

	Name of Policy Section	Recommendation	Description	Section No.	Page
A.	Roles and Responsibilities	The Councillor's Executive Assistant shall review expense documentation to ensure that the documentation is in accordance with this policy prior to submitting expenses.	New; documentation compliance and completion should be ascertained by the Member of Council's office before submitting expense documentation to Finance.	2.1.16	5
B.	Roles and Responsibilities	Council Office Administrator (COA) may provide support to the Councillor's Executive Assistant to ensure complete documentation prior to submitting expenses to Accounts Payable to process payment.	New; the COA provides 'in-house' support for offices of all Members of Council, and manages the Corporate Council Budget.	2.2	6
C.	Use of Corporate Credit Card	A corporate credit card is provided to each Member of Council's office to be used for City business expenses for each Member of Council's office as outlined in this policy.	Updated; previously referred only to the Mayor.	3.1	6
D.	Use of Corporate Credit Card	Where personal expenses are charged to the corporate credit card, the credit card holder and/or Member of Council must reimburse the City by personal cheque or any other payment means acceptable by the City within 30 days from when the personal expenses were incurred.	Updated; previously referred only to the Mayor.	3.2	6
E.	Supporting Documentation Requirements	Direct payment to Vendor – Procurement documents completed and signed should be submitted in accordance with the City's Procurement policy (15.C.03).	Updated to emphasize compliance with the City's Procurement policy (15.C.03).	6.5	8
F.	Advertising (A) - Member of Council's Budget - Eligible	Advertising is permitted if it is related to the business of the City of Vaughan in all types of local media within the City of Vaughan, and other media that is not located in the City of Vaughan but covers the Greater Toronto Area, including Vaughan.	Updated; previously limited to local media located within the City of Vaughan.	7.1.1	8
G.	Advertising (A) - Member of Council's Budget - Eligible	Advertising is also permitted in media of charitable/non-profit organizations that have a registration number (charitable or non-profit) or a Community Service Organization (CSO) status with a municipality in the Greater Toronto Area, and either: <ul style="list-style-type: none"> <li>▪ the media reaches the residents of Vaughan;</li> <li>▪ are holding the event in Vaughan; or</li> <li>▪ are providing services to Vaughan.</li> </ul>	Updated; previously limited to only charitable/non-profit organizations with registered status and either: an address within Vaughan, holding the event in Vaughan, or providing services to Vaughan.	7.1.2	8
H.	Advertising (A) - Member of Council's Budget - Ineligible	Advertising non-City business information e.g., advertising a fund-raising event for a non-profit/charitable or for-profit organization.	Updated for emphasis on the ineligibility of advertising for a for-profit organization.	7.1.6	9
I.	Advertising (A) - Member of Council's Budget - Ineligible	Advertising that is not available to all constituents.	New	7.1.8	9
J.	Advertising (A) - Member of Council's Budget - Narrative	Annual maximum: Local Councillors: \$7,000 / year Regional Councillors: \$10,000 / year Mayor: \$12,500 / year	Existing limits: Council Members: \$2,000 per year Mayor: \$4,000 per year	7.1.9	9

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K.	Community Expense (Gifts and Promotion) (A)	Annual maximum: MOC: \$5,000 / year	Existing limit: MOC: \$1,000 / year, \$100 / occasion	7.11.3	15
L.	Social Community/Special Events hosted by a Council Member	Annual maximum: MOC: \$7,500 / per event (excluding staff time)  ► Preapproval required from Council to spend more than \$15,000 per budget year.	Existing limit: MOC: \$1,500 / per event (excluding staff time), 2 events / year	7.13.3  7.13.4	16  16
M.	Community Expense (Hosting Events by Council Member) - Narrative	When supplementing events organized by City program areas, the Member of Council's community event must start and end prior to the start of the corporate event.	New	7.13.12	17
N.	Community Expense (Hosting Events by Council Member) - Narrative	Contributions either financially or in-kind to a Member of Council hosted City programs or events in return for recognition, acknowledgement or other promotional considerations to private businesses, organizations and individuals, must be coordinated through the Municipal Partnerships Office and adhere to the Corporate Partnerships policies (CIIR-001) and procedures.	New	7.13.16	17
O.	Staff Salary and Benefits	Council members have flexibility to organize their offices with a set of staff compliments based on their individual needs. Salaries and Benefits for full-time positions and part-time assistance are guided by Human Resource policies.	Updated	7.23	21
P.	Mileage Allowance for Transportation	Annual maximum: Council Members: \$12,000; Mayor: \$14,400	Existing limit: MOC: \$9,216 / year (\$768 monthly)	7.29.2	26
Q.	Business Travel Outside the GTA	Annual maximum: MOC: \$7,500 / trip	Existing limit: MOC: \$3,800 / trip	7.32.54	34
R.	Business Travel Within the GTA	Annual maximum: MOC: \$5,000 / trip	Existing limit: MOC: \$2,950 / trip	7.32.61	34
S.	Various	Council Members cannot place any advertising from August 1 of an election year, or as guided in the Use of Corporate Resources for Election Purposes policy (03.C.08).	Deletion of Section 10 of the existing Council Member Expense policy on election year expenses as these are covered by the Use of Corporate Resources for Election Purposes policy (03.C.08).		