

THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: COUNCIL MEMBER EXPENSE

POLICY NO.: 06.C.02

Section:	Council & Committees		
Effective Date:	Click or tap to enter a date.	Date of Last Review:	September 26, 2017
Approval Authority: Council	Policy Owner: DCM, Corporate Services, City Treasurer & Chief Financial Officer		

POLICY STATEMENT

This policy guides the discretionary expenditures that support Councillors in performing their diverse roles and in representing their constituents. The approved Councillor budgets allow Councillors administer their offices and represent the City at functions or events.

PURPOSE

This policy is intended to:

1. Provide Councillors with the ability to allocate their annual discretionary budgets in the most efficient way to meet their individual requirement.
2. Identify the process that Councillors and their staff use to administer their budgets.
3. Recognize Councillors accountability for managing the City resources allocated to their offices.
4. Provide specific and clear direction regarding diverse expenses, clarifying what expenses are eligible or ineligible, along with some narratives.

SCOPE

This policy focuses on requesting, administering, and managing business expenses incurred by Members of Council and are expensed out of each Councillor's discretionary budget or the joint Councillors corporate budget that are approved through the annual City of Vaughan budget process. The scope of this policy is limited to the itemized areas in the policy section.

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LEGISLATIVE REQUIREMENTS

1. The Municipal Act, 2001 (“Act”) section 227 allows officers and employees of the municipality to establish administrative practices and procedures to undertake Council’s decisions, which include the approved budgets for Members of Council.
2. The Municipal Act, 2001 (“Act”) section 283 articulates that a municipality may pay any part of expenses of the members of its Council if the expenses, as incurred or as reasonably estimated, are of those persons in their capacity as members of its Council.
3. The Municipal Act, 2001 (“Act”) section 284 requires publication of itemized statements on remuneration and expenses paid in the previous year in respect of Members of Council services as officers of the municipality.

DEFINITIONS

1. Business Related Expenses

- 1.1. Business expenses are incurred for the benefit and advancement of the City, not for a personal benefit.
- 1.2. Business expenses support the attainment of the City’s approved vision, goals and objectives.
- 1.3. The City will only pay for business expenses incurred in furthering the interests of the City.
- 1.4. Business expenses are subject to the normal approvals that are contemplated in the City’s procurement policies and other policies and procedures regarding permissible expenditures.
- 1.5. Only business expenses are eligible for reimbursement and will be reimbursed within the terms of this policy.
- 1.6. Should doubt or uncertainty arise regarding an incurred expense, Members of Council should direct their inquiries to the Financial Planning and Development Finance.

2. Council Corporate Account

- 2.1. Expenses paid that relate to Council as a whole or that are shared by Members of Council.
- 2.2. Council approval is required for a Member of Council to represent all Members of Council in an official capacity at an event or function for the expense to be classified as a business expense chargeable to Council Corporate Budget.
- 2.3. Without Council approval, the Member of Council is not representing all Members of Council in an official capacity at an event or function. They are therefore representing their Ward or York Region and are incurring business expenses that would be charged to the individual Member of Council’s budget.

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3. Ineligible Expenses

3.1. Ineligible expenses under this policy are expenses that will not be reimbursed to Members of Council, nor paid by the City of Vaughan on behalf of the Members of Council.

3.2. Expenses that would otherwise be eligible under this policy, but that result from a contract with, or purchase of supplies, material or equipment, from family member(s) of the Member of Council, will be ineligible if the family member(s) is an owner (excluding public company ownership), senior executive or any employee who directly benefits financially from the contract or purchase.

3.2.1. Family members include:

- Spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;
- Parent, including stepparent and legal guardian;
- Child, including stepchild and grandchild;
- Siblings and children of siblings;
- Aunt/uncle, niece/nephew, first cousin;
- In-laws, including mother/father, sister/brother, daughter/son; and/or
- Any person who lives with the Member on a permanent basis.

3.3. Any expense that is personal and not for the business of the City.

3.4. Expenses incurred on behalf of York Region.

3.5. Political expenses such as campaigns or election related purposes.

3.6. Any expense not included in this policy is ineligible to be charged to the Member of Council's budget.

4. Vendor of Record (VOR): A third party vendor or supplier contracted to the City pursuant to a procurement established through a Request for Proposal process ("RFP") that authorizes one or qualified suppliers to provide goods and/or services to the City for a defined period with terms and conditions, including pricing, as set out in the VOR Contract.

POLICY

1. Guiding Principles

When interpreting this policy, the following principles should be considered:

1.1. Integrity of Council:

The integrity of City Council as a whole and the offices of the Councillors must be protected.

1.2. Accountability:

- 1.2.1. The public expects Councillors to use public funds prudently in the performance of their duties.
- 1.2.2. Councillors are the stewards of City resources and are ultimately accountable to the public and their constituents for the type and level of expenses they incur.
- 1.2.3. Councillors' expenses must be reasonable and reflect what the public expects of an elected official.

1.3. Transparency:

- 1.3.1. The public has a right to know how public funds allocated to Councillors are spent.
- 1.3.2. The public's right to Councillors' expense information must be balanced against the need to protect privacy and personal information and allow time for proper accounting and reconciliation of expenses.

1.4. Compliance:

The Council Corporate budget and the individual Councillor budgets must be administered in accordance with policies and procedures of the City as well as other statutory requirements.

2. Roles and Responsibilities

2.1. Member of Council and Council Staff:

- 2.1.1. Strictly comply with this Council Member Expense policy, procurement, accounting, financial and budget policies and procedures, as well as other policies guiding the roles and activities of Members of Council, at all times.
- 2.1.2. Members of Council are expected to use public funds prudently in the performance of their duties, as the public expects.
- 2.1.3. Members of Council 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.
- 2.1.4. Members of Council expenses must be reasonable and reflect what the public expects of an elected official.
- 2.1.5. Members of Council business expenses and personal expenses must be kept separate.
- 2.1.6. Stay within the total annual budget for each office and within specific limits specified in the expense categories in this policy.
- 2.1.7. Members of Council or their authorized staff must authorize expenditures from their office or staff budgets, sign off all receipts,

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- invoices and packing slips with either original or electronic signatures (signature stamps are not allowed).
- 2.1.8. Members of Council and their staff are responsible for charging all expenses to the appropriate general ledger account codes and budget.
 - 2.1.9. Meet all financial, legal and income tax obligations.
 - 2.1.10. Members of Council are to forward requests to purchase computer hardware/software, mobility hardware, and printing devices to the Office of the Chief Information Officer (OCIO). Requests for office decorations and office furniture are to be forwarded to the Council Office Administrator to coordinate with Facility Management and Procurement departments and ensure compliance with corporate standards. Assets purchased will be inventoried by OCIO and Facility Management departments, as applicable.
 - 2.1.11. Safeguard and maintain all computer hardware/software, office decorations, office equipment, office furniture, telephone and fax, and wireless equipment provided by the City and purchased with City funds.
 - 2.1.12. Ensure that all purchases are in accordance with procurement policies and procedures. If the Vendor of Record is not used the explanation should be included in the documentation.
 - 2.1.13. Ensure that all goods/services are received in good condition. Invoices and packing slips must be signed and dated by the Member of Council or their designate.
 - 2.1.14. At the end of the term, non-returning Members of Council must return all assets (computer hardware/software, office decorations, office equipment, office furniture, telephone and fax, and wireless equipment) provided by the City and purchased with City funds. Non-returning Members of Council may purchase returned assets from the City at fair market value utilizing personal funds if newly elected Members of Council do not wish to continue using those assets.
 - 2.1.15. Members of Council or their staff should submit claims for reimbursement once a month, otherwise at minimum quarterly.
 - 2.1.16. The Councillor's Executive Assistant shall review expense documentation to ensure that the documentation is in accordance with this policy prior to submitting expenses.
 - 2.1.17. Should a Member of Council exceed the limits placed on an expense in the policy, then the Member of Council must reimburse the City for the over-expenditure.
 - 2.1.18. If a Member of Council wishes to deviate from this policy, Council approval must be obtained in advance.
 - 2.1.19. In an election year, Members of Council and their staff must comply with the Use of Corporate Resources for Election Purposes (03.C.08) policy.

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2.2. Council Office Administrator:

The Council Office Administrator may provide support to the Councillor's Executive Assistant to ensure complete documentation prior to submitting expenses to Accounts Payable to process payment.

2.3. Finance Staff:

2.3.1. Provide Members of Council with monthly budget reports relating to their individual budgets.

2.3.2. Provide Members of Council advice and interpretation of this policy.

2.4. City Auditor:

The Director of Internal Audit has the authority to conduct periodic compliance audits to assess whether Councillor expenses are compliant with this policy.

3. Use of Corporate Credit Card

3.1. A corporate credit card is provided to each Member of Council's office. The credit card is to be used for City business expenses for each Member of Council's office as outlined in this policy.

3.2. Personal expenses shall not be put on the corporate credit card. In exceptional circumstances 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.

3.3. All credit card expenses must be supported with detailed original receipts and the signed credit card receipt. A credit card receipt without supporting original receipt will not be acceptable. If on a rare occasion, the detailed original receipt is mislaid, an explanation of the detail and business purpose of the expense must be provided, signed and dated by the Member of Council and accompany the signed credit card receipt.

3.4. If the corporate credit card is used for City business to pay for other Members of Council and/or City staff, information should be written on supporting documentation. If the expense is a business meal, then the business purpose of the meeting and who attended must be noted. If staff were present, the expenses may be charged to the Member of Council or staff's budget, or if agreed in advance, the expense may be split and charged back to the Member of Council and/or City staffs' budget for their share.

4. Corporate Resources Available/Allocated to Councillors

4.1. Member of Council's Budget:

- 4.1.1. Each Member of Council is provided with an annual office budget to pay for expenses that are allowed in the Member of Council Expense policy.
- 4.1.2. Member of Council annual budgets are subject to approval by Council as a whole.
- 4.1.3. Surplus Member of Council budgets may not be transferred to the next year.
- 4.1.4. Each individual Member of Council has discretion over the allocation of their budget, within the framework of City policies and procedures, and any relevant statutory requirements.

4.2. Council Corporate Budget:

- 4.2.1. The purpose of the Council Corporate budget is to fund general support for all Members of Council.
- 4.2.2. The Council Corporate budget is to be used for expenses on behalf of or shared by all Members of Council.
- 4.2.3. Council as a body share certain resources and receive a consistent level of corporate support related to the basic functions of the office.
- 4.2.4. The annual Council Corporate budget is subject to approval by Council as a Whole.
- 4.2.5. The Council Corporate budget is prepared and monitored by the Office of the City Clerk, in accordance with this policy.
- 4.2.6. The Office of the City Clerk will have purchasing responsibility for the Council Corporate budget expenditures.

5. Sign-Off Process

Members of Council are responsible for authorizing all expenditures and signing documented proof which may include:

- 5.1. A Member of Council's Submission Form with complete signed supporting documents submitted for reimbursement; or
- 5.2. Procurement documents with complete signed/approved supporting documents submitted for payment to vendors.

6. Supporting Documentation Requirements

- 6.1. All requests for payment or reimbursement must be supported by either a hard or soft copy of appropriate original documentation, original detailed receipts and proof of payment. Credit card receipts on their own will not be accepted. If on a rare occasion, the detailed original receipt is mislaid, an explanation on the detail and business purpose of the expense must be provided, signed and dated and accompany the signed credit card receipt.

6.2. Supporting documentation should include:

- Name of vendor/organization;
- Details of the expense;
- Business purpose if applicable;
- Names of participants if applicable;
- Amount of the expense;
- Date of the expense;
- Proof or acknowledgement of goods/services received; and/or
- Examples of supporting documentation – notice/flyer, letter, receipt, credit card transaction slip, vendor transaction receipt, restaurant detailed receipt, bank-stamped cheque, copy of e-mail, purchase order, field purchase order, packing slip, invoice, parking ticket, boarding pass, vendor statements, bank statements, correspondence.

6.3. Any additional specific supporting documentation required anywhere in this policy must be provided.

6.4. Reimbursement to Councillor – Member of Council’s Expense Submission Form with complete signed supporting documents should be submitted.

6.5. Direct payment to Vendor – Procurement documents completed and signed should be submitted in accordance with the City’s Procurement policy (15.C.03).

7. Business Related Expenses

7.1. Advertising (A) – Member of Council’s Budget

Eligible Expense:

7.1.1. 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.

7.1.2. 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:

- The media reaches the residents of Vaughan;
- Are holding the event in Vaughan; or
- Are providing services to Vaughan.

7.1.3. Members of Council must provide a copy of one of the following:

- The organization’s letter/notice/flyer/e-mail to the Member of Council; or

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- Copy of the print ad, as well as: (1) proof of payment if seeking reimbursement, or, (2) supporting documentation if requesting a cheque from the City.

7.1.4. Congratulatory letters, as they may appear in third-party publications, shall not be subject to the restrictions in the expense policy regarding paid advertising provided they are at no cost.

7.1.5. Advertising is also provided under Council Corporate budget on behalf of all Members of Council.

Ineligible Expense:

7.1.6. Advertising non-City business information e.g. advertising a fundraising event for a non-profit/charitable or for-profit organization.

7.1.7. Advertising that is funded by third-parties or paid for by a Member of Council using personal funds is not permitted.

7.1.8. Advertising that is not available to all constituents.

Narrative:

7.1.9. The annual maximum for advertisements allowed is \$7,000 per Local Councillor, \$10,000 per Regional Councillor, and \$12,500 for the Mayor.

7.1.10. Members of Council cannot place any advertising from August 1 of an election year, or as guided in the Use of Corporate Resources for Election Purposes (03.C.08) policy.

7.1.11. The source of City funding will be identified on any paid advertisements placed by the Mayor or Members of Council.

7.1.12. Business advertising includes the type of information on a business card. Additional City information may be included in the advertisement.

7.1.13. Business card publications shall be permitted; however, if a Member of Council corporate greeting is placed, no individual ads (or business cards) shall be permitted in the same publication, particularly for holiday greetings.

7.1.14. Online publications are an eligible form of media for paid postings.

7.1.15. As a principle, the manner of advertising that is chosen shall be made on the basis of reaching the most City of Vaughan residents at the lowest cost.

7.2. Advertising (B) – Council Corporate Budget

Note: s.7.1. “Advertising (A) – Member of Council’s” should be considered in conjunction with s.7.2. “Advertising (B) – Council Corporate Budget”.

Eligible Expense:

7.2.1. Holiday greetings and/or advertising on behalf of all Members of Council as approved by Council in appropriate local newspapers, not limited to

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any religion. Season's Greeting cards are distributed by the Council Office Administrator on behalf of all Members of Council.

7.2.2. The source of City funding will be identified on any advertisements placed by the Mayor or Members of Council.

7.3. Books, Magazines, Newspapers & Periodicals – Member of Council's Budget

Eligible Expense:

7.3.1. Books, magazines, newspapers and periodicals that relate to the business of the City and/or York Region of which the City is a part.

Ineligible Expense:

7.3.2. Lifestyle/entertainment magazines (e.g., sports, cooking, gardening, fashion, celebrities, travel, how to etc.).

Narrative:

7.3.3. Name of book or magazine must be included on the invoice.

7.3.4. Members of Council must identify the business purpose for the books, magazines, newspapers, periodicals when the business reason is not evident.

7.3.5. Delivery address must be the respective Member of Council's office at City Hall.

7.3.6. Members of Council must provide an original subscription invoice or renewal notice indicating delivery address of publication.

7.4. Business Appreciation Expense – Council Corporate Budget

Eligible Expense:

7.4.1. Special staff appreciation events with all Members of Council invited, or other events as approved by Council.

7.4.2. Reasonable alcohol.

7.4.3. Reasonable expenses.

Narrative:

7.4.4. Expenses must be supported by original detailed receipts, signed credit card receipts and details of the business purpose of the meeting and names of participants.

7.5. Hospitality Expense for External Parties

Economic Development, Business Investment, and Culture

Eligible Expense (Approved by Council):

7.5.1. Expensed from the Economic Development budget.

7.5.2. Where Council approves a business hospitality situation (coordinated through the Economic and Cultural Development department), special

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catering, venue rentals and transportation expenses are eligible for the Mayor and all of Members of Council to host external parties (special constituents, business contacts, representatives of other levels of government, international delegations or visitors from out of town) visiting the City for potential economic development, business investment or cultural opportunities.

- 7.5.3. On a Council-approved business trip, the Mayor and/or Members Council may reciprocate hospitality to their hosts in appreciation of their cordiality and goodwill. As this meal will be charged to the Economic and Cultural Development budget, the eligibility for the day's per diem, will be determined by one's responsibility for at least one of the other two meals.
- 7.5.4. Reasonable alcohol during meals or receptions involving business hospitality.
- 7.5.5. Reasonable entertainment expenses.
- 7.5.6. Reasonable incidental expenses and refreshments/snacks.

Other Hospitality

Eligible Expense (Approved by Council):

- 7.5.7. Expensed from the Council Corporate budget.
- 7.5.8. Where Council approves a hospitality situation whereby one or more Members of Council are hosting external guests visiting the City with little/no intention of pursuing economic development, business investment or cultural opportunities, but: (1) to have a workshop, conference, meeting for some other purpose, or, (2) for other miscellaneous reasons.
- 7.5.9. Reasonable alcohol during meals.
- 7.5.10. Reasonable venue costs.
- 7.5.11. Reasonable incidental expenses and refreshments/snacks.

Narrative

- 7.5.12. All Council-approved hospitality expenses of external parties must be supported by original detailed receipts and signed credit card receipts and provide details of business purpose of meeting and names of participants.

7.6. Business Meeting Expense (A) – Member of Council's Budget

Eligible Expense:

- 7.6.1. For staff and/or Members of Council and/or external parties meeting in the interest of the City of Vaughan.
- 7.6.2. Business meals/snacks for meetings with City employees, Members of Councils' staff, other Members of Council, external parties (business constituents, business contacts, government officials, or business

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visitors from out of town) or employees of a City agency, board, commission or special purpose body.

- 7.6.3. Meals consumed by Members of Council prior to attending evening functions or events.
- 7.6.4. In-town conference/seminar at which meals are not provided and where no per diem may be claimed. Per diem is allowed only if overnight stay is required and one is responsible for at least one meal per day.
- 7.6.5. Up to two attendance tickets/registration fees at government events/functions.
- 7.6.6. Catering order, including coffee, tea, juices, pop, cookies, snacks, light food.
- 7.6.7. Facility rental, venue set-up fees, including audio-visual equipment, flip charts, set-up fees, cleaning charges.
- 7.6.8. External facilitator fees.

Ineligible Expense:

- 7.6.9. Alcohol is ineligible and considered a personal expense.
- 7.6.10. Entertainment or Holiday meals with City employees, Member of Council's staff or other Council.
- 7.6.11. Relatives of members or employees of the City, a City agency, board, commission or special purpose body.

Narrative:

- 7.6.12. For attendance at government events/functions, one ticket must be used by the Member of Council. The second ticket can be used for the Member of Council's staff or spouse/companion (in circumstances where it is customary and expected that a spouse/companion attend, based on the nature of the event (e.g., gala). If the Member of Council is unable to attend, then the Member of Council's full-time assistant may use the ticket with their spouse/companion. The Member of Council or assistant must be in attendance.
- 7.6.13. Members of Council must provide a copy of one of the following: letter/event notice/flyer/e-mail requesting the Member of Council's attendance as well as: (1) proof of payment if seeking reimbursement, or, (2) supporting documentation if requesting a cheque from the City.
- 7.6.14. All business meeting expenses must be supported by original detailed receipts, signed credit card receipts and details of business purpose of meeting and names of participants.

7.7. Business Meeting Expense (B) – Council Corporate Budget

Eligible Expense:

- 7.7.1. Catered meals for Council meetings when required, and kitchen supplies. Catered meals (lunches and dinners) are the responsibility of the Council Office Administrator in consultation with the Chair's Council

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Executive Assistant and are to be purchased at the discretion of the City Clerk.

7.7.2. Kitchen supplies are to be purchased by the Council Office Administrator.

7.7.3. For all Members of Council attending external business meetings/events as a group, as approved by Council. This is not business hospitality but a business meeting expense chargeable to Council Corporate budget.

Ineligible Expense:

7.7.4. Alcohol

Narrative:

7.7.5. All business meeting expenses must be supported by original detailed receipts, signed credit card receipts and provide details of business purpose of meeting and names of participants.

7.8. Cable Television

Eligible Expense (Member of Council's Budget):

7.8.1. Additional cable connections if required.

Ineligible Expense:

7.8.2. Movie/entertainment channel programming.

7.8.3. Monthly cable fee for home office.

7.8.4. Cable installation and program fee for home office.

7.8.5. Cable equipment purchase or rental for home office.

7.8.6. Specific cable channels and programs.

Narrative:

7.8.7. Basic cable is provided in each Member of Council's office at City Hall as a corporate expense and at no cost to the Member of Council's budget.

7.8.8. Cable connection at City Hall is provided from City centralized resources (Facility Management department).

7.8.9. Requests for additional cable connection at City Hall must be made to the City's Facility Management department.

7.9. Community Expense (Donations to Community Groups)

Eligible (Council Corporate budget):

7.9.1. Grants, donations or sponsorship, on behalf of the Corporation, as authorized by Council.

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Ineligible Expense (Member of Council's budget):

7.9.2. Any form of donation is ineligible and is not to be charged to the Council Member budget.

7.10. *Community Expense (Event Tickets, Participation Fee/Benefit provided)*

Eligible Expense (Council Member budget):

7.10.1. Up to two tickets per charitable or fundraising event (in circumstances where it is customary and expected that a spouse/companion attend, based on the nature of the event (e.g., gala).

7.10.2. One participation fee or benefit provided, for the Member of Council to participate in charitable or fundraising events such as golf tournaments, walkathons, runs, bike events, BBQs, etc.

Eligible (Council Corporate Budget):

7.10.3. Council-supported fundraising events including the purchase of a City table for the Mayor and Members of Council and their spouses/companions for Council supported fundraising events such as, but not limited to: Mackenzie Health Gala, York Regional Police Appreciation Night and Vaughan Health Care Foundation Gala, are to be coordinated through the Council Office Administrator. This may include other events as approved by Council e.g., retirement of a dignitary, etc.

Ineligible Expense:

7.10.4. Entertainment events such as theatre shows, musical performances or other concerts are ineligible expenses unless it is a charitable or fundraising event.

7.10.5. Raffle tickets, silent auctions, table prize tickets at events.

Narrative:

7.10.6. The charitable or fundraising event must be for/by a charitable/non-profit organization with either a registration number (charitable or non-profit) or a Community Service Organization (CSO) status with a municipality in the Greater Toronto Area, and either: (1) holding the event in Vaughan, or, (2) providing services to Vaughan.

7.10.7. For charitable events or dinners, event organizers must make out charitable receipts to the City of Vaughan.

7.10.8. One ticket must be used by the Member of Council. The second ticket can be used for the Member of Council's staff or spouse/companion (in circumstances where it is customary and expected that a spouse/companion attend, based on the nature of the event (e.g., gala). If the Member of Council is unable to attend, then the Member of Council's full-time assistant may use the ticket with their spouse/companion. The Member of Council's full-time assistant must be in attendance.

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7.10.9. Members of Council must provide a copy of one of the following: event notice/flyer/e- mail requesting the Member of Council's attendance as well as: (1) proof of payment if seeking reimbursement, or, (2) supporting documentation if requesting a cheque from the City.

7.11. *Community Expense (Gifts and Promotion) (A) – Member of Council Member*

Eligible Expense:

7.11.1. City-related promotional items such as fridge magnets, souvenir t-shirts, pins, ties, pens, etc.

7.11.2. Payment for gifts from the Economic and Cultural Development department's gift inventory.

7.11.3. Gifts/flowers/awards for constituents, community leaders, seniors, community groups for special occasions with an annual maximum allowed of \$5,000.

Ineligible Expense:

7.11.4. Gifts for Members of Council or other employees of City agencies, boards, commissions and special purpose bodies.

7.11.5. A monetary award/gift/promotion by way of a cheque is not permissible.

Narrative:

7.11.6. Members of Council must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items.

7.11.7. Expenses incurred for flowers/gifts/awards to specific constituents, community leaders, community groups or seniors must include an explanation on how it relates to City business (e.g. illness/death/remembrance of a prominent community leader, congratulate/recognize an achievement of a constituent). There may be other special circumstances for the flowers/gifts/awards.

7.12. *Community Expense (Gifts and Promotion) (B) – Council Corporate Budget*

Note: s.7.11. "Community Expense (Gifts and Promotion) (A) – Member of Council's" should be considered in conjunction with s.7.12. "Community Expense (Gifts and Promotion) (B) – Council Corporate Budget".

Eligible Expense:

7.12.1. Grade 12 Proficiency Awards or as authorized by Council.

7.12.2. Gifts (flags, promotional items) presented by the Mayor or designate, on behalf of the City and all Members of Council, to official guests and dignitaries.

7.12.3. Flowers (or donations to charitable organizations) for special occasions (births or deaths) provided by the Mayor or designate on behalf

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of the City and all Members of Council to Members of Council and senior City officials for an immediate family member (parent, spouse, child, sibling), to a maximum of \$250.

Eligible Expense (Recreation Services Budget):

7.12.4. Sponsorship of the Christmas Staff Children's party or the Christmas Staff Open House.

7.13. Community/Special Event Expense (Hosting Events by Member of Council) – Member of Council's Budget

Eligible Expense:

7.13.1. Social Community Events shall include social events such as a picnic, public skate or swim, movie night or similar public gathering arranged by a Member(s) of Council to support community building and/or public access to elected officials.

7.13.2. Any Member of Council may host Social Community Events in accordance with the Code of Ethical Conduct for Members of Council (CL-011), section "Gifts and Benefits", Rule No.2.1(j).

7.13.3. Social Community Events hosted by a Member of Council are to be funded by donations and sponsorships, and up to \$7,500 of an individual Councillor's budget per event, with the exception of indirect City expenses such as staff time.

7.13.4. Preapproval or authorization from Council is required for any Member of Council to expense more than \$15,000 per budget year on Social Community Events.

7.13.5. Costs directly associated with hosting an event.

7.13.6. Total costs limited to \$7,500 maximum per event (ex. advertising the event, space rental fees or permit fees, venue decorations and set-up, miscellaneous supplies, equipment rental, including stage, chairs, tables, sound systems, audio/video equipment etc).

Ineligible Expense:

7.13.7. Payment to City staff of other departments to organize event.

7.13.8. Event costs (as above) for an event organized entirely by a third-party with no direct Member of Council participation.

7.13.9. Member of Council events after the cut-off date of August 1 of an election year, or as guided in the Use of Corporate Resources for Election Purposes (03.C.08) policy.

Narrative:

7.13.10. Where the Member of Council is raising funds, receiving donations or services-in-kind, the event or initiative must be authorized or endorsed by Council to be in alignment with the Code of Ethical Conduct

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for Members of Council (CL-011), section “Gifts and Benefits”, Rule No.2.1(j).

- 7.13.11. To be eligible, proof is required of the Member of Council hosting the event (ex. Name on flyer, name as co-sponsor of event).
- 7.13.12. Member of Council community event expenses can supplement events organized by program areas (ex. Park openings, park concerts, or Environment Day event by City departments. The Member of Council’s community event must start and end prior to the start of the corporate event).
- 7.13.13. Members of Council hosting events can be co-organized with community groups.
- 7.13.14. Members of Council must provide an original detailed invoice from vendor(s), including the nature of service, date and venue of event.
- 7.13.15. Members of Council must comply with policies and procedures guiding donations to Member of Council-hosted events.
- 7.13.16. Contributions either financially or in-kind to 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.
- 7.13.17. Donations received for Member of Council-hosted events, must be reported to the Integrity Commissioner, the Office of the City Clerk, and where applicable, the Municipal Partnerships Office.
- 7.13.18. A post-Social Community Event filing shall be required setting out the donations and services that have been provided to support the event.
- 7.13.19. Payments for eligible expenses for events hosted by a Member of Council should be processed through Financial Services with appropriate receipts. Donations and services would be considered sponsorships where the sponsor receives a benefit of advertising and charitable (tax) receipts will not be provided.
- 7.13.20. Donations received by Members of Council for a specific event must be maintained in a specific identified City account and must be dedicated to the event originally funded. Surplus donations received in excess of the cost of the specific event during a calendar year, can be carried forward between calendar years to be used for the same specific event only.
- 7.13.21. Where the specific event is not repeated or continued, any excess funds in the specific account will be forwarded to the Council Corporate budget.
- 7.13.22. Donations received for hosting Social Community Events and expenditures funded by donations, are subject to the same disclosure requirements as expenses funded by the Member of Council’s budget.
- 7.13.23. There must be full transparency when sponsors are involved in a Social Community Event and that sponsorships shall only be provided in

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conjunction with the Code of Ethical Conduct for Members of Council (CL-011), section “Gifts and Benefits”, Rule No.2.1(j), and that any surplus shall be dealt with in accordance with s.7.13 of this Council Member Expense policy.

Form:

- Integrity Commissioner – Gifts and Benefits Information Statement

7.14. *Memberships (A) – Member of Council’s Budget*

Eligible Expense:

7.14.1. Memberships for the Member of Council or their staff that are related to the Member of Council’s work in the community or for the City.

Ineligible Expense:

7.14.2. Retail memberships (e.g. Costco) and award programs (e.g. credit card annual fees).

Narrative:

7.14.3. Members of Council must identify how a membership is relevant to City business when the business reason is not evident.

7.15. *Memberships (B) – Council Corporate Budget*

Eligible Expense:

Corporate memberships and fees for the Association of Municipalities of Ontario (AMO) and Federation of Canadian Municipalities (FCM), or as authorized by Council for all Members of Council.

7.16. *Newsletters and Flyers, Photocopying and Postage*

Newsletters/Flyers

Eligible Expense (Member of Council’s Budget):

7.16.1. Design, writing, copy-editing and printing costs.

7.16.2. Distribution costs through Canada Post or private firms.

7.16.3. Translation fees.

7.16.4. Clip art or stock photo fees.

Ineligible Expense:

7.16.5. Printing and distributing newsletters after cut-off date (August 1) during an election year unless so directed and approved by Council.

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Narrative:

- 7.16.6. Members of Council are encouraged to use the photocopying services of the Office of the City Clerks mailroom for bulk photocopying and the Vendor of Record for printing services.
- 7.16.7. If the Member of Council chooses to use printing services from outside vendors or purchase a new printer, they must follow Procurement policy (15.C.03).
- 7.16.8. Newsletters must relate to the business of the City, York Region and/or relations with other levels of government.
- 7.16.9. Newsletters may include actual factual information such as accomplishments by the City, Committees and initiatives led by the Member of Council.
- 7.16.10. Promises and intentions are campaign-related and unfulfilled declarations, therefore are not permitted in newsletters in an election year.
- 7.16.11. The use of electronic newsletters is governed by “eNewsletters Publication and Mailing Database” policy (ITM-001), which was approved by Council in 2007.
- 7.16.12. Members of Council must submit an original invoice from the vendor along with a copy of the newsletter or flyer.

Photocopying

Eligible Expense (Member of Council’s Budget):

- 7.16.13. Photocopying charges for copies done by Members of Council offices, mailroom or outside vendors.

Narrative:

- 7.16.14. For outside vendors, Members of Council must provide an original invoice detailing the date of the job and number of copies.

Postage

Eligible Expense (Member of Council’s Budget):

- 7.16.15. Canada Post related costs.
- 7.16.16. Courier delivery costs by outside courier service.

Narrative:

- 7.16.17. The Office of the City Clerk coordinates all mail services through the City’s mailroom, and allocates charges based on usage.

7.17. Office Decoration and Maintenance (Maximum \$3,500)

Note: Refer to s.5.1 “Council Members and Council Staff”.

Eligible Expense (City’s Facility Management Budget):

- 7.17.1. Once during each term, up to \$2,500 limit, the City will thoroughly clean carpets (replace if necessary), clean blinds (replace if necessary), paint the walls for the City Hall Offices of incoming new Members of

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Council. Returning Members of Council may also request the same, once during each term, as required.

7.17.2. Ongoing regular cleaning of offices (carpets, garbage).

Eligible Expense (Member of Council Member Budget):

7.17.3. During the term of Council, Member of Council's budget will be charged for the cost of painting and re-keying their offices at City Hall.

Eligible Expense (Council Corporate Budget):

7.17.4. Once per term, up to a limit of \$1,000:

- Artwork purchased for City Hall Office.
- Area Rugs.
- Vases, decorations and ornaments.

Ineligible Expense:

7.17.5. Home office decorating and maintenance costs.

7.18. Office Furniture (A) – Member of Council's Budget

Eligible Expense:

7.18.1. Costs for refurbishing or repairing furniture to corporate standard.

7.18.2. Moving costs for City furniture at other storage locations.

7.18.3. Transportation costs from vendor

Ineligible Expense:

7.18.4. Furniture for Home Office.

Narrative:

7.18.5. All furniture that Members of Council buy must be consistent to a corporate standard as established by Council.

7.19. Office Furniture (B) – Council Corporate Budget

Note: s.7.18. "Office Furniture (A) – Member of Council's" should be considered in conjunction with s.7.19. "Office Furniture (B) – Council Corporate Budget".

Eligible:

7.19.1. Basic furniture to corporate standard will be provided to and be shared between Council Members and their staff at the Vaughan City Hall Office.

7.20. Photographic Supplies & Services

Eligible Expense (Member of Council's Budget):

7.20.1. Professional photographer or videographer fees.

7.20.2. Processing and digital print fees.

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7.20.3. Frames, CDs, and other output devices.

7.20.4. Film or other storage mechanisms.

Provided from the City's centralized resources:

7.20.5. Random informal photographic services are provided by the Corporate and Strategic Communications department during normal work hours for Council-approved initiatives.

Narrative:

7.20.6. Eligible expenses above must be solely for City business.

7.20.7. Members of Council cannot use photographs or materials that were taken with City resources or by City staff for election-related purposes.

7.20.8. Can only use photography for uses consistent with City policy on photography.

7.21. *Spousal/Companion Expenses – Member of Council's Budget*

Eligible Expense:

7.21.1. It may be protocol, in exceptional circumstances where it is customary and expected that a spouse/companion attend, based on the nature of the event (e.g., gala), to have a spouse/companion attend a function due to (refer to appropriate sections):

1. Hospitality, s.7.5.;
2. Community Expense (Event Tickets), s.7.10.

Ineligible Expense:

7.21.2. Spousal/companion fees for airline tickets, conference registrations, additional accommodation, meals, travel, tours etc. should be paid for personally.

7.22. *Spousal/Companion Expenses – Council Corporate Budget*

Eligible:

7.22.1. Council supported fundraising events: purchase of a City table for the Mayor and Members of Council and their spouse/companion for Council-supported fundraising events (Humber Regional Hospital Gala, York Central Hospital Gala, York Region Police Chief's Dinner and Vaughan Health Care Foundation Gala and Chairman's Dinner for the Arts).

7.23. *Staff Salary and Benefits – Member of Council's Budget*

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Eligible Expense:

- 7.23.1. Salaries and benefits for full-time positions and part-time assistants are eligible as guided by the Office of the Chief Human Resources Officer policies.
- 7.23.2. Members of Council are provided with a flexible set of complement options to organize their offices to match their requirements while staying within their total discretionary budgets.
- 7.23.3. Labour budgets are governed by the salary grid of positions and cost-of-living adjustment (COLA) that are applicable each year.

7.24. Stationery (Office Supplies/Printing Services) – Member of Council's Budget

Eligible Expense:

- 7.24.1. Toners, labels, paper and supplies available from the City's vendor.
- 7.24.2. General office supplies (e.g., staples, pens, pencils, highlighters, post-it notes, writing pads, filing folders and miscellaneous supplies).
- 7.24.3. Stationery including envelopes, letterheads, business cards, and diaries.

Narrative:

- 7.24.4. Toner cartridges which exceed the normal allocation charged to Council Corporate Budget per calendar year, will be charged to the Member of Council's budgets.
- 7.24.5. Charge for direct usage by a Member of Council's office including direct support staff, except toners, as stated above.
- 7.24.6. Member of Council's staff are set up so that they can directly order supplies from the City's vendor online.
- 7.24.7. Use of City of Vaughan logo must comply with the City issued standards of use for the logo.

7.25. Technology Suite (A) – Member of Council's Budget

Eligible Expense:

Computer Hardware, Software and Accessories

- 7.25.1. Other than scheduled replacement of corporate standard computer hardware, software and peripherals that have been approved by the Office of the Chief Information Officer (OCIO) for Members of Council and their staff.
- 7.25.2. Includes any upgrades from corporate standard irrespective if scheduled or unscheduled replacement.

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Mobility (Cell Phones and MiFi's)

- 7.25.3. Unscheduled/scheduled replacement of cost of equipment such as cell phones or other mobility devices such as MiFi's is limited to only one unit each per Member of Council and staff member. The Mayor as head of Council, is permitted to have two phones.
- 7.25.4. Cell phone monthly charges, including voice and data charges, are limited to one plan per person. The Mayor as head of Council, is permitted to have two plans, but with separate service providers.
- 7.25.5. Business-related text messaging costs.
- 7.25.6. Business-related local or long-distance charges from any phone.
- 7.25.7. Business-related roaming charges including voice, data, and text.
- 7.25.8. Peripherals such as charging adapters, connectivity cable, and cases etc.

Internet Services

- 7.25.9. High-speed internet connection for home office (Member of Council only).
- 7.25.10. Installation costs.
- 7.25.11. Modem rental fees.

Office Equipment

- 7.25.12. Fax machine, shredder, audio-visual equipment, camera, video camera and small appliances for City business.
- 7.25.13. Maintenance contracts for equipment.
- 7.25.14. Carrying case for equipment.
- 7.25.15. Peripherals for equipment.

Telephone and Fax

- 7.25.16. Peripherals such as headsets, etc.
- 7.25.17. Standard home office telephone and fax equipment as determined by OCIO, and fax associated dedicated communication line.
- 7.25.18. Home office monthly fees, including fees for specialty features such as call display, call waiting, messaging.
- 7.25.19. Pay-per-use conference calling for City Hall Office or home office.
- 7.25.20. Home office business-related long-distance charges.
- 7.25.21. Home office 411 calls.

Ineligible Expense:

Computer Hardware, Software and Accessories

- 7.25.22. Non-corporate standard hardware or software.
- 7.25.23. Equipment that Members of Council or their staff may have bought outside of the required OCIO procurement process.

Mobility (Cell Phones and MiFi's)

- 7.25.24. Personal long-distance calls

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7.25.25. Personal messaging/downloads

Internet Services

7.25.26. Fees for access to for-fee sites.

Office Equipment

7.25.27. Equipment for home office other than one fax machine.

Telephone and Fax

7.25.28. Personal long-distance calls.

7.25.29. Pay per use calls.

7.25.30. Phones not supported by OCIO.

Narrative:

Computer Hardware, Software and Accessories

7.25.31. Must follow the OCIO procurement process through the OCIO.

Mobility (Cell Phones and MiFi's)

7.25.32. Must buy wireless equipment and set up a plan through OCIO with corporate vendor and corporate contract. Limited to one phone and one plan per Member of Council .

7.25.33. Unscheduled/scheduled replacement cost of MiFi devices for use with a laptop, tablet, etc. (one per Member of Council; does not include Member of Council's staff).

7.25.34. Members of Council who are not returning to office will be permitted to retain their cell phone numbers and reassign those as their personal cell phones.

7.25.35. Members of Council must reimburse the City for any personal long-distance calls from City Hall office or home office and related roaming charges.

7.25.36. Members of Council 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 are not required and will be shredded.

7.25.37. The monthly cell phone bill must be signed and dated by the Member of Council to verify that the charges have been reviewed and are correct.

Office Equipment

7.25.38. Must be for business purposes.

Telephone and Fax

7.25.39. Home office telephone/fax line must be dedicated for City business only.

7.25.40. Members of Council must reimburse the City for any personal long-distance calls made from City Hall office or home office monthly.

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- 7.25.41. Members of Council 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 are not required.
- 7.25.42. Telephone equipment purchased must be supported by the original itemized invoice showing details of the equipment.
- 7.25.43. Members of Council must provide an original work order and invoice detailing any installation or connection work, the address of the work and charges.

Form:

- Payment of Wireless Expenses

7.26. Technology Suite (B) – Council Corporate Budget

Note: s.7.25. "Technology Suite (A) – Member of Council's" should be considered in conjunction with s.7.26. "Technology Suite (B) – Council Corporate Budget".

Eligible Expense:

Office Equipment

- 7.26.1. Lease, rental, purchase, maintenance, and repair costs of all shared equipment (ex. photocopier machine, fax machine, reception area, kitchen appliances, furnishings, accessories etc).

Eligible Expense (Office of the Chief Information Officer's Budget):

Computer Hardware, Software and Accessories

- 7.26.2. Scheduled replacement of corporate standard computer hardware, software, tablet and peripherals that have been approved by the Office of the Chief Information Officer.

Internet Services

- 7.26.3. Internet access through the City's network at City Hall.

Telephone and Fax

- 7.26.4. City Hall office telephone/fax lines.
- 7.26.5. City Hall business-related long-distance charges.
- 7.26.6. City Hall office basic telephone equipment.
- 7.26.7. City Hall office fax machine.
- 7.26.8. City Hall office 411 calls.

7.27. Training (A) – Member of Council's Budget

Note: If there is doubt about the eligibility of a training seminar/course, consult the Office of Chief Human Resources Officer on its appropriateness.

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Eligible Expense:

7.27.1. Specialized individual training and seminars for Members of Council and support staff that meets specific business requirements.

Ineligible Expense:

7.27.2. Training unrelated to City business.

7.27.3. Physical fitness, sports, arts programs.

7.27.4. Personal development programs for degrees or diplomas.

Narrative:

7.27.5. To be reimbursed for training/seminar fees, Members of Council and their staff must provide proof that they have completed the course or program, and an original fee receipt from the education body.

7.27.6. Members of Council staff cannot claim overtime for training that takes place after office hours or on weekends.

7.28. Training (B) – Council Corporate Budget

Eligible:

7.28.1. Group training and seminars for Members of Council and Council support staff as approved by Council.

Narrative:

7.28.2. Training and seminars must meet City-related business requirements.

7.28.3. Training and development programs from the City are provided from the City's centralized resources.

7.29. Transportation

Transportation includes mileage, parking, taxi, car rental, bus, subway, and train. Members of Council (excluding the Mayor) may choose between:

- Monthly allowance; or
- Mileage claim.

Monthly Allowance Method (no details required):

7.29.1. The allowance is conditional to a boundary of 80 kms one-way from City Hall.

Eligible Expense (Member of Council's Budget):

7.29.2. The Mayor receives a mileage allowance of \$1,200 per month and other Members of Council receive \$1,000 per month.

7.29.3. Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from City Hall to destination and return. If driving, total

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kilometers claimed must be reduced by 160 kms by Members of Council on the allowance method.

7.29.4. Members of Council on the monthly allowance may only claim business related taxi, car rental, bus, subway/train expenses if the destination city is more than 80 kms one way from City Hall. Within the boundary of 80 km one way from City Hall, these expenses cannot be claimed.

7.29.5. Business-related parking fees.

Narrative:

7.29.6. Monthly allowance is to cover all local business-related travel expenses (subway, bus, taxi, car rental, train, mileage) within the boundary within 80 kms one way from City Hall. No details of mileage are required by the City.

7.29.7. The monthly allowance once chosen, will be enforced to the end of the tax year.

7.29.8. A Member of Council's decision for the monthly allowance must be in writing and sent to the Chief Human Resources Officer.

7.29.9. Without written notification, Members of Council will be reimbursed on the mileage claim method.

7.29.10. Allowances will show on the annual T4 as a taxable benefit and is subject to CPP contributions, Employment Insurance and income taxes. Members of Council are not required to keep records of personal and business mileage for income tax purposes.

7.29.11. Business-related parking expenses must be supported with original receipts from parking operators indicating date, time, and parking location. Credit card receipts will not be accepted unless it has all the relevant details.

7.30. *Mileage/Kilometrage Claim Method (details required)*

Eligible Expense (Member of Council's Budget)

7.30.1. Use of personal vehicles to travel for business purposes. Cannot claim travel expense (rides on cabs or other modes of transportation) between home and the normal work location. For Members of Council, City Hall is considered their normal work location.

7.30.2. Business related taxi, car rental (includes insurance coverage, gasoline costs), bus, subway/train expenses.

7.30.3. Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from City Hall to destination and return. If travel from home to destination to City Hall to home, claim total kilometers less distance from home to City Hall to home and any personal mileage.

7.30.4. If travel from home to destination to home, claim total kilometers less distance from home to City Hall to home, that is for all mileage claims,

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claim total mileage less distance from home to City Hall to home and any personal mileage.

7.30.5. Business-related parking fees.

7.30.6. Business trips by Members of Council or their staff.

Narrative:

7.30.7. The rate of reimbursement per kilometrage will be at the same rate as applied to City employees.

7.30.8. Members of Council are accountable for the accuracy of the kilometrage claimed.

7.30.9. The reimbursement is not a taxable benefit.

7.30.10. Business-related parking expenses must be supported with original receipts from parking operators indicating date, time, and parking location. Credit card receipts will not be accepted unless it has all the relevant details.

Other information about kilometrage:

7.30.11. Members of Council and their staff must report the date, start of day odometer reading and end of day odometer reading, the number of personal kilometers travelled, and the business purpose of the trip according to established categories (e.g. business meeting, ward meeting, constituency meeting and special event).

7.30.12. Detailed destination addresses are not required. Intersection information (e.g. "Hwy 7 and Weston") or building names (e.g. "Pierre Berton Library") are acceptable for security and privacy protection reasons.

7.30.13. Members of Council or their staff should submit claims for kilometrage and parking expenses at least once a month.

Ineligible Expenses for Allowance or Mileage/Kilometrage Claim Method:

7.30.14. Gasoline;

7.30.15. Personal vehicle maintenance and repair costs;

7.30.16. Vehicle licensing fees;

7.30.17. Insurance costs;

7.30.18. Clean Air Certification costs;

7.30.19. Fines for parking, speeding, traffic violations;

7.30.20. Tow and impound fees;

7.30.21. Carwash fees; and

7.30.22. Charges for damage to rental vehicle.

Narrative for Allowance or Mileage Claim Method:

7.30.23. Utilizing the allowance method is bound by the 80 km one-way from City Hall rule.

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Taxi

7.30.24. Members of Council must provide an original taxi receipt with the date and the “to” and “from” destinations. Credit card receipts and statements will not be accepted. If a receipt is mislaid the required information must be provided in writing; signed and dated.

Car Rental

7.30.25. Compact cars should be rented at all times.

7.30.26. Driver must be either the Member of Council or their staff. City policies prohibit any third-party drivers where City funds are used to pay the rental fee.

7.30.27. Collision damage coverage must be secured.

7.30.28. Members of Council must submit an invoice showing the date of rental, model of car, rental rate and any insurance purchased.

Bus, Subway, Go Train

7.30.29. Train, subway or bus receipts are required. If receipts are not available, a signed statement must be presented.

Mayor’s Lease Vehicle:

In the event of a policy change whereas the Mayor is provided with a leased vehicle:

7.30.30. The Mayor will not qualify for a monthly allowance or mileage claim.

7.30.31. Vehicle expenses for lease, repairs, insurance, license, maintenance, fuel, carwash/cleaning, highway tolls and business parking are charged to the Mayor’s budget.

7.30.32. Original receipts/invoices are required. Credit card receipts alone will not be accepted. Missing receipts require written explanation of the detail of the expense with signature and date.

Form:

- Kilometrage & Parking Expense Form for those claiming mileage including parking.

7.31. *Transportation Highway Tolls*

Eligible Expense (Member of Council’s Budget):

7.31.1. Highway tolls for business meetings.

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Ineligible Expense:

- 7.31.2. Highway tolls related to travel between home and normal work location (per the Canada Revenue Agency this is considered a personal expense). For Members of Council, City Hall is their normal work location.
- 7.31.3. Purchase of a transponder or service fees associated therewith.

Other information about tolls:

- 7.31.4. Must identify business purpose use of the toll highway.
- 7.31.5. Toll billing statement showing the vehicle plate number, must be presented, signed, and dated, to verify the charges and support the claim.

7.32. Travel – Conferences, Seminars and Business Trips

Eligible Expense (Member of Council's Budget):

- 7.32.1. Conference registration.
- 7.32.2. Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from City Hall to destination and return. If driving, the lesser of economy airfare or mileage will be reimbursed. Total kilometers claimed must be reduced by 160 kms and any personal mileage by Members of Council on the allowance method.
- 7.32.3. Members of Council on the monthly allowance may only claim these business-related taxi, car rental, bus, subway/train expenses if the destination city is more than 80 kms one way from City Hall as the allowance replaces claiming these expenses.
- 7.32.4. Hotel (lowest rate category available on the basis of single room accommodation only at the government/lowest rate where available). Up charges for additional individuals are a personal responsibility.
- 7.32.5. Business faxes.
- 7.32.6. Business computer and internet charges.
- 7.32.7. Business hospitality expenses where an external party is hosted (Hospitality s.7.5. applies).
- 7.32.8. Trip cancellation insurance.
- 7.32.9. Laundry and dry-cleaning expenses.
- 7.32.10. Business telephone calls.
- 7.32.11. Reasonable personal long distance telephone charges to family at home will be allowed in consideration of being out of town on City business.
- 7.32.12. Parking.
- 7.32.13. Extra medical insurance only when travelling outside of Canada.
- 7.32.14. Visa expenses and medical shots only if required and for travelling outside of Canada. If this is covered by the City's medical plan, then expenses may not be claimed.

Per Diem to cover one or more meals per day: \$125 maximum:

- 7.32.15. No receipts are required.

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- 7.32.16. To qualify, overnight stay is required and one must be personally responsible for at least one meal per day. If three meals per day are included/provided with the conference fee/seminar/business trip, then cannot claim a per diem allowance.
- 7.32.17. Should a Member of Council not participate in any of the three daily meals included/provided for particular reasons, this will not provide grounds to be eligible for the per diem. Original detailed receipts will then be required for reimbursement of meals consumed limited to \$125 per day (inclusive of tax and gratuities).
- 7.32.18. The number of days claimed for the per diem calculation will be the full or partial days at the conference/seminar or business trip provided one is responsible for at least one meal per day (i.e. all meals per day are not included/provided).
- 7.32.19. Travel the day before or the day after the conference/seminar/business trip does not qualify for per diem allowance. Require detailed original receipts for meals.
- 7.32.20. Members of Council who have a business meeting with an external party at a conference/seminar/business trip, will be reimbursed. Required are: (1) original detailed receipts and credit card receipts, (2) business purpose of the meeting, and, (3) names of the participants. Alcohol is a personal expense and will not be reimbursed. As this meal will be covered by the Member of Council's budget, the eligibility for the day's per diem will be determined by the Member of Council's responsibility for at least one of the other two meals.
- 7.32.21. In exceptional circumstances, reimbursement would be permitted for the total day's meal expenses which exceed the per diem rate. Original detailed receipts would be required to support the expenses with a written explanation of the circumstances.
- 7.32.22. For travel outside of Canada, per diem will be in U.S. dollars. No receipts are required.

Ineligible Expense:

- 7.32.23. Personal expenses (e.g. upgrades for airfare or train [see Narrative s.7.32.29.-s.7.32.37.], personal equipment, personal services, shoe shines, valet parking services, loss of personal effects, purchase of personal goods [luggage, clothing, souvenirs], personal tours, golfing, personal entertainment, spousal/companion expenses [registration, accommodation, meals, travel, golf, dinner dances, tours, etc.]).
- 7.32.24. Personal sightseeing expenses.
- 7.32.25. Medical insurance (when travelling within Canada).
- 7.32.26. In-suite services (e.g. movies, bar services).
- 7.32.27. Alcoholic beverages (considered a personal expense except in Council-approved hospitality situations.)
- 7.32.28. Those ineligible expenses as identified in s.3. of this policy.

POLICY TITLE: COUNCIL MEMBER EXPENSE

POLICY NO.: 06.C.02

Narrative:

- 7.32.29. Must be related to the business of the City of Vaughan.
- 7.32.30. Hotel and per diem costs can be charged to the P-Card assigned to the Member of Council's office.
- 7.32.31. Reimbursement will be made for airfare, hotel reservations and conference registration fees that are paid in advance.
- 7.32.32. Economy class for airfare or train. Upgrades are a personal expense unless approved by Council or a medical note is provided explaining why the upgrade is required.
- 7.32.33. Boarding passes/tickets, to prove flight taken, will be required to be submitted after the trip.
- 7.32.34. If a Member of Council chooses to use their own vehicle as a mode of travel to the destination, reimbursement will be the lesser of economy airfare or mileage (less 160 kms and any personal mileage for those on the allowance).
- 7.32.35. A conference may be paid in advance only if the City receives an early-booking discount.
- 7.32.36. Members of Council can request the City to reimburse expenses for only a portion of the trip, if a City program, agency, board, commission or special-purpose body, or any organization which is an eligible body (provincial, regional and local governments or political subdivisions of them, the Federal government or a foreign government within a foreign country, or a conference, seminar or event organizer) where the member is either speaking or attending in an official capacity, under the Code of Ethical Conduct for Members of Council (CL-011), section "Gifts and Benefits", or if the Member of Council has an official or speaking role at the conference and the organizer is paying the remainder of the costs for the trip.
- 7.32.37. Members of Council must report to the Integrity Commissioner within 30 days from the first date of travel, all travel costs funded by an eligible body under the Code of Conduct.

Business Travel coordinated through the Economic and Cultural Development department (Economic Development Budget):

- 7.32.38. Council approval is required for Members of Council prior to the business trip.
- 7.32.39. All eligible travel expenses will be funded through the Economic and Cultural Development department's budget.

Other information about out-of-town Conferences, Seminars and Business Travel:

- 7.32.40. Attendance at any conferences, seminars or business trips outside Canada and the USA, shall be approved by special resolution of Council.
- 7.32.41. All travel costs exceeding \$7,500 must be approved by Council.

POLICY TITLE: COUNCIL MEMBER EXPENSE

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- 7.32.42. A Travel Notification form must be submitted to the Office of the City Clerk at least 10 days before traveling.
- 7.32.43. Travel reimbursement must include any itinerary confirming travel dates and airline booking.
- 7.32.44. Reimbursement of conference registration fees must include a copy of the conference brochure confirming the cost and conference dates.
- 7.32.45. The reimbursement of hotel costs must include an original hotel invoice itemizing room costs and other incidentals.
- 7.32.46. Claims for travel, must be submitted to the Office of the City Clerk within 30 days after returning from travel. Original receipts must accompany all claims.
- 7.32.47. Foreign currency will be converted into Canadian currency, based on the exchange rate on the date when the expense was paid, unless a credit card statement is provided to show the actual Canadian dollars charged to their credit card for the expenses.
- 7.32.48. No report is required on the outcome of a conference however for business travel a comprehensive report is required.
- 7.32.49. Adherence to this policy does not exempt a Member of Council from being subject to a Code of Ethical Conduct investigation, nor does it preclude the Integrity Commissioner from receiving complaints against a Member of Council or investigating complaints under the Code of Conduct Complaint Protocol.
- 7.32.50. Where the Member of Council 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 may investigate the complaint as: (a) the Member of Council may not have followed the recommendations in the opinion of the Integrity Commissioner, or, (b) some of the facts may have changed from the time the opinion was sought.

Forms:

- Travel Notification Form
- Integrity Commissioner – Gifts and Benefits Information Statement

Approval Process

- 7.32.51. Members of Council shall ensure that their attendance at conferences, seminars or business trips meet the following guidelines:
- Attendance is relative to the work of the City and, will benefit Members of Council in the performance of their duties or the Corporation at large.
 - Council services will not be unduly disrupted.
 - Funds have been identified in their current budgets.

POLICY TITLE: COUNCIL MEMBER EXPENSE

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7.32.52. All attendance at conferences, seminars or business trips must be pre-approved by Council for the Mayor and Members of Council unless approved in the annual budget.

7.32.53. Following approval, substitutions shall be approved by the City Manager.

Conferences and Seminars Outside the Greater Toronto Area:

7.32.54. The maximum amount which may be expended by a Member of Council, or a member of staff for attendance at a conference or seminar outside the Greater Toronto Area (but within Canada or USA) without a special resolution from Council shall be \$7,500:

7.32.55. Conferences and seminars outside the Greater Toronto Area are authorized through the budgetary process.

7.32.56. Conferences and seminars outside the Greater Toronto Area but within Canada or the USA, shall be limited to two per year for Members of Council.

7.32.57. Conferences and seminars held by the FCM and the AMO shall be included in the limitation as outlined in s.7.32.56. above.

7.32.58. Members of Council who are members of the Executive of the FCM or AMO shall be exempted from the limitations as outlined in s.7.32.56. above.

7.32.59. Any Member of Council who wishes to attend a conference or seminar in excess of the limitation outlined in s.7.32.56. above shall have such attendance approved by special resolution of Council.

Conference and Seminars Within the Greater Toronto Area:

7.32.60. Conferences and seminars within the Greater Toronto Area are authorized through the budgetary process.

7.32.61. An estimated amount of \$5,000 per Member of Council may be placed in the budget submissions to cover attendance at conferences and seminars within the Greater Toronto Area.

7.33. Websites

Provided from the City's centralized resource (OCIO Budget):

7.33.1. Members of Council are provided with a standard page on the City's website at www.vaughan.ca for the purposes of publishing contact information and professional profile information. Any changes are to be requested through the OCIO department.

Ineligible Expense:

7.33.2. Any fees relating to a Member of Council's external websites.

POLICY TITLE: COUNCIL MEMBER EXPENSE

POLICY NO.: 06.C.02

Narrative:

- 7.33.3. The personal website of each Member of Council hosted outside of the City's internet URL address is entirely the responsibility of the Member of Council.
- 7.33.4. City staff cannot provide any advice related to these external sites, including wording for disclaimers.
- 7.33.5. The City recommends that Members of Council choose a web-hosting company operating in Canada to ensure the protection of resident's data and personal information under Canadian data and privacy laws. If a web-hosting company operates outside of Canada, consideration of those countries' laws in relation to data and privacy protection should be considered.
- 7.33.6. The Member of Council's standard City internet page cannot advocate for a political party, or candidates in any election campaign.
- 7.33.7. Members of Council may not publish links to their personal web sites from their City's website page site.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	Other (specify) Term of Council	Next Review Date:	November 1, 2027
Related Policy(ies):	Purchasing Card – PS-004, Code of Ethical Conduct for Members of Council – CL-011, Use of Corporate Resources for Election Purposes – 03.C.08, Mileage (Kilometrage) and Transportation Reimbursement – HR-010, Council Supported Fundraising Events – CC-001, Low Dollar Purchases (LDP) – 15.A.05, Newsletters Publication and Mailing Database – ITM-001, Corporate Procurement – 15.C.03		
Related By-Law(s):			
Procedural Document:			

Revision History

Date:	Description:
1-Nov-23	Updates to roles and category thresholds to provide flexibility for the new Term of Council.
Click or tap to enter a date.	
Click or tap to enter a date.	