

COMMENTS AND SUMMARY OF SUGGESTED AMENDMENTS

Recommendation

The City Clerk recommends:

1. That the comments and summary of suggested amendments to policies governing councillors' expenses, as outlined in Attachment 1, be received for information.

Contribution to Sustainability

Council is responsible for overall governance and policy making, which directly influences the financial and operational sustainability of the municipality.

Economic Impact

There is no direct economic impact from this report.

Communications Plan

Not Applicable.

Purpose

The purpose of this report is to provide the Council Expenditure and Code of Conduct Review Task Force with the information requested at the February 12, 2016 meeting of the Task Force.

Background - Analysis and Options

At the February 12, 2016 meeting, the Task Force recommended the following:

- 1) That staff email Members of Council, the Integrity Commissioner, the City Auditor and the Director of Communication to advise of the Task Force's work plan for potential modifications to the existing policy controlling councillors' expenses and request feedback by February 19, 2016.

A summary of the comments and suggestions received is attached as Attachment 1.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report supports the Term of Council Priorities, in particular to continue to advance a culture of excellence in governance.

Regional Implications

There are no regional implications from this report.

Conclusion

This report responds to the direction of the Council Expenditure and Code of Conduct Review Task Force to collect information with respect to comments and suggested amendments and bring forward the information.

Attachments

1. Comments and Summary of suggested Amendments

Report prepared by:

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Respectfully submitted,

Jeffrey A. Abrams

Council Member Expense Policy Review – Summary of Comments Received

Category	Provision	Comment/Disposition
General	Hold meeting with Council EAs prior to finalizing changes	
General	s.4.3; Interpretations should be made by someone other than City Auditor to preserve organizational independence and objectivity	
General	Members of Council Expenditure Reference Guide has GL Accounts which are not clear, specifically GL7210 (Office Equipment & Furniture) – where should cameras go? Office was instructed to use GL7205; Office was instructed to use GL7122 for phone holster	Out of scope
Advertising	Cost of Newsletters (both printing and mailing) should be charged to City Clerk's cost centre, not Councillors discretionary cost centre, just as in Markham's s. 6.1.	
Interpretation	s. 9.6, Business Meeting Expenses, first bullet. Are 'constituents' included as an 'external party'? Can a Member expense refreshments made available for the purpose of a meeting?	
Interpretation	s. 9.6, Business Meeting Expenses, last bullet. What limits what a facilitator can be used for? Can it be used to assist a community group to establish its organizational structure?	
Interpretation	s. 9.13, Community Expense Hosting, second bullet. The policy allows for up to \$1500 per event, and lists advertising, space rental, decorations, misc. supplies, equip rental including stage, chairs, tables, sound systems, audio/video equipment <i>etc.</i> . With respect to ' <i>etc.</i> ', does the internal auditor need to approve before incurring the expense?	
Interpretation	s. 9.13, Community Expense Hosting, under 'Narrative'. Implies that a member can be a co-organizer with a community group (bullet 4) yet "donations received for Council Member hosted event must be reported to the Integrity Commissioner and the City Clerk's Office" (bullet 7)	
Interpretation	S. 9.16, Newsletters/Flyers, second bullet. Distribution costs through Canada Post or private firms. Suggestion that 'private firms' should include media, i.e. newspaper article,	

	radio announcement, phone blasts, virtual town halls.	
Interpretation	In s. 1.0, Purpose, bullet 4 states the policy is to “provide Councillors with the ability to allocate resources in the most efficient way to <u>meet their own particular requirements</u> ” Should also add in “in accordance with the transparency, accountability etc” otherwise it might be read to mean “at councillors own discretion”.	
Form	In Markham staff and Council share the same expense policy with sections for Council.	
Technology	s. 4.1, 4 th last bullet, references non-returning Councillor’s ability to purchase equipment at fair market value if successor candidate does not wish to use the item	
Technology	s. 9.26 Technology Suite (2). Council Corporate Funds for monthly data packages and extra data charges, roaming charges and wireless stick charges should be reallocated and distributed equally to each Council Office and that they monitor their own usage.	
Staffing	Toronto’s s. 2.3 (Councillor Staffing Budget) should be reviewed for inclusion (Discretionary Staffing Budget for three positions provided at top of range; over expenditures to come from Constituency Services and Office Budget; staffing and office budgets are not interchangeable. Currently Council support staff are paid out of Councillor’s own discretionary budget.	
Housekeeping	s. 9.4 Office Supplies/ Printing – should specify that provides for ONE toner per office per calendar year	
Housekeeping	Update names of departments referenced in the policy to new organizational design	
Housekeeping	s. 9.2 (2) Advertising. Reference should be to ‘Council Office Administrator’	
Housekeeping	s. 9.7 (2) Business Meeting Expense. Reference should be to ‘Council Office Administrator’	
Housekeeping	s. 9.10, Community Expense (Event Tickets). Update list to indicate Police Appreciation Night and Mackenzie Health only	
Housekeeping	s. 9.22, Spousal Expenses). Update list to indicate Police Appreciation Night and Mackenzie Health only	

New	Councillors should be permitted one free mobile upgrade like in s. 2 of Town of Caledon's policy.	
New	Consider Caledon's s. 11: "Acting Mayor. When the Mayor requests the attendance of a Member of Council at a special function or when the Mayor requests a Member of Council to attend on his/her behalf an event as Acting Mayor, these expenses shall be charged to a separate account and reported on the statement of remuneration and expenses separately and are not registered against a Member of Council's individual expense account."	
New	Consider Brampton's Community Involvement Provisions at section 1. B, to permit Councillors supporting community organizations: "Cash donations to an eligible organization shall be authorized for equal to or less than \$500 for each request (\$1000 per year maximum) with supporting document from the requester describing the nature of the request." "Merchandise donations (i.e. City souvenir/promotional items) to eligible organization shall not exceed \$200 in value, provided the total of all related merchandise donations to each organization does not exceed \$400 per year to the same group. Religious and Political organizations and their affiliations are eligible to receive merchandise donations subject to the same limit.	
New	Consider Richmond Hill's s. 4 'Community Expense – Donations to Community Groups'.	
New	Phone Blasts, Media articles (<i>paid?</i>), radio announcements, virtual town halls should be eligible expenses.	
New	Consider expansion of P Card program to Council Members and their staff, and amend s. 5.0 accordingly	
New	Councillor expenses should be subject to arms-length approval	
Code of Ethical Conduct	Ensure that the Code of Ethical Conduct conforms with the expense policy, but particularly s. 9.16 Newsletters/Flyers	