.

Expense Type	Detail
	<p><i>(Printing Services continued)</i></p> <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Use of City of Toronto logo must comply with the Corporate Identity Program. • Councillors can use the City Clerk's Office Information Production Unit. In this case, the cost of printing will be charged against the Councillor's Constituency Services and Office Budget through inter-divisional charges (IDCs). • Councillors who pay for stationery using personal funds must report this as an office expense using personal funds. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form</u>
<p>Professional and Contracted Services</p>	<p><i>Eligible Expenses:</i></p> <ul style="list-style-type: none"> • Firms or individuals whom Councillors or their staff retain for specific business purposes with clear deliverables, fee structures and timelines. • Individuals who provide specific support to the Councillor for a specific service, such as data entry, filing, research etc. • Services that City staff cannot or will not provide. <p><i>Ineligible Expenses:</i></p> <ul style="list-style-type: none"> • Services that City staff can and will provide. <p><i>Provided from the City's centralized resources:</i></p> <ul style="list-style-type: none"> • City staff and expertise in program areas, e.g. planning research. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • The Deputy City Clerk, Strategic Integration and Excellence will set up blanket contracts if a contractor provides a service for an extended period of time. • Councillors must remind all contractors that if their annual business exceeds \$30,000, the contractor must charge HST. • Invoices must include the HST number, where required, and the HST amount. • Councillors must provide an original itemized invoice from the contractor, stating the number of hours worked, the work performed and the outcomes the contractor delivered. • In cases where the service can be provided by City staff, Councillors must supply documentation from the program area on why the service will not be provided. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form</u>

Expense Type	Detail
Staff – Salary Overage	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Any salary costs incurred in excess of Councillors’ Staffing Budget. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Bonuses. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Once the Councillor has reached the maximum Staffing Budget, excess salary costs will automatically be transferred to the Councillor’s Constituency Services and Office Budget.
Telephone/Fax	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Additional telephone/fax lines above what the City provides. • Monthly fees, including fees for specialty features such as call display, call waiting, messaging. • Fees for conference calls. • Business-related long-distance charges. • Basic telephone equipment. • Fax machine. • 411 calls. • Peripherals such as headsets, etc. • Telephone line for Home Office. • Telephone line for Constituency Office at City-owned, agency-owned or non City-owned or non agency-owned space. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Personal long-distance calls. • 1-900 calls. • Novelty phones. <p><i>Provided from the City’s centralized resources:</i></p> <ul style="list-style-type: none"> • The City provides each Councillor with a total of eight telephone/ fax lines from the Unified Communications Infrastructure funded from the I&T Divisional Budget. • The City will provide seven telephone sets and one multi-function printer with fax capability. • A limit of four telephone lines per constituency office on non city-owned or non agency-owned property applies.¹⁹ • Councillors determine where the eight lines are to be installed in order to best meet their operational needs. • Additional telephone or fax lines will be charged to the Councillor’s Constituency Services and Office Budget. • Basic telephone operator headsets will be provided to meet ergonomic requirements of specific staff. Councillors who require

Expense Type**Detail***(Telephone/Fax continued)*

wireless headsets will pay for these from the Councillor's Constituency Services and Office Budget.

Conditions:

- Additional phone or fax lines for the Councillor's office at City Hall, civic centre or other City-owned space must be arranged through the I&T telecommunications group as part of the City's Unified Communications Infrastructure.
- The Deputy City Clerk, Strategic Integration and Excellence will make the necessary arrangements, upon request.
- Any telephones or fax machines purchased with City funds are considered to be City property and are included in the furniture and equipment inventory.
- Councillors must report to the Deputy City Clerk, Strategic Integration and Excellence whenever they move telephone or fax equipment from one office to another so that Council and Support Services staff can update the equipment inventory.
- If a Councillor is claiming for the cost of a telephone line in a Home Office, he or she must declare by memo to the Deputy City Clerk, Strategic Integration and Excellence, that the telephone line is dedicated for City business only.
- Councillors 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 the reimbursement or payment to the vendor directly.
- The Deputy City Clerk, Strategic Integration and Excellence will not process a Councillor's request at the end of year to reimburse the City for personal long distance calls that were made earlier in the year.

Other information on telephone/fax:

- Councillors must submit the first few pages of the monthly bill identifying the services and itemized fees for each service. Back-up pages containing detailed list of telephone calls is not required.
- If a Councillor buys telephone equipment, the Councillor must submit the original itemized invoice showing details of the equipment.
- For telephone line installation on agency-owned space, Councillors must provide an original work order and invoice detailing any installation or connection work, the address of the work and charges.

Expense Type	Detail
	<p data-bbox="483 247 862 281"><i>(Telephone/Fax continued)</i></p> <p data-bbox="483 281 565 315"><i>Form:</i></p> <ul data-bbox="483 315 1341 394" style="list-style-type: none"> <li data-bbox="483 315 1341 348">• <u>Request for Reimbursement/Payment of Expenses Form</u> <li data-bbox="483 348 1062 394">• <u>Payment of Telecom Expenses Form</u>
<p data-bbox="201 432 331 466">Training</p>	<p data-bbox="483 432 727 466"><i>Eligible Expense:</i></p> <ul data-bbox="483 466 1446 611" style="list-style-type: none"> <li data-bbox="483 466 1446 537">• Training for Councillors and their staff to meet specific business requirements. <li data-bbox="483 537 1446 611">• Tuition reimbursement for college or university degree programs or courses related to City business. <p data-bbox="483 653 751 686"><i>Ineligible Expense:</i></p> <ul data-bbox="483 686 1352 831" style="list-style-type: none"> <li data-bbox="483 686 1170 720">• Professional designation training and exams. <li data-bbox="483 720 1036 753">• Training unrelated to City business. <li data-bbox="483 753 1073 787">• Physical fitness, sports and programs. <li data-bbox="483 787 1352 831">• Personal development programs for degrees or diplomas. <p data-bbox="483 873 643 907"><i>Conditions:</i></p> <ul data-bbox="483 907 1463 1161" style="list-style-type: none"> <li data-bbox="483 907 1146 940">• Training must meet business requirements. <li data-bbox="483 940 1463 1052">• To be reimbursed for tuition fees, Councillors and their staff must provide proof that they have completed the course or program, and an original fee receipt from the college/university. <li data-bbox="483 1052 1463 1123">• Councillor staff cannot claim overtime for training that takes place after office hours or on weekends. <li data-bbox="483 1123 1344 1161">• Training must be approved before enrolling in the course. <p data-bbox="483 1203 565 1236"><i>Form:</i></p> <ul data-bbox="483 1236 1349 1270" style="list-style-type: none"> <li data-bbox="483 1236 1349 1270">• <u>Request for Reimbursement/Payment of Expenses Form.</u>
<p data-bbox="201 1304 431 1375">Transportation – Car Rental</p>	<p data-bbox="483 1304 727 1337"><i>Eligible Expense:</i></p> <ul data-bbox="483 1337 1463 1482" style="list-style-type: none"> <li data-bbox="483 1337 1206 1371">• Rental fee, insurance coverage, gasoline costs. <li data-bbox="483 1371 1463 1442">• Membership and usage rate for shared automobile services, such as ZipCar or Autoshare. <li data-bbox="483 1442 1433 1482">• Interdivisional charges for use of City of Toronto Fleet Vehicles. <p data-bbox="483 1524 751 1558"><i>Ineligible Expense:</i></p> <ul data-bbox="483 1558 997 1703" style="list-style-type: none"> <li data-bbox="483 1558 997 1591">• Charges for damages to vehicle. <li data-bbox="483 1591 675 1625">• Tow fees. <li data-bbox="483 1625 711 1659">• Traffic fines. <li data-bbox="483 1659 748 1703">• Car wash fees. <p data-bbox="483 1745 643 1778"><i>Conditions:</i></p> <ul data-bbox="483 1778 1427 1887" style="list-style-type: none"> <li data-bbox="483 1778 1427 1887">• Driver must be either the Councillor or their staff. City policies prohibit any third-party drivers where City funds are used to pay the rental fee.

Expense Type	Detail
	<p><i>(Transportation – Car Rental continued)</i> <i>Other information about car rental:</i></p> <ul style="list-style-type: none"> • Councillors and their staff must identify the business purpose for the rental. • Councillors must submit an invoice showing the date of rental, model of car, rental rate and any insurance purchased. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form.</u>
<p>Transportation – Highway Tolls</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Highway tolls for business meetings. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Highway tolls related to travel between home and normal work location. For Councillors, City Hall is their normal work location. <p><i>Other information about highway tolls:</i></p> <ul style="list-style-type: none"> • Councillors and their staff must identify the business purpose for the trip requiring use of the toll highway. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form.</u>
<p>Transportation – Kilometrage and Parking</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Use of personal vehicles to travel for business purposes outside of normal daily travel between home and work. • On street or private/public parking lot fees. • Trips by Councillors or their staff. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Normal daily travel between home and the normal work location. For Councillors, City Hall is considered their normal work location. • Personal vehicle maintenance and repair costs. • Vehicle licensing fees. • Clean Air Certification costs. • Traffic and parking fines. • Tow and impound fees. • Car-wash fees. • Gas. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors and their staff must identify the business purpose for the trip.

Expense Type	Detail
	<p><i>(Transportation – Kilometrage and Parking continued)</i></p> <ul style="list-style-type: none"> • Councillors and their staff must report 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). • Councillors are accountable for the accuracy of the kilometrage claimed. • Councillors must provide original receipts from parking operators indicating date, time and parking location. Credit card receipts will not be accepted. • Reimbursement for kilometres travelled and parking, will appear on the Councillor or Councillor staff’s paycheque. The reimbursement is not a taxable benefit. <p><i>Other information about kilometrage and parking:</i></p> <ul style="list-style-type: none"> • The rate of reimbursement per kilometrage will be at the same rate as applied to City employees and adjusted from time to time according to the rate set by the Canadian Revenue Agency, and the City Policy on Use of Personal Vehicle. • Detailed municipal addresses are not required. Intersection information or building names (e.g. City Hall, CNE, etc) are acceptable for security and privacy protection reasons. • Councillors or their staff should submit claims for kilometrage and parking expenses to the Deputy City Clerk, Strategic Integration and Excellence at least once a month. <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Kilometrage and Parking Expense Form.</u>
<p>Transportation – Metropasses, TTC tickets or tokens</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Metropass for Councillors and Councillor staff. • Tokens or tickets for Councillor staff or constituents to attend meetings. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Councillors must provide a memo to document that their staff requires the Metropass for business purposes. • Councillors and Councillor staff who purchase a Metropass using their Constituency Services and Office Budget must keep a detailed log documenting and describing the business purpose for the use of the pass. These records must be kept for six (6) years. • The log must include the date, time, the travel required using the Metropass or token, as well as the business purpose of the travel. • Councillors and Councillor staff who use a Metropass purchased with City funds may be subject to Canada Revenue Agency's

Expense Type**Detail**

(Transportation – Metropasses, TTC tickets or tokens continued)

review on the use of the pass and CRA may deem the value of the pass to be a taxable benefit that will be included in calculating the income of a Councillor or Councillor staff.

Form:

- Request for Reimbursement/Payment of Expenses Form

**Transportation
– Taxi**

Eligible Expense:

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

Ineligible Expense:

- Rides in taxis or other modes of transportation between home and the normal work location. For Councillors, City Hall is their normal work location.

Conditions:

- Councillors and their staff must identify the business purpose for the trip according to established categories (e.g. business meeting, constituent meeting, ward visits, special event).
- Councillors must provide an original receipt with the date and the “to” and “from” destinations. Credit card receipts and statements will not be accepted.

Other information about taxis:

- The City does not require exact municipal addresses on reimbursement forms. For security and privacy reasons, building names (e.g. City Hall, CNE, etc) or intersection details are acceptable.
- Councillors or their staff should submit claims for taxi reimbursement and other transportation charges to the Deputy City Clerk, Strategic Integration and Excellence at least once a month.
- Councillors or their staff may choose to use taxi chits provided by the Deputy City Clerk, Strategic Integration and Excellence which allows the Deputy City Clerk, Strategic Integration and Excellence to pay for the costs of taxi rides directly to the taxi companies.
- Councillors or Councillor staff may need to use taxis instead of public transport or walking due to health or other disability issues.

Form:

- Reimbursement – Taxi Expenses Form.

Expense Type	Detail
Travel – Conferences , Seminars and Business Trips²⁰	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Conference registration. • Transportation (air, train or bus) or kilometrage (if driving). • Ground transportation (between home and the terminal and between the terminal and a hotel or conference facility). • Hotel. • Per diem. • Taxi expenses related to conference/business related functions or meetings. • Hospitality expenses. • Trip cancellation insurance. • Laundry and dry cleaning expenses. • Business telephone calls. • Vehicle rental for business related purposes. • Parking expenses for personal vehicle or rented car. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Personal expenses. • Sightseeing expenses. • Medical insurance. • Carbon Offset expenses. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • Must be related to the business of the City of Toronto. • Compliant with restrictions during an Election Year (see section 4.7). • Reimbursement of airfare to attend an unscheduled meeting of Council or a local board, while Councillors are on vacation, shall include an agenda noting date of meeting and item warranting attendance. • Lowest economy fare for airfare or train at time of booking. • Hotel rate must be the lowest rate category of the selected hotel available at time of booking. Exceptions will be made where a Councillor or their staff can demonstrate health requirements for a room category other than the cheapest room rate available when booking. • \$100 per diem to cover meals, personal telephone calls, entertainment, and other personal expenses. For travel outside of Canada, the per diem will be in U.S. dollars. No receipts are required. The number of days claimed will be the same as the number associated with the conference/seminar or business trip in question, including the day of departure and return. • Car rental expenses must include details of the business requirements.

Expense Type**Detail**

(Travel – Conferences, Seminars and Business Trips continued)

- A Councillor 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 Councillor's travel, the City will charge hospitality expenses, business telephone calls and additional local travel expenses against the Councillor's Constituency Services and Office Budget.
- Councillors can request cash advances for hotel and per diem costs no more than two weeks before their travel date.
- Councillors will be reimbursed for airfare, hotel reservations and conference registration fees that are paid in advance of travel.
- All travel costs exceeding \$7,000 must be approved by Council.
- Councillors or their staff will be allowed to pay for a conference which takes place during a subsequent year only if the City receives an early-booking discount.
- Councillors can request the City to reimburse 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, Gifts and Benefits section, or by the organizer if the Councillor has an official or speaking role at the conference.
- Councillors must report to the Integrity Commissioner, before the first date of travel, all travel costs funded by an eligible body under the Code of Conduct.
- A Councillor who has been invited to speak or perform an official role at an event, with the organizer paying for all the expenses, including transportation, hotel and registration fees, must provide written confirmation of this commitment with the Notification of Travel.
- Claims by Councillors for travel shall be paid within 10 business days after submission of complete paperwork to Council and Support Services staff, and if not, Councillors shall be entitled to any interest charges to their credit cards that may result in late payment by the City.

Other information about conferences, seminars and business trips:

- Councillors or their staff must submit a Travel Notification Form to the Deputy City Clerk, Strategic Integration and Excellence at least 10 days before traveling.
- Travel reimbursement must include an itinerary confirming travel dates and airline booking.
- Reimbursement of conference registration fees must include a copy of the conference brochure confirming the cost and conference dates.

Expense Type**Detail**

(Travel – Conferences, Seminars and Business Trips continued)

- The reimbursement of hotel costs must include an original hotel invoice itemizing room costs and other incidentals.
- Councillors or their staff must submit a Travel Expense Claim Form to the Deputy City Clerk, Strategic Integration and Excellence within 10 days after returning from travel. Original receipts must accompany all claims.
- If Councillors or their staff incur expenses in a foreign currency, the Deputy City Clerk, Strategic Integration and Excellence will convert the cost into Canadian currency, based on the exchange rate on the date when the Councillor submits for reimbursement.
- Councillors are not required to submit a report on the outcome of their conference or business travel.
- Councillors can request a PCard, available from the City's PCard Program for their staff to use to register for conferences, booking air tickets and reserving hotels for Councillors in advance. Councillor staff must follow the City's "PCard" procedures when documenting Travel Card expenses. See http://insideto.toronto.ca/finance/accounting_services/pcard.htm.
- Submitting a Travel Notification Form does not exempt Councillors from future investigations by the Integrity Commissioner under the Code of Conduct Complaint Protocol.
- Where the Councillor has sought the opinion of the Integrity Commissioner before traveling, and if the Integrity Commissioner receives a complaint about the very matter on which the Commissioner has already provided an opinion, the Integrity Commissioner will not investigate the complaint.

Provided from the City's centralized resources:

- Councillors who fulfill an official capacity with a municipal organization of which the City is a member will be reimbursed for their travel costs for Board and Committee meetings from the Council Business Travel Budget. Councillors hold an official capacity with a municipal organization if they have been elected or appointed to the executive, board, section executive, task force, and/or committees.
- The 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.
- Councillors 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. See Appendix 1 – Resources Allocated / Available to Councillors.

Expense Type	Detail
	<p><i>(Travel – Conferences, Seminars and Business Trips continued)</i></p> <p><i>Forms:</i></p> <ul style="list-style-type: none"> • <u>Notification of Travel Form</u> • <u>Travel Expense Claim Form</u> • <u>Donor Declaration Form.</u>
<p>Websites and Social Media Tools</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Design, web development, writing, domain name registration, web-hosting fees. • Database creation and management fees. • Website maintenance fees. • Costs for creating and posting YouTube videos, twitter accounts, facebook accounts and other social media tools. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Domain names other the one currently in use by the Councillor for posting Councillor information related to the business of the City. <p><i>Conditions:</i></p> <ul style="list-style-type: none"> • The personal website of each Councillor is hosted outside of the City’s internet URL address and is entirely the responsibility of the Councillor. • City staff cannot provide any advice related to these external sites, including wording for disclaimers. • The City recommends that Councillors choose a web-hosting company operating in Canada to reduce the risk of breaching the privacy of constituents under conditions of the United States Patriot Act. • Use of City logo and symbols must comply with City policy. • Councillors’ personal websites cannot advocate for a political party, other levels of government, for-profit organizations or individuals not related to the business of the City, or candidates in any municipal, provincial, federal election or by-election, or promote consent or rejection of a question on a ballot that has been submitted to electors. • Councillors can link their personal websites to the City’s URL internet address. • Councillors cannot convert an existing Councillor's personal website to an election campaign website. • A new Councillor can convert their election campaign website to be the Councillor's personal website. Once converted, the Councillor will no longer be able to use the same domain name as their election campaign site. • If a Councillor is not returning to the office in the new term, the Councillor's personal website must be discontinued. If the

Expense Type	Detail
	<p><i>(Websites and Social Media Tools continued)</i></p> <p>Councillor decides to use the same domain name for other purposes, the site must no longer carry the City logo or include information related to their role as a Councillor other than in a historical context. The site must clearly state that they are no longer the Councillor for the ward.</p> <p><i>Form:</i></p> <ul style="list-style-type: none"> • <u>Request for Reimbursement/Payment of Expenses Form</u>
<p>Wireless Products and Services²¹</p>	<p><i>Eligible Expense:</i></p> <ul style="list-style-type: none"> • Cost of equipment, such as cell phones, tablets or other Personal Digital Assistants (PDAs). • Monthly fees, including data packages for Councillors and their staff. • Business-related text messaging costs. • Business-related long-distance charges. • Equipment upgrade or maintenance fees. • Peripherals such as chargers, carrying cases, etc. <p><i>Ineligible Expense:</i></p> <ul style="list-style-type: none"> • Personal long-distance calls. • 1-900 calls. • Personal messaging/downloads. <p><i>Provided from the City's centralized resources:</i></p> <ul style="list-style-type: none"> • One smart phone supported by the City's wireless infrastructure for each Councillor Office for use by the Councillor. • One mobile tablet for each Councillor Office for use by the Councillor. • Expenses related to electronic equipment, including roaming charges will be charged to the Council General Expense Budget provided the Councillor has notified Council and Support Services and roaming plans have been set up for the Councillor, prior to leaving the City. • The Councillor has a choice of the City's wireless vendors. • A basic voice and data plan will be included for smart phones and a data plan will be included for mobile tablets. • Exception usage, e.g. long distance costs exceeding the roaming plan, will be charged to the Constituency Services and Office Budget.

Expense Type**Detail**

(Wireless Products and Services continued)

Conditions:

- It is recommended that Councillors use the corporate vendor and corporate contract for better rates. They can choose from various phone types and monthly plans from the corporate vendor.
- Councillors must complete the Corporate I&T wireless request Form to buy wireless equipment and set up a plan.
- Councillors can choose a vendor other than the corporate vendor based on their coverage/service preference.
- Councillors must reimburse the City for any personal long-distance calls or other personal charges at the same time as they submit a monthly bill for the City to reimburse the Councillor or pay the vendor directly.
- Councillors must provide only the front pages of the monthly bill itemizing the services and charges. Back-up pages containing a detailed list of telephone calls is not required and will be returned if submitted.
- Councillors cannot connect their personal wireless products to the City's e-mail network unless the equipment meets corporate standards and security requirements.
- City Clerk's Office IT staff will offer to review councillor plans with vendors regularly and suggest changes to the plan to ensure that the most cost-effective plan is chosen for the voice and data usage required.
- Councillors should review out-of-town requirements for their wireless products and purchase one-off roaming plans to avoid paying expensive roaming charges for their wireless products. The costs of such plans will be paid for by the Council General Expense Budget.
- At the end of term, Councillors and Councillor staff who are not returning must return all their equipment to the City.
- Councillors can request to have their cell phone number transferred to their personal account and equipment at the end of the term.
- Smart phones or mobile tablets for Councillor staff will be paid from the Constituency Services and Office Budget and not provided from the City's centralized resources.

Form:

- Request for Reimbursement/Payment of Expenses Form
- Payment of Telecom Expenses Form.

Appendix 1 - Resources Available/Allocated to Councillors

1. Office Space

a. City Hall Office

- The City provides each Councillor with basic office space on the 2nd Floor of City Hall.
- The City allocates offices by ward. Offices for each ward do not change between Council terms.
- Councillors may swap offices, provided that there is mutual consent, confirmed in writing in a memo signed by both Councillors and submitted to the City Clerk prior to the move.
- The City supplies Councillor offices with basic furniture in accordance with the Furniture, Configuration and Equipment Standard for Councillor Offices. State of good repair maintenance and replacement of this furniture will be paid out of the Council Furniture and Equipment Reserve Fund.
- At the beginning of the term and during the term, the Facilities Management budget will pay for expenses related to basic building maintenance, state of good repair and custodial care, including critical emergency office reconfiguration to meet operational requirements, painting and carpet cleaning.
- Councillors can choose to reconfigure their office, but must consult with the Facilities Management Division before proceeding. All renovations must match and conform to the heritage, architectural and structural standards for the 2nd Floor of City Hall. Preservation Services must approve all heritage components of any renovation.
- Replacement of furniture and equipment for health and safety or ergonomic requirements, such as keyboard trays, ergonomic task chairs, and telephone headsets or accessibility requirements under the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") will be paid out of the Council Furniture and Equipment Reserve Fund.
- Facilities 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.
- Cable connection is provided at City Hall and civic centres.

b. Constituency Office²²

- Each Councillor is provided the option to have one constituency office, within a civic centre (including City Hall) or within the Councillors' respective Wards, funded from the Council General Expense Budget.

- Constituency offices must meet all general principles and parameters set out in City Council item CC27.5 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 costs, as otherwise permitted within this policy
 - Office supplies not available through City Hall stationery supply cabinet
- 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 or files
 - furniture and equipment, including installation and set-up costs, as otherwise 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, Scarborough Civic Centre and 2700 Eglinton Avenue West.
- Touch-down spaces are for shared, infrequent use by Councillors or their staff.
- Each space is equipped with a telephone line (no voice mail) and a computer which is connected to the City's network for internet access.
- Councillors and their staff must remove personal files or belongings at the end of each work day.
- Identification signs on touch-down space must be temporary and must be removed at the end of each work day.
- City staff do not track or log how often each Councillor uses touch-down space.

d. Meeting Room

- Councillors can book meeting rooms at Toronto City Hall, Metro Hall and civic centres free of charge through the Facilities Management Division Customer Service Unit.
- Councillors can book meeting rooms at Toronto Public Libraries by calling the Library Customer Service Line, currently 416-397-5969.
- Councillors can book meeting rooms at Parks, Forestry and Recreation facilities, including community centres and arenas by calling individual facilities.

e. Parking

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

2. Information Technology

a. Computers and Laptops

- Each Councillor's office at City Hall is provided with four personal computers (PCs) and one laptop computer.
- Councillors can choose to swap their PCs for additional laptops.
- Each Councillor's Constituency Office is provided with one PC or laptop.

- A loan program is available for Councillors who may have occasional short-term business need for an extra City computer for use by volunteers, students, or for special projects. Councillors should contact Deputy City Clerk, Strategic Integration and Excellence on loan arrangements.
- All computer hardware and peripherals that connect to the City's network must be compliant with City's computer standards in order to protect the integrity and security of the City's network.
- Councillors may choose to participate in the City's User-Based Authentication program for IT users which allows them to access their computer set-up irrespective of which City computer they use.

b. Printers

- Each Councillor's office at City Hall is provided with one multi-purpose fax/copy/scanner/printer.
- Touch-down space computers are linked to a shared printer.

c. Software Applications

- All computers are loaded with the City's standard software applications, including Word, Excel, PowerPoint and GroupWise.
- All software loaded on computers must have individual legal software licenses and must comply with City standards.
- A number of constituency contact management systems are available for installation in Councillor offices. Councillors should contact City Clerk's Office for features of these applications and to arrange installation and training.

d. Internet

- All computers located at City Hall, civic centres or other City facilities are connected to the City's computer network and have internet access.
- The City will pay for one high-speed internet access fee for the Councillor's Constituency Office located on non City-owned or non agency-owned space or Home Office.
- City restrictions regarding access to internet and social media sites do not apply to Councillors and their staff. This exemption is applicable at all city network access points only if the Councillor or Council staff has elected to join the User Based Authentication program. Otherwise, the exemption to access internet and social media sites is only valid for the computers located at the Councillor offices on the 2nd Floor of City Hall.
- If a Councillor chooses to install a high-speed internet connection at their Home Office with City funds, he or she must declare by memo that the connection is primarily for City business usage.²³

e. Telephone and Fax

- The City provides each Councillor with a total of eight telephone/fax lines from the Unified Communications Infrastructure funded from the I&T Divisional Budget.
- The City provides seven telephone sets and one multi-function printer with fax capability.
- Councillors determine where the eight lines are to be installed in order to best meet their operational needs.
- Additional telephone or fax lines will be charged to the Councillor's Constituency Services and Office Budget.
- If the Councillor is claiming for the cost of a telephone line in a Home Office, that telephone line must be dedicated for City business only and be declared in a memo to the Deputy City Clerk, Strategic Integration and Excellence.
- The City processes monthly charges by directly paying the telephone provider.

f. Wireless²⁴

- Each Councillor will be provided with a smart phone supported by the City's wireless infrastructure as office equipment. Basic monthly voice and data plan will be included.
- Each Councillor will be provided with a mobile tablet as office equipment. Basic data plan will be included.
- Expenses related to electronic equipment, including roaming charges will be charged to the Council General Expense Budget provided the Councillor has notified Council and Support Services and roaming plans have been set up for the Councillor, prior to leaving the City.

g. Television

- Each Councillor's office at City Hall is provided with one television. Basic cable will be provided.

3. Office Operations

a. Office Supplies

- The Deputy City Clerk, Strategic Integration and Excellence maintains a supply cabinet with basic office supplies such as pens, pencils, post-it notes, writing pads and file folders, etc.

- An honorary self-declaration system is used to record supplies taken from the centralized supply cabinet.
- Sundry supplies are provided for Councillor areas on the 2nd Floor of City Hall.
- Moving supplies are provided to Councillors at the end of term or at any time requested.

b. Mail and Photocopiers

- City staff deliver and pick up Councillors' mail twice a day at City Hall. Mail is X-rayed and delivered in secure envelopes to secure locked mailboxes at the A, B and C entrances in the Councillors' area on the 2nd Floor of City Hall.
- Photocopy stations are provided on the 2nd Floor of City Hall. Photocopy stations are also provided in Councillors' areas in the North York and Scarborough Civic Centres.
- Councillors have shared access to a large-format colour printer on the 2nd Floor of City Hall.

c. Insurance

- The City is self-insured and provides insurance coverage to all Councillors' offices located at City Hall, civic centres and City spaces.
- The City provides insurance coverage to Councillor Constituency Offices on non City-owned or non agency-owned space where the lease is taken in the name of the City of Toronto.
- The City provides insurance coverage for street closure permits, park and community centre permits, school board permits, etc., provided the permit is in the name of the City of Toronto and not in the individual Councillor's name.
- The City provides insurance coverage for events organized by Councillors as long as these events are identified in writing as City events.
- The City provides insurance coverage for Council Members serving on external Boards not appointed by Council, provided the Councillor has declared the Board membership to the City Clerk.²⁵
- Councillors' personal furniture, equipment and art are not covered by the City's property insurance policy.

d. Legal Fees²⁶

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.²⁷

- 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 Councillor 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 Councillor has been found not guilty.²⁸
- Legal fees related to Code of Conduct investigations:
 - if the Integrity Commissioner finds that the Councillor has inadvertently violated the Code or violated the Code in good faith; or
 - if the Integrity Commissioner has found the Councillor violating the Code and City Council received the Integrity Commissioner's report for information.
- Fees related to informal complaints (part A) and formal complaints (part B) of the Code of Conduct Complaint Protocol for Members of Council.²⁹
- 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*.³⁰
- Legal fees related to investigations conducted by the Toronto Police Service related to the Councillors' duties and responsibilities, excluding criminal investigations.³¹

Ineligible Expense:

- Personal conflict of interest opinions.
- Legal opinion that the City Solicitor can provide.
- Legal opinion that supports a community group against a City position.

Conditions:

- Councillors should always consult with the City Solicitor before incurring any legal expenses (including legal research).
- Councillors 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.

- Policy for Councillors Receiving Legal Advice with regard to matters relating to City business (adopted by City Council April 26, 2000).

Other information about legal fees:

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

Form:

- Request for Reimbursement/Payment of Expenses Form

e. Entitlement equivalent to production and distribution of a newsletter to all households³²

- Each Councillor is entitled to an amount equivalent to the cost of production and postage or delivery by other means of one newsletter to all households within the ward, based on census information, and at a rate not to exceed the current Canada Post standard Neighbourhood Mail rate, paid for from the Council General Expense Budget.

f. Entitlement related to the meeting of the Accessibility for Ontarians with Disabilities Act (AODA)³³

- A pooled fund of \$10,000, from the Council General Expense Budget, is provided to Councillors for expenses related to the meeting of the Accessibility for Ontarians with Disabilities Act (AODA) accessibility requirements for Councillor events or meetings. The fund is used on a first-come, first-served basis, with no limit per Councillor. Councillors wishing to use the fund must contact the City Clerk's Office to ensure funds are available. During an election year, the entitlement is prorated in accordance with approved Council policies.³⁴

4. Staffing

a. Staff Hiring

- Councillors are responsible for selecting support staff who work in their offices and determining the level of compensation within the salary range of the respective job classification as approved by Council. Mayor's Office staff are under a separate job classification system.
- Councillor staff are non-union employees of the City of Toronto and are not employees of the Councillors. Councillor staff are hired on fixed term contracts and their conditions of employment should be in accordance with the terms set out in the appropriate, stipulated employment contract (as provided by the Deputy City Clerk, Strategic Integration and Excellence).

- If a current City of Toronto employee chooses to work in a Councillor's office instead of their base position with the City, the employee and their home division within the City must sign a formal internal agreement (along with their new host division, the City Clerk's Office). The agreement will be in accordance with the City's Acting Assignment Guidelines for non-union employees. Acting assignments involving union employees require consultation with the City's Labour Relations staff in the Human Resources Division as well as the consent of the respective union bargaining agent.
- Councillor staff contracts will only continue until the end of the Councillor's term and will not automatically continue after a Councillor is re-elected.

b. Staff Benefits

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

c. Overtime and Lieu Time Payouts

- Councillor staff are non-union, City of Toronto employees. Overtime and lieu time are in accordance with the City's Human Resources policy for non-union employees.
- Maximum lieu time that can be taken is 105 hours each calendar year.
- Councillor staff accumulate lieu time as straight time of overtime they have worked or time and a half, in accordance with their position.
- Councillor staff can carry lieu time over from one year to the next year, but they must use the time before March 31 of the second year.
- Accumulated lieu time can be paid out upon termination, resignation or end of contract.

d. Replacement Staff Funding

- To minimize the negative impact of prolonged Councillor staff illness or vacation on Councillors' office operations, the Council General Expense Budget provides for:
 - Replacement Councillor staff to cover Councillor staff absences due to illness of more than five consecutive business days;
 - Top-up payments to Councillor staff who are on maternity, parental or adoption leaves;
 - Vacation replacement for Councillor staff whose annual vacation entitlement exceeds three weeks; and

- Councillor staff termination payments during the City Council term, such as severance pay, unused vacation, float days and lieu time.
- Councillors who require staff replacement funds should contact the Deputy City Clerk, Strategic Integration and Excellence before engaging the replacement staff.

5. Intergovernmental-Related Business Travel

- Councillors who fulfill an official capacity with a municipal organization of which the City is a member will be reimbursed for their travel costs for Board and Committee meetings from the Council Business Travel Budget. Councillors hold an official capacity with a municipal organization if they have been elected or appointed to the executive, board, section executive, task force, and/or committees. The list of organizations may change from time to time.

The City is currently a member of the following organizations:

- The Federation of Canadian Municipalities (FCM)
- 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)
- World Association of Major Metropolis (WAMM or simply "Metropolis")
- The Great Lakes and St. Lawrence Cities Initiative
- GTHA Mayors and Chairs

Councillors 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.

Appendix 2 – Legislation guiding Councillor Expenses and excerpts from Code of Conduct relevant to the Constituency Services and Office Budget Policy

Legislation Guiding Councillor Expenses

Councillor expenses must also comply with the following statutes:

- Municipal Conflict of Interest Act
- Municipal Elections Act, 1996
- The Income Tax Act
- The Employment Standards Act
- Code of Conduct for Members of Council
- Council Code of Conduct Complaint Protocol (*adopted by City Council, July 2007*)
- City of Toronto Fraud Prevention Policy (*adopted by City Council, March 12, 2007*)

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

AUTHORITY

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

IV. GIFTS AND BENEFITS

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

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

The following are recognized as exceptions:

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

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

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

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

The disclosure statement must indicate:

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

Any disclosure statement will be a matter of public record.

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

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

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

XV. FAILURE TO ADHERE TO COUNCIL POLICIES AND PROCEDURES

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

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

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

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

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

no circumstances, can a surplus be used for a different community event and, in particular, in supplementation of a member's office operations. Any surplus will count against the member's \$10,000 annual limit in the year in which it is used or drawn upon. Multi-year donations are not permitted;

- g. the City Clerk, in consultation with the Treasurer, will develop detailed procedures and guidelines regarding the receipt and accounting of donations for Council member community events, including the administration of surplus funds;
- h. This policy does not affect the entitlement of a member of Council to:
 - i. use her or his Constituency Services and Office Budget to run or support community events subject to the terms of the Constituency Services and Office Budget Policy;
 - ii. urge constituents, businesses and other groups to support community events staged by others in the member's Ward or elsewhere in the City;
 - iii. play an advisory or membership role in any organization staging community events in the member's Ward; and
 - iv. team with the City and its agencies in the staging of community events.
- i. under clause h., Members of Council should not handle any funds on behalf of these organizations and should remain at arms length from the financial aspects of these external events; and
- j. in an election year, a Member of Council must not seek donations and sponsorships for any community event that has not been staged in the previous two years nor accept donations or stage any community event supported by donations and sponsorships after he or she has filed nomination papers for election to any office in the City of Toronto.

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

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

Amendment References

¹ "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.

² 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.

³ 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.

⁴ 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.

⁵ 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.

⁶ 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.

⁷ 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.

⁸ References to eligible expenses contained in this section that are related to communications from councillors until August 1, are 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.

⁹ 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.

¹⁰ Donations to community groups for Town Hall meetings updated. Amended by item EX21.9 "Policy Changes to Facilitate Councillor Office Operations" adopted by City Council at its meeting on July 11, 2012.

¹¹ 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.

¹² 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.

¹³ 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" and adopted by City Council at its meeting on July 11, 2012.

¹⁴ Item CC27.5 "Parameters for Councillor Constituency Offices" adopted by City Council at its meeting on October 30, 2012.

¹⁵ "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.

¹⁶ 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.

¹⁷ 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.

¹⁸ 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.

¹⁹ Amended by item CC27.5 "Parameters for Councillor Constituency Offices" adopted by City Council at its meeting on October 30, 2012.

²⁰ 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.

²¹ 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.

²² Amended by item CC27.5 "Parameters for Councillor Constituency Offices" adopted by City Council at its meeting on October 30, 2012.

²³ Amended by item EX21.9 "Policy Changes to Facilitate Councillor Office Operations" adopted by City Council at its meeting on July 11, 2012.

²⁴ Amended by item EX21.9 "Policy Changes to Facilitate Councillor Office Operations" adopted by City Council at its meeting on July 11, 2012.

²⁵ 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.

²⁶ 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.

²⁷ 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.

²⁸ 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.

²⁹ Amended by item EX21.9 "Policy Changes to Facilitate Councillor Office Operations" adopted by City Council at its meeting on July 11, 2012.

³⁰ 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.

³¹ 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.

³² 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.

³³ 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.

³⁴ 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.