

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2017**

Item 1, Report No. 7, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on June 27, 2017.

#### **1 COUNCIL EXPENDITURE AND CODE OF CONDUCT REVIEW TASK FORCE: FINDINGS REPORT**

**The Finance, Administration and Audit Committee recommends:**

- 1) That consideration of this matter be deferred to the September 20, 2017 Finance, Administration and Audit Committee meeting; and**
- 2) That the term of the Council Expenditure and Code of Conduct Review Task Force be extended to provide for additional Task Force meetings as necessary to allow further review of recommendations by Members of Council who were not part of the Task Force and that all necessary parties attend the Task Force meetings, including the Chief Financial Officer/City Treasurer and the Integrity Commissioner.**

#### **Recommendation**

The City Clerk, in consultation with the Chief Financial Officer/City Treasurer, on behalf of the Council Expenditure and Code of Conduct Review Task Force, forwards the following for Council's consideration:

1. That the recommended amendments to the Council Member Expense Policy (CL-012) and Code of Ethical Conduct for Members of Council (CL-011) set out in the Task Force Findings Report be approved.

#### **Contribution to Sustainability**

Periodic reviews of financial and ethical accountability frameworks for elected officials supports sustainable and good governance practices.

#### **Economic Impact**

The recommended amendments to the Council Member Expense Policy (CL-12) have no impact on the amounts allocated to Council Office budgets and the Council Corporate budget. Incremental costs that may be incurred through City departmental budgets are insignificant and are considered part of the day to day City business.

There is no economic impact associated with the recommended amendments to the Code of Ethical Conduct for Members of Council (CL-011).

#### **Communication Plan**

This report will be posted on the City's website and the outcome resulting from the review of the Council Member Expense Policy and the Code of Ethical Conduct for Members of Council will be incorporated in the policy documents.

#### **Purpose**

The purpose of this report is to provide the Council Expenditure and Code of Conduct Review Task Force Findings Report to Council for consideration. The Findings Report represents a summary of the Task Force's deliberations and recommendations to amend the Council Member Expense Policy and the Code of Ethical Conduct for Members of Council Policy.



## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2017**

#### **Item 1, Finance Report No. 7 – Page 2**

##### **Background – Analysis and Options**

The Council Expenditure and Code of Conduct Review Task Force was formed to review the Council Member Expense Policy and report its findings to the Finance, Administration and Audit Committee by the end of June 2016 for consideration in the budget. The Task Force mandate was expanded to include a review of the Code of Ethical Conduct for Members of Council and the Task Force term was extended to May 2017 to allow the Task Force to complete both tasks.

The Council Expenditure and Code of Conduct Review Task Force completed its review of the Council Member Expense Policy and made recommendations for amendments to the Policy as the first phase of reporting its findings at the January 16, 2017 Finance, Administration and Audit Committee. This matter was deferred for consideration to a future Committee of the Whole (Working Session) meeting. Recognizing the close alignment between the Council Member Expense Policy and the Code of Ethical Conduct for Members of Council, it was subsequently determined that both sets of recommendations should be brought forward for consideration at the same meeting. The Task Force Findings Report (attachments 1, 2 and 3) is a combined report which includes recommended amendments to both policies.

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

This report supports the goals established by Council in the Term of Council Service Excellence Strategy Map, specifically:

- Continue to advance a culture of excellence in governance.

##### **Regional Implications**

There are no regional implications resulting from this extension.

##### **Conclusion**

The Council Expenditure and Code of Conduct Task Force has completed its mandate and the City Clerk is forwarding the Task Force's Findings Report for Council's consideration.

##### **Attachments**

1. Covering Letter – Task Force Chair
2. Council Member Expense Policy Amendments
3. Code of Ethical Conduct for Members of Council Policy Amendments

##### **Report prepared by:**

Adelina Bellisario  
Council / Committee Administrator

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)





## memorandum

C 1  
COMMUNICATION  
FAA - June 19/2017  
ITEM - 1

**DATE:** June 16, 2017

**TO:** Honourable Mayor Bevilacqua and Members of Council

**FROM:** Kevin Shapiro, Director of Internal Audit

**RE:** **REPORT #7, ITEM 1, OF THE JUNE 6, 2017 FINANCE, ADMINISTRATION AND AUDIT COMMITTEE**

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### Recommendation

The Director of Internal Audit recommends that:

1. Section 4.3 of the Council Member Expense Policy be revised to state:

The Director of Internal Audit has authority to conduct periodic compliance audits to assess whether Councillor expenses are in compliance with the policy; and

2. The following be added:

Councillors may consult with the Chief Financial Officer or designate on interpretation of the Council Member Expense Policy.

### Purpose

The purpose of this communication is to provide additional recommendations from the Council Expenditure and Code of Conduct Review Task Force Findings to Council for consideration.

### Background

During the Council Expenditure and Code of Conduct Review Task Force meeting held on October 27, 2016, recommendations were approved that would change the roles and responsibilities of the City Auditor with respect to the Council Member Expense Policy. This would provide the Director of Internal Audit the authority to conduct periodic compliance audits to assess whether Councillor expenses are in compliance with the policy. In addition, Councillors would have the ability to consult with the Chief Financial Officer or designate instead of the Director of Internal Auditor on interpretation of the Council Member Expense Policy.

### Conclusion

The Council Expenditure and Code of Conduct Task Force has completed its mandate. The following recommendation is also being forwarded for Council's consideration.

### Report prepared by:

Kevin Shapiro CIA CFE CRMA  
Director, Internal Audit

Respectfully submitted,

Kevin Shapiro CIA CFE CRMA  
Director, Internal Audit



**COUNCIL EXPENDITURE AND CODE OF CONDUCT REVIEW TASK FORCE:  
FINDINGS REPORT**

**Recommendation**

The City Clerk, in consultation with the Chief Financial Officer/City Treasurer, on behalf of the Council Expenditure and Code of Conduct Review Task Force, forwards the following for Council's consideration:

1. That the recommended amendments to the Council Member Expense Policy (CL-012) and Code of Ethical Conduct for Members of Council (CL-011) set out in the Task Force Findings Report be approved.

**Contribution to Sustainability**

Periodic reviews of financial and ethical accountability frameworks for elected officials supports sustainable and good governance practices.

**Economic Impact**

The recommended amendments to the Council Member Expense Policy (CL-12) have no impact on the amounts allocated to Council Office budgets and the Council Corporate budget. Incremental costs that may be incurred through City departmental budgets are insignificant and are considered part of the day to day City business.

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**Communication Plan**

This report will be posted on the City's website and the outcome resulting from the review of the Council Member Expense Policy and the Code of Ethical Conduct for Members of Council will be incorporated in the policy documents.

**Purpose**

The purpose of this report is provide the Council Expenditure and Code of Conduct Review Task Force Findings Report to Council for consideration. The Findings Report represents a summary of the Task Force's deliberations and recommendations to amend the Council Member Expense Policy and the Code of Ethical Conduct for Members of Council Policy.

**Background – Analysis and Options**

The Council Expenditure and Code of Conduct Review Task Force was formed to review the Council Member Expense Policy and report its findings to the Finance, Administration and Audit Committee by the end of June 2016 for consideration in the budget. The Task Force mandate was expanded to include a review of the Code of Ethical Conduct for Members of Council and the Task Force term was extended to May 2017 to allow the Task Force to complete both tasks.

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same meeting. The Task Force Findings Report (attachments 1, 2 and 3) is a combined report which includes recommended amendments to both policies.

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

This report supports the goals established by Council in the Term of Council Service Excellence Strategy Map, specifically:

- Continue to advance a culture of excellence in governance.

#### **Regional Implications**

There are no regional implications resulting from this extension.

#### **Conclusion**

The Council Expenditure and Code of Conduct Task Force has completed its mandate and the City Clerk is forwarding the Task Force's Findings Report for Council's consideration.

#### **Attachments**

1. Covering Letter – Task Force Chair
2. Council Member Expense Policy Amendments
3. Code of Ethical Conduct for Members of Council Policy Amendments

#### **Report prepared by:**

Adelina Bellisario  
Council / Committee Administrator

Respectfully submitted,

Barbara A. McEwan  
City Clerk





ATTACHMENT # 1

June 8, 2017

Dear Mayor & Members of Council:

**COUNCIL EXPENDITURE AND CODE OF CONDUCT  
REVIEW TASK FORCE FINDINGS REPORT**

The Council Expenditure and Code of Conduct Review Task Force was initially formed to review the Council Expense Policy. The Task Force mandate was later expanded to include a review of the Code of Ethical Conduct for Members of Council. Both documents had been created almost a decade ago and required a number of changes and/or updates to address changing trends.

Along with my Task Force colleagues, including Regional Councillor Rosati, Councillor DeFrancesca and Councillor Racco, I am pleased to present a sampling of our findings;

The Task Force reviewed much of the Councillors' expense policy which led to modifications to current policies, expanded advertising venues to reflect emerging trends on social media, clarified under what circumstances the distribution of information to residents after the June 30 cut-off date in an election year would be allowed.

During the Code of Conduct policy review, The Task Force reviewed definitions, set standards for handling donations to support community events, updated gifts and benefits thresholds and supported amendments to rules 2, 3, 10 and 14 of the Code of Conduct as recommended by the Integrity Commissioner.

In conclusion, these new and improved policies are in alignment with current best practices and meet the high expectations of our residents.

Respectfully,

Marilyn Lafrate  
Chair  
Council Expenditure and Code of Conduct Task Force



## **ATTACHMENT #2**

### **Council Member Expense Policy Amendments**

- Council Member Expense Policy – Task Force Recommendations - Chart
- City of Vaughan Council Member Expense Policy – CL-012 – Draft Red-Line Version
- Communication C1 to the Council Expenditure and Code of Conduct Review Task Force, dated December 12, 2016 from the Chief Human Resources Officer
- Task Force Findings Report: Council Expenditures (Extract – Item 6, Report No. 1 of the Finance, Administration and Audit Committee, January 24, 2017)



## Council Member Expense Policy – Task Force Recommendations

|   | Task Force Recommendation   | Current Policy   | Notes  | Page No.<br>(Draft<br>Policy) |
|---|---|--|--|-------------------------------|
| A | That the source of city funding be identified on any advertisements placed by the Mayor or Members of Council.  | <i>Doesn't currently exist</i>   | New  | 9                             |
| B | That congratulatory letters (provided they are at no cost) shall not be subject to the restrictions in the expense policy regarding paid advertising                | <i>Doesn't currently exist</i>   | New  | 9                             |
| C | That advertising funded by third parties or paid for by a Member of Council using personal funds shall not be permitted.  | <i>Doesn't currently exist</i>   | New  | 10                            |
| D | That the election year advertising cut-off date shall remain June 30 <sup>th</sup> .  | 9.1 - Council Members cannot place any advertising after June 30th in an election year.  | No change  | 10                            |
| E | That business card publications shall be permitted; however care shall be taken to avoid multiple business cards from different Council Offices in one publication. | <i>Doesn't currently exist</i>   | New  | 10                            |
| F | That if a corporate greeting is placed, no individual ads (or business cards) shall be permitted, particularly for holiday greetings                                | 9.2 - Holiday greetings and/or advertising on behalf of all Council Members. Advertising is not limited to any religion but is determined by Council in the appropriate local newspapers. Season's Greeting cards are distributed by the Secretary to the Mayor and Members of Council on behalf of all Council Members. | Recommendation is in addition to current policy. | 10                            |
| G | That as a principle, the manner of advertising chosen shall be made on the basis of reaching the most residents for the lowest cost                                 | <i>Doesn't currently exist</i>   | New  | 10                            |



|   | Task Force Recommendation   | Current Policy   | Notes  | Page No.<br>(Draft Policy) |
|---|---|--|--|----------------------------|
| H | That the Corporate Communication Department inform Council of all corporate advertisements annually   | <i>Doesn't currently exist</i>   | New  | 10                         |
| I | That 'on-line publications' shall be added to the list of media eligible for paid postings  | <i>Doesn't currently exist</i>   | New  | 10                         |
| J | That the \$2000/\$4000 (Council Member/Mayor) limit for advertisements in 'charitable' publications shall be maintained, but for other publications there shall be no maximum otherwise so long as the advertising expense is within budget   | 9.1 Narrative - The annual maximum allowed is \$2000 per Council Member and \$4000 for the Mayor | Makes distinction between charitable publications and others, removes limit if within budget   | 10                         |
| K | That a definition of Social Community Event shall be "a social event such as a picnic, public skate or swim, movie night or similar public gathering arranged by a Member of Council to support community building and/or public access to elected officials.   | <i>Doesn't currently exist</i>   | New definition to be created   | 16                         |
| L | That Council may host up to 2 Social Community events per year and approval of this policy recognizes conformity with the Code of Ethical Conduct on Gifts and Benefits Rule No.2 1(j) and further that any additional events by any Member of Council will require pre- approval or authorization from Council | <i>Doesn't currently exist</i>   | Creates opportunity for Council to host social community events  | 17                         |
| M | That Social Community Events are to be funded entirely by donations and sponsorships, with the exception of reasonable indirect city expenses such as council staff time  | <i>Doesn't currently exist</i>   | Establishments that requirement that social community events are to be funded by donations, except for reasonable indirect city expenses | 17                         |



|   | Task Force Recommendation  | Current Policy   | Notes  | Page No.<br>(Draft Policy) |
|---|--|--|--|----------------------------|
| N | That a post Community Event filing shall be required setting out the donations and services that have been provided to support the event and further that monetary transactions continue to be processed through the City's Financial Services.  | 9.13 Narrative - Donations received for hosting community events and expenditures funded by donations, are subject to the same disclosure requirements as expense funded by the Council Member's Budget. |  | 17                         |
| O | That there must be full transparency when sponsors are involved in Social Community Events and that Sponsorships shall only be provided in conjunction with set criteria to be defined   | <i>Doesn't currently exist</i>   | New  | 18                         |
| P | That in an election year, paid advertisements or corporate newsletters (including e-newsletters) after the cut-off date may be permitted only if directly related to city business such as communicating with respect to a pending Planning Act application or development matter, the facilitation of a community meeting, the opening of a city facility, and community consultations relating to a matter to be considered by Council before the end of the term. After the cutoff date advertising may not be placed to issue greetings on behalf of a councillor or merely to provide contact information | 10.1 - Council Members will not be allowed to use the office expense budget for advertising, newsletters, and community expenses after June 30th.  | Allows for specific advertisement types after June 30 <sup>th</sup> in an election year.                       | 34, 35                     |
| Q | That the City of Vaughan High School Student Unpaid Co-Op Program, as outlined in Communication C1 to the Council Expenditure and Code of Conduct Review Task Force, dated December 12, 2016 (attached) be received.   |  | See Communication C1 to the Council Expenditure and Code of Conduct Review Task Force, dated December 12, 2016 |                            |





CITY OF VAUGHAN  
POLICY MANUAL

|             |                               |
|-------------|-------------------------------|
| Policy No:  | CL – 012                      |
| Department: | COUNCIL                       |
| Subject:    | COUNCIL MEMBER EXPENSE POLICY |

CITY OF VAUGHAN  
COUNCIL MEMBER EXPENSE POLICY

October

(Note: This policy replaces Policy No. 01.36)

|                   |                  |                 |            |
|-------------------|------------------|-----------------|------------|
| Council Approval: | 2010/03/09       | Amended:        | 2011/18/11 |
| Report No/Item:   | 9/26             | Report No/Item: | 17/6       |
| Cross Reference:  | Policy No. 01.37 |                 |            |





CITY OF VAUGHAN  
POLICY MANUAL

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CITY OF VAUGHAN  
POLICY MANUAL

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| Policy No:  | CL – 012                      |
| Department: | COUNCIL                       |
| Subject:    | COUNCIL MEMBER EXPENSE POLICY |

1.0 PURPOSE

This policy guides the expenditures that support Councillors in performing their diverse roles and in representing their constituents. The approved Councillor budgets allow Councillors to:

- Administer their offices
- Represent the City at functions or events

This policy is intended to:

- Provide Councillors with the ability to allocate resources in the most efficient way to meet their own particular requirement.
- Identify the process that Councillors and their staff use to administer their budgets.
- Recognize Councillors' accountability for managing City resources allocated to them.
- Provide specific and clear direction regarding diverse expenses, clarifying what expenses are "eligible", "ineligible" along with some narrative.

2.0 GENERAL TERMS AND DEFINITIONS

2.1. Business Related Expenses

- Business expenses are incurred in the interest of the City for the advancement of the City.
- Business expenses support the attainment of the City's approved goals and objectives.
- The City will only pay for business expenses incurred in furthering the interest of the City.
- A business expense is incurred for the City's benefit and not for a personal benefit.
- Business expenses are subject to the normal approvals that are contemplated in the City's Purchasing Policies and other policies and are permissible expenditures.
- Business expenses are eligible for reimbursement; personal expenses are not.
- Council approval is required for a Council Member(s) to represent *all Members of Council* in an official capacity at an event or function and the expense is a business expense chargeable to Council Corporate Budget.
- Without Council approval, the Council Member is not representing all Members of Council in an official capacity at an event or function. He/she is therefore representing his/her ward or the Region and then it is a business expense and would be charged to the Council Member Budget.
- Council approval is required before a Council Member may charge an expense to Council Corporate Budget. Without Council approval, the business expense is charged to individual Council Member Budget.

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| <b>Policy No:</b>  | <b>CL – 012</b>                      |
| <b>Department:</b> | <b>COUNCIL</b>                       |
| <b>Subject:</b>    | <b>COUNCIL MEMBER EXPENSE POLICY</b> |

- If there is doubt and it is not certain whether the expense is business or personal, then it is more than likely personal. *A business type expense can be supported and defended against any challenge.*
- Business related expenditures will be reimbursed by the City, within the terms of this policy.

## **2.2. Council Corporate**

- Refers to the Council Corporate Account from which expenses are paid that relate to Council as a Whole or that are shared by Council Members. Council approval is required before a Council Member may charge an expense to the Council Corporate Budget.

## **2.3. Ineligible Expenses**

- Ineligible expenses under this policy are expenses that will not be reimbursed to Council Members, nor paid by the City of Vaughan on behalf of the Council Members.
- 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 Council Member, will be ineligible if the family member is an owner (excluding public company ownership), senior executive or any employee who directly benefits financially from the contract or purchase.
  - **Family Members include:**
    - Spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage
    - Parent, including step-parent and legal guardian
    - Child, including step-child and grandchild
    - Siblings and children of siblings
    - Aunt/uncle, niece/nephew, first cousin
    - In-laws, including mother/father, sister/brother, daughter/son
    - Any person who lives with the Member on a permanent basis
- If an expense is not dealt with in the Policy, then the expense is ineligible to be charged to the Council Member's Budget.

## **3.0 GUIDING PRINCIPLES**

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

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

|                   |                  |                 |            |
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| <b>Department:</b> | <b>COUNCIL</b>                       |
| <b>Subject:</b>    | <b>COUNCIL MEMBER EXPENSE POLICY</b> |

3.2 Accountability

- The public expects the public funds Councillors use when they perform their duties to be used prudently.
- 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.
- Councillors' expenses must be reasonable and reflect what the public expects of an elected official.

3.3 Transparency

- The public has a right to know how public funds allocated to Councillors are spent.
- 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.

3.4 Compliance

- The Council Corporate Budget and the Individual Councillors' Budgets must be administered in accordance with policies and procedures of the City as well as other statutory requirements.

**4.0 ROLES AND RESPONSIBILITIES**

**4.1. Council Members and Council Staff**

- Public funds may not be expended or committed for personal use, non-City business use, campaign or election related purposes.
- Authorize expenditures from their Office Budget or staff budgets. Council Members or their authorized staff must sign off all receipts, invoices and packing slips with original signatures (signature stamps and electronic signatures will not be accepted).
- ***Council Members and their staff are responsible for charging all expenses to the appropriate General Ledger account codes and Budget.***
- Meet all financial, legal and Income Tax obligations.
- Stay within total budget and within specific limits within expense categories in this Policy.
- Council Members are to forward requests to purchase Computer Hardware/Software, Telephone and Fax, Wireless Equipment and Office Equipment, to the Information Technology Management department, and Office Decorations and Office Furniture to the Building & Facilities department, to co-ordinate with the Purchasing department and ensure compliance with corporate standards. Assets purchased will be inventoried by ITM and Building & Facilities departments.
- Safeguard and maintain all Computer Hardware/Software, Office Decorations,

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| <b>Subject:</b>    | <b>COUNCIL MEMBER EXPENSE POLICY</b> |

Office Equipment, Office Furniture, Telephone and Fax, and Wireless Equipment provided by the City and purchased with City funds.

- Ensure that all purchases are in accordance with Purchasing Policies and procedures. If the Vendor of Record is not used then the reason should be written on the documentation.
- Ensure that all goods/services are received in good condition. Invoices and Packing Slips must be signed (and dated) by the Council Member or his/her designate.
- Strictly comply with Council Member Expense Policy, Accounting, Financial and Budget Policies/Procedures at all times.
- 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.
- The City will not pay for York Region expenses on behalf of the Council Member.
- At the end of the term, if not returning, 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 Council Members may purchase returned assets from assets from the City at fair market value utilizing personal funds if newly-elected Council Members do not wish to continue using those assets.
- Council Members or their staff should submit claims for reimbursement once a month. However, if this is not possible, then claims must be submitted at least quarterly.
- Should a Council Member exceed the limits placed on an expense in the Policy, then the Council Member must reimburse the City for the over-expenditure.
- If a Council Member wishes to deviate from this Policy, Council approval must be obtained in advance.

#### **4.2. Finance Staff**

- Finance staff shall review submitted expense documentation and ensure the documentation is in accordance with policy prior to processing submitted expenses for payment.
- Provide Members of Council with monthly budget reports relating to their individual budgets.

#### **4.3. City Auditor**

- Dispute Resolution and or Exemption to the Policy: In cases of uncertainty on the

|                   |                  |                 |            |
|-------------------|------------------|-----------------|------------|
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interpretation of any item in the Council Member Expense Policy, or exemption to the Policy, the City Auditor should be consulted on the intended interpretation of the Council Member Expense policy in question. If any dispute or exemption is not resolved then the dispute will be brought forward to the **Finance and Administration Committee for a final ruling**. In the meantime any disputed items will not be paid by the City.

#### **5.0 USE OF CORPORATE CREDIT CARD**

- The Corporate Credit Card is provided to the Mayor. It is to be used for City business expenses of the Cardholder as outlined in this policy.
- Personal Expenses shall not be put on the Corporate Credit Card.
- All credit card expenses must be supported with detailed original receipts and the signed credit card receipt. A credit card receipt in itself is unacceptable. 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 Mayor and accompany the signed credit card receipt.
- If the Corporate Credit Card is used for City business to pay for other Council members 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. The expenses may be charged to the Mayor's budget, or if agreed in advance, the expense may be split and charged back to the Council Members' and/or City Staffs' budget for their share.
- If through exceptional circumstances, personal expenses are charged to the Corporate Credit Card, the Mayor must reimburse the City by personal cheque within the same month the personal expenses were incurred, so that the City is not out of pocket when it pays the full monthly balance owing.
- Public funds may not be expended or committed for personal use, non-City business use, campaign or election related purposes.

#### **6.0 CORPORATE RESOURCES AVAILABLE/ALLOCATED TO COUNCILLORS**

- Council Member Budget
  - Each Council Member is provided with an annual office budget to pay for expenses that are allowed in the Council Member Expense Policy.
  - Annual Council Member Budgets are subject to approval by Council as a Whole.
  - Surplus Council Member budgets may not be transferred to the next year.
  - Each individual Council Member has discretion over the allocation of their budget,

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within the framework of City of Vaughan policies and procedures, and any relevant statutory requirements.

- Council Corporate Budget
  - To fund general support for all Council Members.
  - Used for expenses on behalf of, or shared by all Council Members.
  - Council as a body share certain resources and receive a consistent level of corporate support related to the basic functions of the office.
  - Annual Council Corporate Budget is subject to approval by Council as a Whole.
  - The Council Corporate Budget is prepared and monitored by the Clerk's Department, in accordance with this policy.
  - The Clerk's Department will have purchasing responsibility for the Council Corporate Budget expenditures.
  - In circumstances where an unforeseen expenditure from the Council Corporate Budget is processed, and where in the joint opinion of the City Clerk and the Chief Financial Officer and City Treasurer, the expenditure is warranted but not so substantial as to require a report to Council (either due to time constraints or the minor nature of the expenditure) such expenditures shall be consolidated into a monthly expenditure report.

#### **7.0 SIGN-OFF PROCESS**

- Council Members are responsible for authorizing and signing all expenditures.
- (1) A Council Member's Expense Submission Form with complete signed supporting documents should be submitted for reimbursement or
- (2) Purchasing documents with complete signed/approved supporting documents should be submitted for payment to Vendors.

#### **8.0 SUPPORTING DOCUMENTATION REQUIREMENTS**

- All requests for payment or reimbursement must be supported by appropriate original hard copy 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, be signed and dated and accompany the signed credit card receipt.
- Supporting documentation should show:
  - 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

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- Proof or acknowledgement of goods/services received
  - 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.
- Any additional specific supporting documentation required anywhere in this policy must be provided
  - Reimbursement to Councillor - Council Member's Expense Submission form with complete signed supporting documents should be submitted
  - Direct payment to Vendor – Purchasing documents with complete signed documents should be submitted

## 9.0 BUSINESS RELATED EXPENSES

- 9.1 Advertising (1) Eligible Expense(Council Member Budget)
- Advertising is permitted if it is related to the business of the City of Vaughan in all
    - types of media of charitable/non-profit organizations with either
      - an address in Vaughan
      - holding the event in Vaughan or
      - providing services to Vaughan.
  - The organization must either provide a *registration number* (charitable or non-profit) or must have *Community Service Organization (CSO) status* with the City of Vaughan.
  - Council Members **must provide** a copy of one of the following: the organization's letter / notice / flyer / e-mail to the Council Member **or** 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.
  - The source of City funding will be identified on any advertisements placed by the Mayor or Members of Council.
  - Congratulatory letters (provided they are at no cost) shall not be subject to the restrictions in the expense policy regarding paid advertising.
  - Advertising is also provided under Council Corporate Budget on behalf of all Council Members.

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**Ineligible:**

*Advertising non-City business information e.g., advertising a fund-raising event for a non-profit/charitable organization.*

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

**Narrative:**

- The annual maximum for advertisements in charitable publication allowed is \$2000 per Council Member and \$4000 for the Mayor. Other forms of publications shall have no limit as long as the advertising expense is within budget.
- Council Members cannot place any advertising after June 30<sup>th</sup> in an election year.
- Business advertising includes the type of information on a business card. Additional City information may be included in the advertisement.
- Business card publications shall be permitted; however care shall be taken to avoid multiple business cards from different Council Offices in one publication.
- On-line publications is an eligible form of media for paid postings.
- As a principle, the manner of advertising that is chosen shall be made on the basis of reaching the most residents for the lowest cost.

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**9.2 Advertising  
(2)**
**Eligible: (Council Corporate Budget)**

- Holiday greetings and/or advertising on behalf of all Council Members as approved by Council. Advertising is not limited to any religion but is determined by Council and advertised in the appropriate local newspapers. Season's Greeting cards are distributed by the Secretary to the Mayor and Members of Council on behalf of all Council Members.

- The source of City funding will be identified on any advertisements placed by the Mayor or Members of Council.
- If a corporate greeting is placed, no individual ads (or business cards) shall be permitted, particularly for holiday greetings.
- The Office of Corporate Communications will inform Council of all corporate advertising annually.

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**Note:**

This section is to be read in conjunction with the above section.

**9.3 Books,  
Magazines,  
Newspapers**
**Eligible Expense (Council Member Budget):**

- Books, magazines, newspapers and periodicals that are related to the business of the City and/or Region of which the City is a part of.

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, Periodicals

**Ineligible Expense:**

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

**Narrative:**

- Name of book or magazine must be included on the invoice.
- Council Members must identify the *business purpose* for the books, magazines, newspapers, periodicals when the business reason is not evident.
- Delivery address must be City Hall office.
- Council Members must provide an original subscription invoice or renewal notice indicating delivery address of publication.

**9.4 Business Appreciation Expense:** **Eligible: (Council Corporate Budget)**

(Members of Council with Staff)

- Special staff appreciation events with all Members of Council invited, or other events as approved by Council.
- Reasonable alcohol.
- Reasonable expenses.

**Narrative:**

Expenses must be supported by:

- original detailed receipts and
- signed credit card receipts,

and provide details of :

- Business Purpose of Meeting and
- Names of Participants.

**9.5 Hospitality Expense (External Parties) (Approved by Council)** **(1) Economic Development, Business Investment, and Culture**

**Eligible: (Economic Development Budget)**

- Where Council approves a business hospitality situation ( *co-ordinated through the Economic Development department*), special catering, venue rentals and transportation expenses are eligible for the Mayor and all 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.

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- On a Council-approved business trip, the Mayor and/or Council Members may *reciprocate hospitality* to their hosts in appreciation of their cordiality and goodwill. *As this meal will be charged to the Economic Development budget, the eligibility for the day's per diem, will be determined by one's responsibility for at least one of the other 2 meals.*
- Reasonable alcohol during meals or receptions involving business hospitality.
- Reasonable entertainment expenses.
- *Reasonable incidental expenses and refreshments/snacks.*

**(2) Other Hospitality (Approved by Council)**

**Eligible: (Council Corporate Budget)**

- Where Council approves a hospitality situation whereby one or more Council Members 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.
- Reasonable *alcohol during* meals.
- Reasonable venue costs.
- Reasonable incidental expenses *and refreshments/snacks.*

**Narrative:**

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.

**9.6 Business Meeting Expense (1)  
(Staff and/or Council Members and /or**

**Eligible Expense (Council Member Budget):**

- Business meals/**snacks** in the interest of the City of Vaughan for: meetings with City employees, Council Members' staff, other Council Members, External Parties (business constituents, business contacts, government officials, or business visitors from out of town) or employees of a City agency, board, commission or special purpose body.
- Meals consumed by Council Members prior to attending evening functions or events.

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- External Parties)**
- 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 (1) meal per day.
  - Up to two attendance tickets/registration fees at *government* events/functions.
  - 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 is a personal expense.**
- *Entertainment or Holiday* meals with City employees, Council Members' staff, other Council.
- Members or employees of a City agency, board, commission or special purpose body *and their relatives.*

**Narrative:**

- For attendance at *government* events/functions, one ticket must be used by the Council Member. The second ticket can be used for the Council Member'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 Council Member is unable to attend, then the Council Member's Full-time Assistant may use the ticket with his/her spouse/companion. The Council Member or Assistant must be in attendance.
- Council Members must provide a copy of one of the following: letter/event notice/flyer/e-mail requesting the Council Member's attendance as well as (1) proof of payment if seeking reimbursement or (2) supporting documentation if requesting a cheque from the City.

All *business meeting* expenses **must be supported** by (1) original detailed receipts, (2) signed credit card receipts, and provide details of 1) Business purpose of meeting  
2) Names of participants.

**9.7 Business Meeting Expense (2)** **Eligible: (Council Corporate Budget)**

- Catered meals for Council meetings when required, and kitchen supplies. Catered meals (lunches and dinners) to be the responsibility of the Assistant of the Chair of the Committee and are to be purchased at the discretion of the Chair of the Committee. Kitchen supplies are to be purchased by the Secretary to the Mayor and Members of Council.

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**Members  
and/or  
External  
Parties)**

- For all Council Members 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:**

- Alcohol is a personal expense.

**Narrative:**

All business meeting expenses must be supported by:

- original detailed receipts and
- signed credit card receipts,

and provide details of :

- Business Purpose of Meeting and
- Names of Participants.

**9.8 Cable Television** **Eligible Expense (Council Member Budget):**

- Additional cable connections if required.

**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*.
- Specific cable channels and programs.

**Narrative:**

- Basic cable (at no cost) is provided in each Council Member's office at City Hall as a corporate expense.
- Cable connection at City Hall is provided from City centralized resources (Building & Facilities Department).
- Requests for additional cable connection at City Hall must be made to the City's Building and Facilities department

**9.9 Community Expense: (Donations to Community Groups)** **Ineligible Expense (Council Member Budget):**

- Any form of donations is ineligible and are not to be charged to the Council Member Budget.

**Eligible (Council Corporate Budget):**

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

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- 9.10 Community **Expense:** (Event Tickets Participation fee Benefit provided) **Eligible Expense (Council Member Budget):**
- Up to two tickets per charitable or fund-raising event (in circumstances where it is customary and expected that a spouse/companion attend, based on the nature of the event (e.g., gala ))
  - One **participation fee** or **benefit provided**, for the Council Member to participate in charitable or fund-raising events such as golf tournaments, walkathons, runs, bike events, BBQs, etcetera.

**Ineligible Expense:**

- Entertainment events such as theatre shows, musical performances or other concerts are ineligible expenses unless it is a charitable or fund-raising event.
- Raffle tickets, silent auctions, table prize tickets at events

**Narrative:**

- The charitable or fund-raising event must be for/ by a charitable/non-profit organization with either (1) an address in Vaughan (2) holding the event in Vaughan or (3) providing services to Vaughan. The organization must either provide a registration number (charitable or non-profit) or must have Community Service Organization (CSO) status with the City of Vaughan.
- For charitable events or dinners, event organizers must make out charitable receipts to the City of Vaughan.
- One ticket must be used by the Council Member. The second ticket can be used for the Council Member'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 Council Member is unable to attend, then the Council Member's Full-time Assistant may use the ticket with his/her spouse/companion. The Council Member or Full-time Assistant must be in attendance.
- Council Members must provide a copy of one of the following: event notice/flyer/e-mail requesting the Council Member's attendance as well as (1) proof of payment if seeking reimbursement or (2) supporting documentation if requesting a cheque from the City.

**Eligible (Council Corporate Budget):**

- Council supported fundraising events: Purchase of a City table for the Mayor and Council Members *and their spouses* for Council supported fundraising events (Humber Regional Hospital Gala, York Central Hospital Gala, York Region Police Chief's Dinner( *also known as York Regional Police Appreciation Night*) and Vaughan Health Care Foundation Gala and Chairman's Dinner for the Arts. *May include other events as approved by Council e.g., retirement of a dignitary, etc.*

- 9.11 Community **Eligible Expense (Council Member Budget):**

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- Expense:  
(Gifts and  
Promotion)  
(1)
- City-related promotional items such as fridge magnets, souvenir T-shirts, pins, ties, pens, etc.
  - Payment for gifts from the Economic Development Department's gift inventory.
  - Gifts / flowers / awards for constituents, community leaders, seniors, community groups for **special occasions** (max \$100 for each occasion) with an annual maximum allowed of \$1000.

**Ineligible Expenses:**

- Gifts for Council staff or other employees of City agencies, boards, commissions and special purpose bodies.
- *A monetary award/gift/promotion by way of a cheque is not permissible.*

**Narrative:**

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

9.12 Community Expense: (Gifts and Promotion) (2) **Eligible Expense (Council Corporate Budget)**

- Grade 12 Proficiency Awards or as authorized by Council.
- Gifts (flags, promotional items) presented by the Mayor or designate, on behalf of the City and all Council Members, to Official Guests and Dignitaries.
- Flowers (or donations to charitable organizations for deaths) for special occasions (births, deaths, illnesses) provided by the Mayor or designate on behalf of the City and all Council Members to community leaders and to senior city officials and their immediate family (mother, father, spouse, child, sibling), to a maximum of \$250 (1 January 2010).

**Eligible Expense (Corporate Communication Budget)**

- Sponsorship of the Christmas Staff Children's party, the Christmas Staff Open House or as authorized by Council.

**Note:**

This section is to be read in conjunction with the above section

9.13 Community Expense: (Hosting Events by) **Eligible Expense (Council Member Budget):**

- The definition of a Social Community Event shall be a social event such as a picnic, public skate or swim, movie night or similar public gathering arranged by a Member or Members of Council to support community building and/or public

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**Council  
Member)**

- access to elected officials.
- Council may host up to 2 Social Community Events per year in accordance with the Code of Ethical Conduct on Gifts and Benefits Rule No. 2 1 U) and further that any additional events by any Member of Council will require preapproval or authorization from Council.
- Social Community Events are to be funded entirely by donations and sponsorships, with the exception of reasonable indirect City expenses such as Council staff time.
- Costs directly associated with hosting an event.
- Total costs limited to **\$1500 maximum** per event. Example: 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:**

- Payment to City staff of other departments to organize event.
- Event costs (as above) for an event organized entirely by a third party with no direct Council Member participation.
- Council Member Events after the cut-off date of **June 30<sup>th</sup>** during an election year.

**Narrative:**

- Where the Council Member is raising funds, receiving donations or services-in-kind, the event or initiative must be authorized or endorsed by Council so as to be in alignment with the Code of Ethical Conduct on Gifts and Benefits Rule No.2 1(j).
- To be eligible, **proof is required** of Council Member hosting the event e.g. name on flyer, name as co-sponsor of event.
- Council Member community event expenses can supplement events organized by program areas, e.g. park opening by Parks, Recreation and Culture, or Environment Days by Waste Management Services etc.
- Council Member hosting events can be co-organized with community groups.
- Council Members must provide an *original detailed invoice* from vendor, including *nature of service, date and venue* of event.
- Council Members must comply with the policy on donations to Council Member hosting events.
- Donations received for Council Member hosted events, must be reported to both the *Integrity Commissioner* and the City Clerk's Office.
- A post Social Community Event filing shall be required setting out the donations and services that have been provided to support the event and further that monetary transaction continue to be processed through the City's Financial Services.
- ~~Donation-Cheques received must be made in the name of the City of Vaughan and forwarded to the Finance department.~~

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- Donations received by Council Members 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.
- Where the specific event is not repeated or continued, any excess funds in the specific account will be forwarded to Council Corporate Budget.
- Donations received for hosting Social Community Events and expenditures funded by donations, are subject to the same disclosure requirements as expense funded by the Council Member's Budget.
- There must be full transparency when sponsors are involved in a Social Community Event and that Sponsorships shall only be provided in conjunction with set criteria to be defined.

**Form:**

Integrity Commissioner – Gifts and Benefits Information Statement

- 9.14 Memberships (1)**      **Eligible Expense (Council Member Budget):**
- Memberships for the Council Member or their staff that are related to the Council Member's work in the community or for the City.

**Ineligible Expense:**

- Retail memberships (e.g., Costco).
- Award programs. (e.g., credit card annual fees)

**Narrative:**

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

- 9.15 Memberships (2)**      **Eligible (Council Corporate Budget)**
- Corporate memberships and fees for AMO and FCM or as authorized by Council for all Council Members.

- 9.16 Newsletters and Flyers, Photocopying and Postage**      **Newsletters/Flyers:**
- Eligible Expense (Council Member Budget):**
- Design, writing, copy-editing, printing costs.
  - Distribution costs through Canada Post or private firms.
  - Translation fees.
  - Clip art or stock photo fees.

**Ineligible Expense:**

- Printing and distributing newsletters after **cut-off date (June 30th)** during an

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election year *unless so directed and approved by Council.*

**Narrative:**

- Council Members are encouraged to use the Photocopying services of the Mailroom for bulk photocopying and the Vendor of Record for printing services.
- If the Council Member chooses to use other printers, he/she must follow Purchasing policy.
- Newsletters must relate to the business of the City, York Region and/or relations with other levels of Government.
- Newsletters may include actual factual information such as accomplishments by the City, Committees and initiatives led by the Council Member.
- Promises and intentions are campaign-related and unfulfilled declarations, and are not permitted in newsletters in an election year.
- The use of electronic newsletters is governed by "eNewsletters Publication and Mailing Database Policy" which was approved by Council in 2007.
- Council Members must submit an *original invoice* from vendor along with a copy of the newsletter or flyer.

**Photocopying:**

**Eligible Expense (Council Member Budget):**

- Photocopying charges for copies done by Council Member's Office, mailroom or outside vendors.

**Other information about photocopying:**

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

**Postage:**

**Eligible Expense (Council Member Budget):**

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

**Narrative:**

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

**9.17 Office  
Decoration  
and  
Maintenance**

**Eligible Expense (City's Building and Facilities Budget):**

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

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(Maximum \$3,500)

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

**Eligible Expense (Council Member Budget):**

*During* the Council term, Council Members will be charged:

- The cost of painting and re-keying for City Hall.

**Ineligible Expense:**

- Home Office decorating and maintenance costs.

**Eligible Expense (Council Corporate Budget):**

*Once per term*, up to a limit of \$1,000:-

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

**Narrative:**

See Council Member Responsibilities.

**9.18 Office Furniture (1)**

**Eligible Expense (Council Member Budget):**

- Costs for refurbishing or repairing furniture to corporate standard.
- Moving costs for City furniture at other storage locations.
- Transportation costs from vendor

**Ineligible Expense:**

- Furniture for Home Office.

**Narrative:**

- All furniture that Council Members buy must be consistent to a Corporate standard to be established by Council.

See Council Member Responsibilities.

**9.19 Office Furniture (2)**

**Eligible (Council Corporate Budget)**

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

**Note:**

- This section is to be read in conjunction with the above section.

**9.20 Photographs Eligible Expense (Council Member Budget):**

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- c Supplies & Services**
- Professional photographer or videographer fees.
  - Processing and digital print fees.
  - Frames, CDs, and other output devices.
  - Film or other storage mechanisms.

**Provided from the City's centralized resources:**

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

**Narrative:**

- Eligible expenses above must be solely for City business.
- Council Members cannot use photographs or materials that were taken with City resources or by City staff for election-related purposes.
- Can only use photography for uses consistent with City policy on photography.

**9.21 Spousal/  
Companion  
Expenses**

**Eligible Expense (Council Member Budget):**

- 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:
  1. **Hospitality**
  2. **Community Expense (Event Tickets).**
- Refer to appropriate sections for complete details.

**Ineligible Expense:**

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

**9.22 Spousal  
Expenses**

**Eligible (Council Corporate Budget):**

- Council supported fundraising events: Purchase of a City table for the Mayor and Council Members *and their spouses* 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.

**9.23 Staff-Salary  
and Benefits  
Overage**

**Eligible Expense (Council Member Budget):**

- Salaries and Benefits for part-time assistance exceeding vacation coverage provided, if required.

**9.24 Stationery**

**Eligible Expense (Council Member Budget):**

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

Narrative:

- Toner cartridges which exceed the normal allocation charged to **Council Corporate Budget** per calendar year, will be charged to **Council Member Budgets**.
- Charge for direct usage by Council Member's office including direct support staff, except toners as stated above.
- Council Members' staff are set up so that they can directly order supplies from the City's vendor on-line.
- Use of City of Vaughan logo must comply with the City's standard logo.

9.25 Technology Suite (1) Eligible Expense (Council Member Budget):

Computer Hardware, Software and Accessories

- Other than scheduled replacement of corporate standard computer hardware, software and peripherals that have been approved by the Information Technology Management (ITM) department for Council Members and their staff.
- Includes any upgrades from corporate standard irrespective if scheduled or unscheduled replacement.

Wireless (Cell phones, Blackberries, PDAs)

- Wireless (Cell Phones, Blackberry, PDAs)
- Unscheduled/scheduled replacement of cost of equipment such as blackberries, cell phones or other Personal Digital Assistants (PDAs), limited to only one unit each per Council Member and staff member. The Mayor as head of Council is permitted to have 2 phones.
  - Wireless blackberry/cell phone monthly charges including System Access Fee, 911 fee (limited to one plan per person. The Mayor as head of Council is permitted to have 2 plans, but with separate service providers)
  - Business-related text messaging costs.
  - Business-related local or long-distance charges from any phone.
  - Voice Roaming charges.
  - Peripherals such as battery chargers, carrying cases, data (memory) stick etc.

Internet Services

- Internet Services
- High-speed internet connection for Home Office (Council Member and staff).
  - Installation costs.
  - Modem rental fees.

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- Office Equipment**
- Office Equipment:
- Fax machine, shredder, audio-visual equipment, camera, video camera and small appliances for City business.
  - Maintenance contracts for equipment.
  - Carrying case for equipment.
  - Peripherals for equipment.

- Telephone and Fax**
- Telephone and Fax:
- Peripherals such as headsets, etc.
  - Standard Home Office Telephone and Fax equipment as determined by ITM, and associated dedicated communication line.
  - Home Office Monthly fees, including fees for specialty features such as call display, call waiting, messaging.
  - Pay-per-use conference calling for City Hall Office or Home Office.
  - Home Office *business-related* long-distance charges.
  - Home Office 411 calls.

Ineligible Expense:

Computer Hardware, Software and Accessories

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

Wireless (Cell phones, Blackberries, PDAs)

- Personal long-distance calls
- Pay-per-use calls
- Personal messaging/downloads

Internet Services

- Fees for access to for-fee sites.

Office Equipment

- Equipment for Home Office other than one fax machine.

Telephone and Fax:

- Personal long-distance calls.
- Pay per use calls.
- Phones not supported by ITM

Narrative:

Computer Hardware, Software and Accessories

- Must follow the ITM procurement process through the ITM department.

Wireless (Cell phones, Blackberries, PDAs)

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- Must buy wireless equipment and set up a plan through ITM department with corporate vendor and corporate contract. Limited to one phone and one plan per Council Member.
- Council Members who are not returning to office will be permitted to retain their cell phone numbers and reassign those to their personal cell phones.
- Council Members must reimburse the City for any personal long-distance calls from City Hall office or Home office and related roaming charges..
- Council Members **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.
- The monthly cell phone bill **must be signed (and dated)** by the Council Member to verify that the charges have been reviewed and are correct.

Internet Services

- Council Members must arrange for internet set-up at the Home office with the ITM department. The connection must be primarily for City business usage.

Office Equipment:

- Must be for business purposes.

Telephone and Fax:

- Home Office telephone/fax line must be dedicated for City business only.
- Council Members must reimburse the City for any personal long-distance calls made from City Hall office or Home office monthly.
- Council Members **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.
- Telephone equipment purchased must be supported by the original itemized invoice showing details of the equipment.
- Council Members must provide an original work order and invoice detailing any installation or connection work, the address of the work and charges.
- Additional phone or fax lines (other than what has been provided out of ITM budget) for the Council Member's office at City Hall must be arranged through the ITM office. Costs will be charged to Council Member Budget.

Form:

Form - Payment of Wireless Expenses

- 9.26 Technology Suite (2) Eligible Expense (Council Corporate Budget):  
Wireless (Cell Phones, Blackberries, PDAs)
- Unscheduled/Scheduled replacement of cost of wireless data card (also called

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- Wireless (Cell Phones, Blackberries, PDAs)
- wireless internet stick*) for use with a portable computer (one per Council Member- does not include Council Member staff).
- Monthly data charges, including data packages for Council Members *only and not for Council Member staff*.
  - limited to one wireless plan per person.
  - Data Roaming Charges.

- Office Equipment
- Office Equipment**
- Lease, rental, purchase, maintenance and repair costs of all shared equipment for example: photocopier machine, fax machine, reception area, kitchen appliances, furnishings, accessories etc.

- Computer Hardware, Software and Accessories
- Eligible Expense (Information Technology Management Budget):**  
**Computer Hardware, Software and Accessories**
- Scheduled replacement of corporate standard computer hardware, software and peripherals that have been approved by the Information Technology Management department.

- Internet Services Telephone and Fax
- Internet Services**
- Internet access through the City's network at City Hall.
- Telephone/Fax:**
- City Hall office telephone/fax lines.
  - City Hall office monthly fees, including fees for specialty features such as call display, call waiting, messaging
  - City Hall business-related long-distance charges.
  - City Hall office basic telephone equipment.
  - City Hall office fax machine.
  - City Hall office 411 calls.

**Note:**

This section is to be read in conjunction with the above section.

- 9.27 Training (1)
- Eligible Expense (Council Member Budget):**
- Specialized individual training and seminars for Council Members and support staff that meets specific business requirements.

**Ineligible Expense:**

- Training unrelated to City business.
- Physical fitness, sports, arts programs.
- Personal development programs for degrees or diplomas.

**Narrative:**

- To be reimbursed for training/seminar fees, Council Members and their staff must

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provide proof that they have completed the course or program, and an original fee receipt from the education body.

- Council Member staff cannot claim overtime for training that takes place after office hours or on weekends.

If there is doubt about the eligibility of a training seminar/course, consult the Human Resources department on its appropriateness.

9.28 Training (2) Eligible (Council Corporate Budget)

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

Provided from the City's centralized resources:

- Training and development programs from the City.

Narrative:

Training and seminars must meet City-related business requirements.

9.29 Transportation: Council Members (excluding the Mayor) have a choice between:-  
(a) Monthly Allowance or (b) Mileage Claim.

Mileage &  
Parking

(a) Monthly Allowance Method (no details required)

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

Taxi

Eligible Expense (Council Member Budget):

- The Committee of the Whole approved a new mileage allowance of \$768 per month.
- Transportation (air, train, bus, car rental) or kilometrage (if driving) to get from City Hall to destination and return. If driving, total kilometers claimed must be reduced by 160 kms by Council Members on the Allowance method.
- Council members 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.
- Business-related parking fees

Bus, Subway,  
Train

Narrative:

- Monthly Allowance is to cover all local business related travel expenses (subway, bus, taxi, car rental, train, mileage) within the boundary (within 80km one way from City Hall). No details of mileage are required by the City.
- The monthly Allowance once chosen, will be enforced to the end of the tax year.
- A Council Member's decision for the monthly Allowance must be in writing and

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sent to the Director of Human Resources.

- Without written notification, Council Members will be reimbursed on the Mileage Claim method.
- Allowances will show on the annual T4. Council Members must keep records of personal and business mileage for Income Tax purposes.
- 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.

**(b) Mileage Claim Method (Details Required)  
Eligible Expense (Council Member Budget)**

- 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 Council Members, City Hall is considered their normal work location.
- Business related taxi, car rental (includes insurance coverage, gasoline costs), bus, subway/train expenses.
- 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. If travel from home to destination to home, claim total kilometers less distance from home to City Hall to home. I.E. for ALL mileage claims, claim total mileage less (distance from home to City Hall to home and any personal mileage).
- Business-related parking fees.
- Business Trips by Council Members or their staff.

**Narrative:**

- The rate of reimbursement per kilometrage will be at the same rate as applied to City employees.
- Council Members are accountable for the accuracy of the kilometrage claimed.
- The reimbursement is not a taxable benefit.
- 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:**

- Council Members 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).
- Detailed destination addresses are not required. Intersection information (e.g. Hwy 7 and Weston, etc) or building names (e.g. Pierre Berton Library, etc) are

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acceptable for security and privacy protection reasons.

- Council Members or their staff should submit claims for kilometrage and parking expense at least once a month.

**Ineligible Expense for Allowance or Mileage Claim method.**

1. Gasoline.
2. Personal vehicle maintenance and repair costs.
3. Vehicle licensing fees.
4. Insurance costs.
5. Clean Air Certification costs.
6. Fines for parking, speeding, traffic violations.
7. Tow and impound fees.
8. Car-wash fees.
9. Charges for damage to rental vehicle.

**Narrative Applies to Allowance or Mileage Claim:**

**Those on the Allowance method are bound by the 80 km one-way-from-City Hall rule.**

**Taxi**

- Council Members 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, be signed and dated.

**Car Rental**

- Compact cars should be rented at all times.
- Driver must be either the Council Member or their staff. City policies prohibit any third-party drivers where City funds are used to pay the rental fee.
- Collision damage coverage must be secured.
- Council Members must submit an invoice showing the date of rental, model of car, rental rate and any insurance purchased.

**Bus, Subway, Go Train**

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

**Mayor's Lease Vehicle:**

- The Mayor is provided with a lease vehicle and therefore does not qualify for a Monthly Allowance or Mileage Claim.
- Vehicle expenses for lease, repairs, insurance, license, maintenance, fuel, car wash/cleaning, highway tolls and business parking are charged to the Mayor's budget. Original receipts/invoices are required. Credit Card receipts alone will not

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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.

9.30 Transportation  
Highway Tolls

Eligible Expense (Council Member Budget):

- Highway tolls for business meetings.

Ineligible Expense:

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

Other information about tolls:

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

9.31 Travel:  
Conferences  
, Seminars  
and  
Business  
Trips

Eligible Expense (Council Member Budget):

- Conference registration
- 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 Council Members on the Allowance method.
- Council members 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.
- 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.
- Business Faxes
- Business Computer and Internet Charges
- Business Hospitality expenses where an external party is hosted (Hospitality Policy applies).
- Trip cancellation insurance
- Laundry and dry cleaning expenses
- Business telephone calls
- Reasonable personal long distance telephone charges to family at home will be allowed in consideration of being out of town on City business.

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- Parking
- Extra Medical Insurance- only when travelling outside of Canada.
- 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 (January 1, 2010)**

- No receipts are required.
- To qualify, *overnight stay is required* and one must be *personally responsible for at least one meal per day*. If 3 meals per day are included/provided with the conference fee/seminar/business trip, then cannot claim a per diem allowance.
- Should a Council Member not participate in any of the 3 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).
- 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.
- 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.
- *Council Members 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 (3) names of the participants. Alcohol is a personal expense. As this meal will be covered by the Council Member's budget, the eligibility for the day's per diem will be determined by the Council Member's responsibility for at least one of the other 2 meals.*
- 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.
- For travel outside of Canada, *per diem will be in U.S. dollars. No receipts are required.*

Travel:  
Cont'd

**Ineligible Expense:**

- Personal expenses :-for example upgrades for airfare or train (see Narrative), 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).

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- Personal Sightseeing expenses
- Medical Insurance (when travelling within Canada)
- In Suite Services e.g. movies, bar services
- Alcoholic beverages (considered personal expense except in **council-approved** hospitality situations.)
- Also see section 2.3 on ineligible expenses.

**Narrative:**

- Must be related to the business of City of Vaughan.
- Cash advances for hotel and per diem costs can be requested up to *two weeks* before the travel date.
- Reimbursement will be made for airfare, hotel reservations and conference registration fees that are paid in advance.
- 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.*
- **Boarding passes/tickets**, to prove flight taken, will be required to be submitted after the trip.
- If a Council Member chooses to use his/her 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)..
- A Conference may be paid in advance only if the City receives an early-booking discount.
- Council Members 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 Conduct, Gifts and Benefits section, or if the Council Member has an official or speaking role at the conference and the organizer is paying the remainder of the costs for the trip.
- Council Members 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.

Travel:  
Cont'd

**Business Travel co-ordinated through the Economic Development department-  
(Economic Development Budget)**

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

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| Cross Reference:  | Policy No. 01.37 |                 |            |





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Other information about Out-of-Town Conferences, Seminars and Business Travel:

- Attendance at any Conferences, Seminars or Business Trips outside Canada and the USA, shall be approved by special resolution of Council.
- All travel costs exceeding \$3800 (January 1, 2010) must be approved by Council.
- A *Travel Notification Form* must be submitted to the City Clerk's Office at least 10 days before traveling.
- Travel reimbursement must include any *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.
- The reimbursement of hotel costs must include an *original hotel invoice* itemizing room costs and other incidentals.
- Claims for travel, must be submitted to the City Clerk's Office within 30 days after returning from travel. **Original receipts must accompany all claims.**
- 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 Cdn dollars charged to their credit card for the expenses.
- No report is required on the outcome of a conference however for *business travel* a *comprehensive report* is required.
- Adherence to this Policy does not exempt a Council Member from being subject to a Code of Ethical Conduct investigation, nor does it preclude the Integrity Commissioner from receiving complaints against a Member or investigating complaints under the Code of Conduct Complaint Protocol.
- Where the Council Member 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 Members 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:

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

**APPROVAL PROCESS**

1. Council Members shall ensure that their attendance at Conferences, Seminars or Business Trips meets the following guidelines:

- a) Attendance is relative to the work of the municipality and, will benefit Council Members in the performance of their duties or the Corporation at

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- large.
- b) Council services will not be unduly disrupted.
  - c) Funds have been identified in their current budgets.
2. All attendance at Conferences, Seminars or Business Trips must be approved by Council for the Mayor and Council Members *unless approved in the annual budget*.
3. Following approval, *substitutions* shall be approved by the City Manager.

**CONFERENCES AND SEMINARS OUTSIDE THE GREATER TORONTO AREA**

1. The maximum amount which may be expended by a Council Member, 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 **\$3,800** (Jan 1, 2010):
2. Conferences and Seminars outside the Greater Toronto Area are *authorized through the budgetary process*.
3. Conferences and Seminars outside the Greater Toronto Area but within Canada or the USA, shall be limited to two per year for Council.
4. Conferences and Seminars held by the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) shall be included in the limitation as outlined in 3 above.
5. Council Members who are members of the Executive of the FCM or AMO shall be exempted from the limitations as outlined in 3 above.
6. Any Council Member who wishes to attend a Conference or Seminar in excess of the limitation outlined in 3 above shall have such attendance approved by special resolution of Council.

**CONFERENCE, SEMINARS, WITHIN THE GREATER TORONTO AREA**

1. Conferences and Seminars *within the Greater Toronto Area* are *authorized through the budgetary process*.

An estimated amount of **\$2,950** per Council Member may be placed in the budget submissions to cover attendance at Conferences and Seminars within the GTA.

**9.32 Websites** *Provided from the City's centralized resource (ITM Budget)*

- Council Members are provided with a standard page on the City's internet site at [www.Vaughan.ca](http://www.Vaughan.ca) for the purposes of publishing contact information and professional profile information. Any changes are to be requested through the ITM department.

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**Ineligible Expense:**

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

**Narrative:**

- The personal website of each Council Member hosted *outside* of the City's internet URL address is entirely the responsibility of the Council Member.
- City staff cannot provide any advice related to these external sites, including wording for disclaimers.
- The City recommends that Council Members choose a web-hosting company operating *from Canada* to reduce the risk of breaching the privacy of constituents under the United States Patriots Act requirements.
- The Council Members' standard City internet page cannot advocate for a political party, or candidates in any election campaign.

Council Members **may not** publish links to their personal web sites from their City's website page site.

**10.0 ELECTION YEAR EXPENSES ( Effective January 1 of the election year)**

**10.1 Use of Corporate Resources during an Election Year**

- The following guidelines apply to an acclaimed Council Member or a Council Member not seeking re-election, as well as all Council Members who seek re-election.
- Under the Municipal Elections Act, the **City of Vaughan cannot provide subsidy to any candidates in a municipal election campaign.**
- Corporate Resources is defined as any City Resources, including the Council Member's office budget, City facilities, City staff and City programs and services.
- An election year begins on January 1 and ends on the end of the term of Council, November 30th.
  - Council Members will not be allowed to use the office expense budget for advertising, newsletters, and community expenses (Council Member hosted events, tickets to events and functions, gifts and promotion (including flowers, awards)) **after June 30<sup>th</sup>** in an election year.
  - **Paid advertisements or corporate newsletters (including e-newsletters) after June 30<sup>th</sup> may be permitted only if directly related to City business such as communication with respect to a pending Planning Act application or development matter, the facilitation of a community meeting, the opening of a facility, and community consultations relating to a matter to be considered by Council before the end of the Council term. After the cut-off**

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| <b>Subject:</b>    | <b>COUNCIL MEMBER EXPENSE POLICY</b> |

date advertising may not be placed to merely issue greetings on behalf of a Councillor or merely to provide contact information.

- Nothing in this policy shall preclude a Council Member from performing his/her job as a Council Member, nor inhibit him/her from representing the interests of the constituents who elected them.

#### 10.2 Policies Applicable During Entire Election Year

- Corporate resources (any City resources, including the Council Member's office budget, City facilities, City staff and City programs and services) and funding may not be used for any election-related purposes. ***I.E., Council Members cannot be subsidized with Corporate resources for election-related purposes.***
- Staff may not canvass or actively work in support of a municipal, provincial or federal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.
- The Office Budget for Council Members for the period January 1 to November 30th in a municipal election year be restricted to 11/12ths of the approved Office Budget with the provision that subsequent to Election Day:
  - New Council Members be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and
  - Re-elected Council Members have available to them the balance of funds remaining as of Election Day
- Council Members may not deliver any unsolicited material outside their existing ward where printing and/or distribution costs are paid by the City. Care should be taken to ensure that the mailing of newsletters be restricted to the member's ward only (with accommodation made for the normal spillage associated with Canada Post postal walks.) This policy is to be effective not only during an election year but at all times.
- Council Members may not:
  - Print or distribute any material paid by City funds that illustrates that a Council Member or any other individual is registered in any election or where they will be running for office;
  - Profile (name or photograph) or make reference to, in any materials paid by City funds, any individual who is registered as a candidate in any election;
  - Print or distribute any material using City funds that makes reference to, or contains the names or photographs of, or identifies registered candidates for municipal elections; and that Minutes of City Council and Committee meetings be exempt from this policy.

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| <b>Subject:</b>    | <b>COUNCIL MEMBER EXPENSE POLICY</b> |

- Council Members are responsible to ensure that the content of any communication material, including printed material such as newsletters, advertising etc., funded by the city for the operation of each Council Member's Office, is not directly election-related.
- Web sites or domain names that are funded by the City of Vaughan may not include any election-related campaign material.
- The City is to be reimbursed for all election-related calls from cell phones, blackberries and PDA's which are funded by the City.
- No Council Member shall undertake campaign-related activities on municipal property during regular working hours.
- Council Members may not use the City's voice mail system to record election related messages.
- Council Members may not use the services of any staff in the City of Vaughan to assist in any communication activity related to the preparation or distribution of campaign related materials or events.
- No photographic or video materials may be created by City staff for use in any campaign materials.
- The City of Vaughan logo will not be used in any campaign related materials.

### 10.3 Discontinued Activities During an Election Year

The following activities are discontinued for Council Members after **June 30<sup>th</sup>** of an election year unless so directed and approved by Council:

- The ordering of stationery *with any reference to the name of the Council Member*.
- The ordering or movement of office furniture and furnishings, *except in the case of operational necessity where to do otherwise would prevent the Council Member from carrying out the duties of his/her office*.
- Distribution of media releases by or on behalf of individual Council Members including through the use of City of Vaughan media relations or departmental communications networks.
- *Any form of advertising by a Council Member.*

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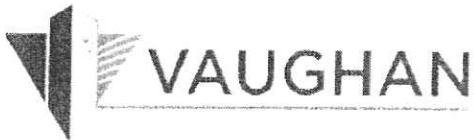
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- o No advertising paid for by the City of Vaughan shall contain the name of a Council Member or the Mayor, *unless required in order that they may carry out their duties as an elected official e.g. partnerships with other levels of government. Names of Members of Council are permitted in these events.*
- o *City-paid-advertising refers to situations where the City purchases advertising in various media outlets. In these instances, reference can be made to the Mayor and Members of Council as a group but **not individually by name**. Corporate news releases and media advisories are not considered City-paid-advertising.*
- o Printing and/or general distribution of *electronic or printed* newsletters.
- o *Printing and distribution of mailings except with respect to a matter then under consideration or about to be considered at a public meeting or by a Committee of Council, or Council, pertaining to an existing issue in the community, and then only to the persons in the immediate vicinity of the particular location in question. No such mailings may be made where the Council Member is aware that City officials have or will be distributing a communication to the same effect.*
- o Community expenses, including Council Member hosted events, tickets or any contribution to events and functions, and gifts and promotions (*including flowers ,awards or any other gift/promotion*).

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| Cross Reference:  | Policy No. 01.37 |                 |            |





## memorandum

C 1

Communication

Council Expenditure & Code of Conduct Review Task Force

December 13, 2016

Item - 1

DATE: DECEMBER 12, 2016

TO: MEMBERS OF THE COUNCIL EXPENDITURE AND CODE OF CONDUCT REVIEW TASK FORCE

FROM: DEMETRE RIGAKOS, CHIEF HUMAN RESOURCES OFFICER

RE: COUNCIL EXPENDITURE AND CODE OF CONDUCT REVIEW TASK FORCE –  
December 13, 2016  
TASK FORCE FINDINGS REPORT: COUNCIL EXPENDITURES

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### Recommendation

The Chief Human Resources Officer in consultation with the Deputy City Manager, Legal and Human Resources, recommends:

1. That this report be received for consideration as part of the Task Force findings.

### Background

At the March 2016 meeting of the Task Force members expressed a desire to review opportunities to increase participation of co-op students in placement opportunities throughout the City as well as Council offices.

With that, staff have developed the attached co-op program to encourage placement of co-op students across City departments including Council Offices when and where appropriate.

In addition, members of the task force expressed interest in developing an additional role of Councillor's Aid (Summer Student) that can be filled for specific periods within the existing labour funds available. A Councillor may hire either a Part-Time Council Administrative Assistant or Councillor's Aid (summer student) depending on the needs of their office.

Staff have prepared the attached document titled Staff Positions that identify the two role descriptions and pay levels for the positions that Councillors can hire using their existing budgets as appropriate to meet the needs of their offices.

### Conclusion

The attached Co-op program and Staff Positions documents are being submitted for consideration as part of the overall findings report of the Council Expenditure Task Force.

### Attachments

1. High School Student Unpaid Co-op Program
2. Staff Positions

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Demetre Rigakos', written over a horizontal line.

Demetre Rigakos  
Chief Human Resources Officer



## Attachment 1



### CITY OF VAUGHAN HIGH SCHOOL STUDENT UNPAID CO-OP PROGRAM

The best way to learn about work is on the job. At the Secondary School level, students have an opportunity to work outside school at jobs that match their interests and aptitudes. Cooperative Education is a ministry-approved program that allows students to earn secondary school credits while completing a work placement. Co-operative education prepares youth for the transition from school to work; it helps them make education and career choices; it develops knowledge, skills, and attitudes expected in the workplace.

Co-operative education is a partnership consisting of employers, students, and teachers. All parties play an important role in the program. Each must commit to the goals of the program and each is responsible for achieving those goals to the best of their ability. Co-op placements are arranged for students by their secondary school and must follow Ministry of Education policy and guidelines. The success of the program depends upon clear expectations and shared responsibilities.

The City of Vaughan has and continues to work and build relationships with local high schools to find co-op placements for students. The following information provides the benefits, responsibilities and answers to some frequently asked questions for supervisors/managers who are considering a co-op placement.

#### The benefits to the City of Vaughan and the placement supervisors include:

- Opportunity to preview and train potential future employees
- Develop supervisory skills in existing employees
- Create an environment of community involvement
- Share resources with local High Schools
- Help develop a positive student attitude to our community
- Improve your communication with the local schools
- Contribute to youth employment in the community

#### The responsibilities of placement supervisors include:

- Interview the student to determine suitability
- Deliver specific health and safety training as it relates to the City of Vaughan
- Provide relevant experience in a safe learning environment
- Develop learning expectations for the student, in collaboration with the co-op teacher and the student
- Provide training and supervision
- Assist the co-op teacher to complete assessments of the students' performance
- Verify student hours weekly by signing student log sheets
- Encourage students to make connections in the community
- Report concerns to the Co-op teacher

#### Frequently Asked Questions regarding High School Co-op Program: FAQ's

##### 1. How are students placed?

Through a series of interviews with the student, an appropriate placement is found. This process involves an assessment of the placement by the co-op teacher to determine suitability, and an interview of the student by the placement supervisor. After the successful completion of those two steps, and once the student has completed the required City of Vaughan orientation/policy training, the student can start.



Throughout the semester, the Co-op teacher and the placement supervisor monitor and evaluate the student's progress.

## **2. Does the student get paid?**

High School Co-op students earn high school credits, but do not get paid.

## **3. Can the student be hired by the placement?**

The aim of Co-op is to earn credits while obtaining experience in the workplace. Many employers are not in the position to hire students and some employers leave a space open to accept co-op students on a regular basis. If a position does become available, students may accept the opportunity if it does not interfere with school hours and the Work Education Agreement.

## **4. Can the student perform tasks that are typically done by unionized employees in the department/area?**

Students are not able to perform tasks that are typically done by unionized employees in the department/area. Also, students should not be used to fill in or replace union employees while on vacation or other leave. This is in accordance with the City's collective bargaining agreements.

## **5. Are students insured?**

A Work Education Agreement (WEA) is completed for each student and is signed by the student, co-op teacher, placement supervisor, and parent (if the student is under 18 years of age). Through the WEA, students are covered by WSIB (Workplace Safety Insurance Board) while at their placements. In addition, parents or students 18 or older may consider purchasing their own insurance.

## **6. What if the student doesn't like his or her placement?**

Prior to attending the placements, all students are interviewed by the co-op teacher in order to match students to placements. In addition, students attend approximately three weeks of pre-placement classes in order to prepare for their placement. Students who positively participate, communicate with co-workers; demonstrate on-going initiative and enthusiasm will be most successful in this partnership experience. When students sign the Work Education Agreement, they are making a commitment to this placement. It is very rare for students to be relocated. The co-op teacher will assist wherever possible to maximize learning and personal growth.

## **7. Can a student be removed from the placement?**

If the student is not adjusting well to placement expectations, the employer has the right to dismiss the student. The aim is to give students a realistic work experience and help them understand what it takes to get and keep a job. The Co-operative Education program is providing students an opportunity to learn and grow while trying to meet realistic employment opportunities as experienced by all new employees.

## **8. What is expected from placement supervisors?**

Employers are expected to provide a realistic view of workplace expectations and offer guidance for educational growth. Workplace employees will demonstrate the attitudes and skills required of a successful and responsible employee in a safe and healthy environment. Employers will sign Ministry documents, complete Performance Appraisals, offer a learning environment, which includes job-specific health and safety training, and work in partnership with the co-op teacher to outline work expectations.



#### 9. Who ensures student safety?

The Co-op teacher is expected to provide general safety awareness training during pre-placement sessions. The employer should provide specific safety orientation and ongoing training. Students have the responsibility to wear personal protective equipment at all times, follow workplace guidelines and practices, and report any injuries or hazards.

#### 10. Where are co-op programs offered? How do I find out more?

All Ontario school boards offer co-op programs. For more information contact your school principal or the Student Success Leader at your school board. More detailed information about Cooperative Education can be found at [ontario.ca/studentsuccess](http://ontario.ca/studentsuccess). If you are interested in partnering with a local High School Co-op Department, please coordinate with your HR Partner.



## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 24, 2017

Item 6, Report No. 1, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on January 24, 2017.

6

#### TASK FORCE FINDINGS REPORT: COUNCIL EXPENDITURES

**The Finance, Administration and Audit Committee recommends that consideration of this matter be deferred to a future Committee of the Whole (Working Session) to allow for further debate, discussion and clarification.**

#### Recommendation

The City Clerk, on behalf of the Council Expenditure and Code of Conduct Review Task Force, forwards the following for Council's consideration, as the first phase of the Task Force's Findings Report:

That the recommendation contained in the report of the Chief Financial Officer and City Treasurer, the City Clerk, and the Director of Financial Planning & Development Finance and Deputy City Treasurer, on behalf of the Council Expenditure and Code of Conduct Review Task Force, dated December 13, 2016, be approved subject to amending the recommendations to read as follows:

1. That the following recommended amendments to the Council Member Expense Policy (CL 12) be approved, as the first phase of the Task Force's Findings Report:
  - a. That the source of City funding be identified on any advertisements placed by the Mayor and Members of Council;
  - b. That advertising funded by third parties or paid for by a Member of Council using personal funds shall not be permitted;
  - c. That the election year advertising cut-off date shall remain as June 30;
  - d. That in an election year, paid advertisements or corporate newsletters (including e-newsletters) after the cut-off date may be permitted only if directly related to city business such as communicating with respect to a pending Planning Act application or development matter, the facilitation of a community meeting, the opening of a city facility, and community consultations relating to a matter to be considered by Council before the end of the term. After the cut-off date advertising may not be placed to issue greetings on behalf of a councillor or merely to provide contact information;
  - e. That business card publications shall be permitted; however care shall be taken to avoid multiple business cards from different Council Offices in one publication;
  - f. That if a corporate greeting is placed, no individual ads (or business cards) shall be permitted, particularly for holiday greetings;
  - g. That the Office of Corporate Communications inform Council of all corporate advertisements annually;
  - h. That as a principle, the manner of advertising chosen shall be made on the basis of reaching the most residents for the lowest cost;



**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 24, 2017**

Item 6, Finance Report No. 1 – Page 2

- i. That congratulatory letters (provided they are at no cost) shall not be subject to the restrictions in the expense policy regarding paid advertising;
  - j. That 'on-line publications' shall be added to the list of media eligible for paid postings;
  - k. That the \$2000/\$4000 (Council Member/Mayor) limit for advertisements in 'charitable' publications shall be maintained, but for other publications there shall be no maximum otherwise so long as the advertising expense is within budget;
  - l. That the definition of Social Community Event shall be "a social event such as a picnic, public skate or swim, movie night or similar public gathering arranged by a Member or Members of Council to support community building and/or public access to elected officials";
  - m. That Council may host up to 2 Social Community events per year and approval of this policy recognizes conformity with the Code of Ethical Conduct on Gifts and Benefits Rule No. 2 1 U) and further that any additional events by any Member of Council will require preapproval or authorization from Council;
  - n. That Social Community Events are to be funded entirely by donations and sponsorships, with the exception of reasonable indirect city expenses such as council staff time;
  - o. That a post Social Community Event filing shall be required setting out the donations and services that have been provided to support the event and further that monetary transactions continue to be processed through the City's Financial Services;
  - p. That there must be full transparency when sponsors are involved in Social Community Events and that Sponsorships shall only be provided in conjunction with set criteria to be defined;
  - q. That in circumstances where an unforeseen expenditure from the Council Corporate Budget is proposed, and where in the joint opinion of the City Clerk and the Chief Financial Officer and City Treasurer, the expenditure is warranted but not so substantial as to require a report to Council (either due to time constraints or the minor nature of the expenditure) such expenditures shall be consolidated into a monthly expenditure report; and
2. That the standard operating procedure for Member Hosted Social Events as outlined in Attachment 1 and the accompanying report template presented in Attachment 2 be approved, recognizing that the completion and posting of this template fulfils the reporting requirements under Rule Nos 2 and 3 of the Code of Ethical Conduct for Members of Council (CL11);
3. That the standard operating procedures for Attending a Charitable Fund-raising Event as outlined in Attachment 1 be approved;
4. That the reporting threshold for funds received by any one source during the course of a calendar year for a Member Organized Community Event under Rule No 2 of the Code of Ethical Conduct for Members of Council (CL 11) be amended from \$500 to \$800;



## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 24, 2017**

#### **Item 6, Finance Report No. 1 – Page 3**

5. That Communication C1, (Attachment 3 to this report), from the Council Expenditure and Code of Conduct Review Task Force meeting of December 13, 2016, be considered as part of the Task Force findings; and
6. That the Clerk, on behalf of the Council Expenditure and Code of Conduct Review Task Force, forward the foregoing recommendations to the Finance, Administration and Audit Committee of January 16, 2017 for consideration.

#### **Contribution to Sustainability**

The Council Expenditure and Code of Conduct Review Task Force was formed to review the Council Office Expenditure Policy and report its findings to the Finance, Administration and Audit Committee by the end of June 2016 for consideration in the budget, its mandate has been expanded to include a review of the Code of Ethical Conduct for Members of Council and an extension of it term to May 2017 will allow it to complete that task. Periodic reviews of financial and ethical accountability frameworks for elected officials supports sustainable and good governance practices.

#### **Economic Impact**

The amounts allocated to Council office budgets and the Council Corporate budget are not impacted as a result of the recommendation of the Task Force.

#### **Communication Plan**

N/A

#### **Purpose**

The purpose of this report is to bring forward an interim report from the Council Expenditure and Code of Conduct Review Task Force in order to make recommendations to amend the Council Member Expense Policy.

#### **Background – Analysis and Options**

The Council Expenditure and Code of Conduct Review Task Force completed its review of the Council Member Expenditure Policy and has made recommendations for amendment to the Expense Policy as the first phase of reporting its findings.

At the December 13, 2016 meeting of the Council Expenditure and Code of Conduct Review Task Force recommendations were approved to be brought forward to the Finance, Administration and Audit Committee for consideration.

The Task Force will proceed and undertake the review of the Code of Conduct and report back its findings in 2017.

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

This report is consistent with the priorities established in the updated Term of Council Service Excellence Strategy Map, specifically:

- Continue to advance a culture of excellence in governance.



**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 24, 2017**

Item 6, Finance Report No. 1 – Page 4

**Regional Implications**

There are no regional implications resulting from this extension.

**Conclusion**

This report is submitted on behalf of the Council Expenditure and Code of Conduct Review Task Force. The work of the Task Force provides a framework for Council to amend the Policy. That said, Council may accept all, some or none of the recommendations and may modify the Council Member Expenditure Policy as it deems appropriate.

**Attachments**

1. Standard Operating Procedure – Member Hosted Social Community Events
2. Reporting Template – Statement of Event
3. Communication C1 from the Council Expenditure and Code of Conduct Review Task Force meeting of December 13, 2016.

**Report prepared by:**

Adelina Bellisario  
Council / Committee Administrator

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)



## **ATTACHMENT #3**

### **Code of Ethical Conduct for Members of Council Policy Amendments**

- Code of Ethical Conduct for Members of Council – Task Force Recommendations - Chart
- Code of Ethical Conduct for Members of Council – CL-011 – Draft Red-Line Version
- Standard Operating Procedure: Member Hosted Social Community Event
- Standard Operating Procedure: Attending a Charitable or Fund-Raising Event
- Statement of Event Form



Code of Ethical Conduct for Members of Council – Task Force Recommendations

|   | Task Force Recommendation   | Current Policy          | Notes          | Page No. (Draft Code) |
|---|---|-------------------------|----------------|-----------------------|
| A | <p><u>Definition:</u></p> <p><b>Official capacity:</b> means, in the exercise of the role directly related to the “official duties”:</p>  | Doesn't currently exist | New definition | 5                     |
| B | <p><u>Definition:</u></p> <p><b>Official duties:</b> means the public duties of a Member and includes functions performed by Members necessary to demonstrate responsible and accountable government with respect to matters within the City's jurisdiction, and which are done for the purpose of providing good government with respect to those matters.</p>   | Doesn't currently exist | New definition | 5                     |
| C | <p><u>Definition:</u></p> <p><b>Official event:</b> means where Council has authorized or endorsed an event.</p>  | Doesn't currently exist | New definition | 5                     |
| D | <p><u>Definition:</u></p> <p><b>Member Hosted Social Community Event:</b> means an event organized by a Member of Council for the community. If the Council Member is raising funds, receiving donations, services-in-kind or goods-in-kind, the event should be authorized or endorsed by Council (Rule 2.1 (j)) and in accordance with the Standard Operating Procedure: Member Hosted Social Community Events.</p> | Doesn't currently exist | New definition | 5                     |
| E | <p><u>Definition:</u></p> <p><b>Member Sponsored Social Community Event:</b> means an event organized by a charitable group, other organization, or residents in the community or a Ward.</p>   | Doesn't currently exist | New definition | 5                     |



| Task Force Recommendation |   | Current Policy                             | Notes                                 | Page No. (Draft Code) |
|---------------------------|---|--|---------------------------------------|-----------------------|
| F                         | <p><b><u>Rule 2.1:</u></b></p> <p>(k) A Member of Council may use her or his office expense budget for Councillor activities or community events subject to the amended Council Member Expense Policy, the Standard Operating Procedure: Member Hosted Social Community Events and Reporting Template: Statement of Event.</p> <p>The use of the Member's title in the event name is allowable if requested by the group or organization or residents. However, the display of banners or the distribution of other items with the Member's image is not an allowable activity.</p>   | Doesn't currently exist                    | New – addition to existing rule       | 10, 11                |
| G                         | <p><b><u>Rule 2 - Gifts and Benefits</u></b></p> <p>That the reporting threshold for funds received by any one source during the course of a calendar year for a Member Organized Community Event under Rule No. 2 of the Code of Ethical Conduct for Members of Council (CL 11) be amended from \$500 to \$800</p>   | Current threshold is \$500 from one source | Revision                              | 11, 12                |
| H                         | <p><b><u>Rule 2 - Gifts and Benefits</u></b></p> <p><u>Commentary:</u></p> <p>Community support and fundraising in the City of Vaughan, like all Ontario municipalities must strike a balance between accommodating a valuable social function and the potential or perceived risk to Members' integrity and the perception that donations are being given to curry favour to extend special consideration, treatment or advantage in future dealings with the City.</p> <p>Acceptance of tickets to a community or other event is an allowable activity under the Code. If the attendance is not part of the Member's official duties or is at an official event, the acceptance of the ticket(s) will engage the requirements of the Councillor Information Statement set out in Rule 2.1.</p> <p>Members cannot accept tickets for events, the acceptance of which is based on the understanding that the Member will "sell" tables or blocks of tickets for the event organizer or group.</p> | Doesn't currently exist                    | New – addition to existing commentary | 13                    |



| Task Force Recommendation |  | Current Policy          | Notes                           | Page No. (Draft Code) |
|---------------------------|--|-------------------------|---------------------------------|-----------------------|
| I                         | <p><b><u>Rule 2.3:</u></b></p> <p>(g) A Member shall not provide gifts or donations (i.e. Pizza, or other food items, or otherwise) to a Member Hosted Social Community Event or Member Sponsored Social Community Event except in accordance with the amended Council Member Expense Policy, the Standard Operating Procedure: Member Hosted Social Community Events and Reporting Template: Statement of Event.</p>  | Doesn't currently exist | New – addition to existing rule | 14                    |
| J                         | <p><b><u>Rule 2.4:</u></b></p> <p>4. Lobbyists with active lobbying registrations, their registered clients or their employees shall not, directly or indirectly, offer or provide any gift, benefit or hospitality to Members of Council or their staff. Before accepting any donation, A Member of Council shall confirm whether or not the donor is registered in the Lobbyist Registry. If the sponsor or donor is registered in the Lobbyist Registry, the donation must be declined.</p> | Doesn't currently exist | New – addition to existing rule | 15                    |
| K                         | <p><b><u>Rule 3 – Confidential Information:</u></b></p> <p>7. Members of Council must not post content on social media that discloses confidential information or information that was discussed or distributed in camera or other confidential meetings.</p>  | Doesn't currently exist | New – addition to existing rule | 16                    |



|   | Task Force Recommendation   | Current Policy          | Notes                                 | Page No. (Draft Code) |
|---|---|-------------------------|---------------------------------------|-----------------------|
| L | <p><b><u>Rule 10:</u></b></p> <p><u>Commentary:</u></p> <p>Council Member social media use has the potential to trigger several rules of the Code. While a personal Facebook page or Twitter handle allows a Member to have a private profile distinct from their City of Vaughan sites, using a Member's official title, official contact information, the City of Vaughan logo or other resources of the City will engage the application of the Code of Conduct.</p> <p>In relation to Rule 2 Gifts and Benefits, a Member is prohibited from posting the following:</p> <ul style="list-style-type: none"> <li>a) content that promotes or appears to promote a third-party interest, products, services or goods;</li> <li>b) content that promotes any candidate or political party in any election at the municipal, federal or provincial level, including leadership campaigns.</li> </ul> <p>However, it is recognized that Members of Council have representative duties and therefore, regularly participate in local events and activities with constituents, including local businesses. It is therefore, allowable for Members of Council to use their City of Vaughan social media to inform residents about federal, provincial and City initiatives.</p> <p>Therefore, the following are allowable posts on social media:</p> <ul style="list-style-type: none"> <li>a) content that raises awareness of local events and activities, including if there is a visiting official from another jurisdiction or a political party, if the official is participating in the local event;</li> <li>b) content that raises awareness of federal and provincial government programs;</li> <li>c) content that publicizes the Member's attendance at a ceremony, event or activity that is otherwise permissible under the Code of Conduct;</li> <li>d) content that publicizes the member's interactions with constituents, including local businesses.</li> </ul> | Doesn't currently exist | New – to addition existing commentary | 24                    |
| M | <p><b><u>Rule 14 – Harassment:</u></b></p> <p>4. The City shall forward any harassment complaint received against Members of Council, to the Integrity Commissioner and advise the complainant of this requirement.</p>   | Doesn't currently exist | New – to addition existing rule       | 28                    |



|                    |   |
|--------------------|---|
| <b>Policy No:</b>  | <b>CL – 011</b>                                       |
| <b>Department:</b> | <b>COUNCIL</b>  |
| <b>Subject:</b>    | <b>CODE OF ETHICAL CONDUCT FOR MEMBERS OF COUNCIL</b> |

**CODE OF ETHICAL CONDUCT FOR MEMBERS OF COUNCIL****CITY OF VAUGHAN**

Council Approval: 2009/21/09  
Minute No. 181  
Cross Reference: Policy No. 01.35

Amended: 2011/06/28  
Report No/Item: 35/2



**CODE OF ETHICAL CONDUCT FOR MEMBERS OF COUNCIL  
CITY OF VAUGHAN  
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## **Introduction**

Democracy is an active process – one that requires ongoing engagement between citizens and their elected officials. Ethics and integrity are at the core of public confidence in government and in the political process.

There has been a general trend at the municipal level of government in Ontario, to develop rules around ethical conduct for elected officials so that they may carry out their duties with impartiality and equality of service to all, recognizing that as leaders of the community, they are held to a higher standard of behavior and conduct.

It is the purpose of this *Code of Ethical Conduct* to establish rules that guide Members of Council in performing their diverse roles in representing their constituents and recognize Members' accountability for managing City resources allocated to them.

## **Preamble**

Whereas the City of Vaughan first instituted a Code of Conduct for Members of Council in 1996;

And Whereas elected officials of the City of Vaughan have and recognize their obligation to not only obey the law, but to go beyond the minimum standards of behaviour and act in a manner that is of the highest ethical ideals so that their conduct will bear the closest public scrutiny;

And whereas the private interest of elected officials of the City of Vaughan must not provide the potential for, or the appearance of, an opportunity for benefit, wrongdoing, or unethical conduct;

And Whereas this Code of Ethical Conduct stems from the principles of the pre-existing Code of Conduct that has been in place since 1996 based on the belief by the Council of the City of Vaughan that not just employees but also elected officials should have a document against which to measure their conducts that they may be held to account;

The Council of the City of Vaughan will adopt certain rules that further underscore a Councillor's belief in his/her responsibility as a public trustee;

## **Commentary**

The operation of democratic municipal government requires that elected officials be independent, impartial and duly responsible to the people. To this end, it is imperative that:

- The City of Vaughan decisions and policy be made through the proper processes of municipal government structure.
- Public office not be used for personal gain.
- The public have confidence in the integrity of its municipal government.

A written Code of Ethical Conduct protects the public interest and helps to ensure that the Members of Council share a common basis for acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate.

The public is entitled to expect the highest standards of conduct from the members that it elects to local government. In turn, adherence to these standards will protect and enhance the City of



Vaughan's reputation and integrity.

### **Framework and Interpretation**

1. This *Code of Ethical Conduct* applies to the Mayor and all Members of Council. It is to be given broad, liberal interpretation in accordance with applicable legislation and the definitions set out herein. Commentary and examples used in this *Code of Ethical Conduct* are meant to be illustrative and not exhaustive. From time to time additional commentary and examples may be added to this document by the Integrity Commissioner, as she or he deems appropriate.
2. As long as all the facts known to the member are disclosed to the Integrity Commissioner and there is no change to these facts, then the member may rely on any written advice provided by the Integrity Commissioner.
3. Members of Council, Members of the public or City staff seeking clarification of any part of this *Code* should consult with the Integrity Commissioner.

### **Commentary**

This *Code of Ethical Conduct* does not prohibit the activities in which Members of Council normally engage on behalf of constituents in accordance with applicable laws.

The Municipal Act is the primary source of regulation for municipalities and provides the basis for good governance within municipal government. There are other important documents that regulate the behavior and conduct of Members. Clear and consistent written rules provide elected officials with confirmation that their actions adhere to the highest ideals of integrity during their term of office. This *Code of Ethical Conduct* operates together with and as a supplement to the following existing statutes, documents and policies governing the conduct of Members.

Legislation:

- The Municipal Act, 2001. S.O. Chapter 25 and amendments;
- The Municipal Conflict of Interest Act;
- The Municipal Elections Act, 1996; and
- The Municipal Freedom of Information and Protection of Privacy Act.
- The Criminal Code of Canada also governs the conduct of Members of Council.

### **Definitions:**

In the *Code of Ethical Conduct*:

1. the terms "child", "parent" and "spouse" have the same meanings as in the *Municipal Conflict of Interest Act*;
2. "child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;
3. "member" means a member of Vaughan City Council;



4. "parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child;
5. "spouse" means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage;
6. "family member" means
  - spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage
  - parent, including step-parent and legal guardian
  - child, including step-child and grandchild
  - siblings and children of siblings
  - aunt/uncle, niece/nephew, first cousins
  - in-laws, including mother/father, sister/brother, daughter/son
  - any person who lives with the Member on a permanent basis
7. "staff" includes Commissioners, Directors, Managers, Supervisors, Clerical and Technical Unionized employees, Hourly Unionized staff, Part-time Unionized staff, Temporary/Seasonal staff, Contract staff, students and Volunteers.
8. *Official capacity*: means, in the exercise of the role directly related to the "official duties":
9. *Official duties*: means the public duties of a Member and includes functions performed by Members necessary to demonstrate responsible and accountable government with respect to matters within the City's jurisdiction, and which are done for the purpose of providing good government with respect to those matters.
10. *Official event*: means where Council has authorized or endorsed an event.
11. *Member Hosted Social Community Event*: means an event organized by a Member of Council for the community. If the Council Member is raising funds, receiving donations, services-in-kind or goods-in-kind, the event should be authorized or endorsed by Council (Rule 2.1 (j)) and in accordance with the Standard Operating Procedure: Member Hosted Social Community Events.
12. *Member Sponsored Social Community Event*: means an event organized by a charitable group, other organization, or residents in the community or a Ward.

**Implementation:**

This Code shall replace Policy Number 01.06 CNL: 96.03.25 and shall come into force on the 2<sup>nd</sup> day of November 2009



## Rule No. 1

**Key Principles:** The key principles that underline the rules in this *Code of Ethical Conduct* are as follows:

- a) **Members of Council shall serve and be seen to serve their constituents in a conscientious and diligent manner.**

### Commentary

This underscores that Members' carry out their official City activities in a way that will foster and enhance respect for government and above all, demonstrate respect for members of the public.

- b) **Members of Council should be committed to performing their functions with integrity and transparency.**

*\*Amended, Council, June 28, 2011, Rpt 35, Item 2:*

### Responding to Inquiries from the Public

Vaughan City Council is committed to overseeing the provision of responsive and accessible services including dealing with reasonable inquiries and requests for information in a timely manner. On occasion, an individual citizen may not be accepting of the response and may restate the inquiry in various ways, or may be rude or harassing in their delivery of the inquiry. There is a need to balance access to information against the need to protect the legitimate interests of the City; the need to respect approved policies and procedures of the City within civil and respectful discourse; and the need to respect the role of officers and employees of the municipality.

Members of Council who receive requests for information or inquiries from members of the public, City staff or other Members of Council may be guided by Protocol 03.26 "Response by City Staff to Requests for Information from the Public". In addition, complaints regarding staff may be forwarded to the appropriate City Commissioner or the City Manager.

This Code does not require Members of Council to provide a response to an inquiry or request for information that is frivolous or vexatious, unreasonable or harassing.

For example:

- the Member of Council is of the opinion on reasonable grounds that the inquiry is made for a purpose other than to obtain information;
- the inquiry has been made more than once and is being used for the purpose of revisiting an issue that has been previously addressed;
- the inquiry is articulated in such a way that it can be considered harassing or abusive;
- the Member is of the opinion, on reasonable grounds, that providing a response would interfere with the operations of the City;
- the inquiry is not an inquiry but rather a complaint.

Communication labelled "Private" and/or "Confidential" may be shared or disclosed as necessary or appropriate, taking into consideration the following:

- information may be disclosed to appropriate staff in order to respond to the issue or concern being communicated;



- information will not be treated as confidential where the communication was shared by the requestor or not made in a confidential manner (copied to others, or made in the presence of others);
  - if the information is needed by an officer, employee, consultant or agent of the City who needs the information in the performance of her or his duties and if the information is necessary and proper in the discharge of the City's functions.
- 

#### Commentary

As public officials, Members of Council recognize the public's right to reasonable access to information in relation to how decisions are made. This right of access includes the right of the public to receive complete and understandable information which must be balanced against the requirement to protect the legitimate interests of the City and the respect for approved policies of the City.

- c) Members of Council shall avoid the improper use of the influence of their office, and conflicts of interest, both apparent and real. Members of Council shall not extend, in their discharge of their official duties, preferential treatment to family members, organizations or groups in which they or their family member have a pecuniary interest.**

#### Commentary

As a result, Members of Council will have a common understanding that they will not participate in activities that grant, or appear to grant, any special consideration, treatment, or advantage to an individual which is not available to every other individual;

Members of Council recognize that their actions are governed by the *Municipal Conflict of Interest Act* (MCI), and that, by virtue of the provisions of that statute, the Integrity Commissioner of the City of Vaughan has no authority to receive or investigate complaints regarding alleged contraventions under the MCI.

- d) Members of Council shall avoid any interest in any contract made by him/her in his/her official capacity and shall not contract with the City or any agency thereof for the sale and purchase of supplies, material or equipment or for the rental thereof.**



- e) **Members of Council shall not engage in the management of a business carried on by a corporation nor profit directly or indirectly from a business, including but not limited to a corporation, that does business or has contracted with the City of Vaughan, or hold an office or directorship, unless holding the office or directorship is in a social club, religious organization, other charitable organization or corporations with shares directly or indirectly held by the municipality.**
- f) **Approved exceptions**  
**A Member of Council may engage in an activity prohibited by clause 1(e) if the following conditions are met:**
- 1. The Member has disclosed all material facts to the Integrity Commissioner.**
  - 2. The Integrity Commissioner is satisfied that the activity, as carried on in the specified manner, did not create a conflict between the Member's private interest and public duty.**
  - 3. The Integrity Commissioner has given the Member his or her approval and has specified the manner in which the Member of Council may remedy the situation.**
  - 4. The Member remedies the situation in the manner specified by the Integrity Commissioner**

*Commentary*

Members of Council must adhere to the City's purchasing policies and pay careful attention to the Councillors' expense policies. Examples of exceptions include, hospital boards and other not-for-profit organizations and charities.

- g) **Members of Council shall perform official duties and arrange their public affairs in a manner that promotes public confidence and respect and will bear close public scrutiny; and**

*Commentary*

Members of Council shall not participate in activities that grant, or appear to grant, any special consideration, treatment, or advantage to an individual which is not available to every other individual member of the public.

- h) **Members of Council shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature, and the City Council.**

*Commentary*

A number of the provisions of this *Code* incorporate policies, procedures and provisions adopted by Council and contained in various statutes. The provisions of this *Code* are intended to be applied in concert with existing legislation and go beyond the minimum standards of behaviour.



- i) Members of Council shall fulfill their roles as set out in the Municipal Act and respect the role of staff in the administration of the business affairs of the City.**

*Commentary*

Members of Council recognize that the decision-making authority for the municipality lies with Council, not an individual Councillor and that it is the role of the officers and employees of the municipality to implement council's decisions and establish administrative practices and procedures to carry out council's decisions. Members of Council recognize and respect the role of City staff and affirm that only Council as a whole has the capacity to direct staff members. Council as a whole must be able to access information, on a need to know basis, in order to fulfill its decision-making duties and oversight responsibilities [...]. Individual Members also recognize that the information that they receive as members of the decision-making body of Council is subject to the confidentiality and disclosure rules of Provincial and Federal statutes and City of Vaughan bylaws. (See Rule No. 3 on Confidential Information and Rule No. 16 on Conduct Respecting Staff).



## Rule No. 2

### Gifts and Benefits:

1. No member shall accept a fee, advance, gift, loan, or personal benefit that is connected directly or indirectly with the performance of his or her duties of Office, except as specifically contemplated.

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;
- (d) services provided without compensation by persons volunteering their time to a Member;
- (e) a suitable memento of a function honoring the Member (i.e. a trinket or favour of relatively little monetary value such as pen, notepad, t-shirts);
- (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 at an official event;  
*(for greater certainty of item f, where Council has authorized or endorsed an initiative or event, this would be considered an official event.)*
- (g) food and beverages consumed at banquets, receptions or similar events, for charitable, not for profit and community purposes, if:
  1. attendance serves a legitimate public duty purpose; and
  2. the value is reasonable and the invitations infrequent; and
- (h) business meals;
- (i) communication to the offices of a Member, including subscriptions to newspapers and periodicals related to the duties of Office.
- (j) Sponsorships and donations for community events or initiatives organized or run by a member or a third party on behalf of a Member where Council has authorized or endorsed the event or initiative.  
*(for greater certainty of item j, for Member-organized community events or initiatives, Members should be transparent in their dealings with the public and should not handle any funds on behalf of any organizations and should remain at arms length from the financial aspects of these events and initiatives.)*
- (k) A Member of Council may use her or his office expense budget for Councillor activities or community events subject to the amended Council Member Expense**



***Policy, the Standard Operating Procedure: Member Hosted Social Community Events and Reporting Template: Statement of Event.***

***The use of the Member's title in the event name is allowable if requested by the group or organization or residents. However, the display of banners or the distribution of other items with the Member's image is not an allowable activity.***

*Rule #2 Part 1(j) does not affect the entitlement of a Member of Council to:*

- i. Use her or his office expense budget to run or support community events subject to the terms of the Councillor Expense Policy;*
- ii. Urge constituents, businesses and other groups to support community events put on by others in the Member's Ward or elsewhere in the City;*
- iii. Play an advisory or membership role in any organization that holds community events in the Member's Ward; and*
- iv. Collaborate with the City of Vaughan and its agencies to hold community events.*

**Members are strongly encouraged to list all gifts and benefits they receive.**

**However, in the case of categories (b), (e), (f), (g) (h), and (i) where the value of the gift or benefit exceeds \$500, or if the total value received from any one source during the course of a calendar year exceeds **\$800**, the member shall within 30 days of receipt of the gift or reaching the annual limit, list the gift or benefit on a Councillor information statement, the form of which will be prescribed by the Integrity Commissioner.**

**The Integrity Commissioner shall, without notice, examine from time to time the Councillor information statement to ascertain whether the receipt of a 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 the 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 or City agency, board or commission.**

**Each Member shall file a copy of their Councillor information statement with the office of the City Clerk on a quarterly basis (the first quarter being April 30<sup>th</sup> of the calendar year) and the statements shall be a matter of public record.**

**Commentary:**

Gifts and benefits are often received by Members in the course of their duties, and attendance at public functions is expected and considered part of their role. The object of this rule is to provide transparency around the receipt of incidental gifts and benefits, where the total value may be perceived as potentially influencing decision making.

Personal integrity and sound business practices require that relationships with vendors, contractors, or others doing business with the City, be such that no Member of Council is perceived as showing favoritism or bias toward the vendor, contractor or other. Each Member of Council is accountable to the public and should keep a list of all gifts received from individuals, firms or associations (with



estimated values) in their constituency offices for review by Integrity Commissioner, as he/she deems appropriate. However, those gifts or benefits that exceed \$500 or the annual limit of \$800 for one source, shall be kept on a form prescribed by the Integrity Commissioner and filed with the office of the City Clerk on a quarterly basis.

Gifts that are subject to listing on the Member of Council information statement can be many types of things, and may include:

- property (i.e. a book, flowers, a gift basket, a painting or sculpture, furniture, wine);
- use of property or facilities (i.e. a vehicle, an office, a cottage) at a reduced rate or at no cost;
- membership in a club or other organization (i.e. a golf club) at a reduced rate or at no cost;
- an invitation to and/or tickets to attend an event (i.e. an athletic commercial event, concert, a play) at a reduced rate or at no cost;
- an invitation to attend a gala or fund-raising event at a reduced rate or at no cost.

An invitation to attend a function where the invitation is connected directly or indirectly with the performance of the Member's duties of Office (i.e. for which the public office holder has a ceremonial, presentational or representational official role) is not considered to be a gift. Attendance is considered to be the fulfillment of an official function or duty.

There are a range of expenses that support a Councillors' role in community development and engagement activities in their ward.

For MPPs, these expenses are generally paid for by caucus funds. This is not the case for municipal Members of Council. The section of the Councillor Expense Policy that deals with Community Expense-Events will indicate allowable expenses for reimbursement and provide for Members of Council to include certain community expenses related to a Member's role in community development as allowable expenditures from their office expense budget. However, gaming tickets during charitable functions, such as raffle tickets, table prize tickets, etc. should not be eligible for reimbursement

**2. Expenses incurred by Members of Council working during normal meal periods serve a legitimate public duty purpose, provided that the expenses incurred are reasonable and appropriate in the circumstances. Reasonable and appropriate expenses are those that:**

- a. Are incurred for an official duty or function;**
- b. Are modest, representing a prudent use of public funds;**
- c. Do not involve alcoholic beverages**

**In general, working meals are to be provided in-house.**

### Commentary

Rule #2 must be considered with and balanced against the principle contained expense policies in all Ontario municipalities, which is that Members are entitled to be reimbursed for expenses that are legitimately and appropriately incurred for an official duty or function and which are reasonable and prudent expenses and use of public funds in the circumstances. In making a determination of what constitutes a modest and prudent use of public funds, Members should consider the dollar amounts set in the City of Vaughan Policy Manual I Section: Administration Policy No.: 03.031, as amended.



Given the heavy demands on Members' schedules in the performance of their duties and functions, there are legitimate circumstances that require business meetings over a meal period and result in the Member working through his or her normal meal periods.

"Official duties" or "functions" has the following meaning:

For Members of Council, it includes those activities that are reasonably related to a Member's office, taking into consideration the different interest, the diverse profiles of their wards and their different roles on Committees, agencies, boards and commissions.

For persons employed in the office of Members, it includes those activities and responsibilities that flow from acting on direction from or taking action on behalf of a member.

As representatives of the municipal government, Members will be expected or required to extend hospitality to external parties as part of their official duties and functions. This Code recognizes that through adherence to the current and proposed rules of the City's Councillor Expense Policy, it is legitimate for Members to incur hospitality expenses for meetings, examples of which include:

- a. Engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business contacts and other third parties in discussions on official matters;
- b. Providing persons from national, international and charitable organizations with an understanding and appreciation of the City of Vaughan or the workings of its municipal government;
- c. Honouring persons from Vaughan in recognition of exceptional public service.

This Code recognizes that the current and proposed City of Vaughan Councillor Expense Policy, holds legitimate that Members of Council will be reimbursed or have their office budgets charged for expenses that are incurred while extending hospitality to an external party, including hospitality that takes place in the course of travelling on a duty or function or a Member of Council provided the expenses are reasonable and appropriate in the circumstances.

Reasonable and appropriate expenses are expenses that strike a balance between economy (the expenses represent a prudent use of public funds) and proportionality (the expenses represent what is customary for such functions).

Wherever possible, Members of Council should utilize City-owned facilities and resources that are appropriate to the function.

Community support and fundraising in the City of Vaughan, like all Ontario municipalities must strike a balance between accommodating a valuable social function and the potential or perceived risk to Members' integrity and the perception that donations are being given to curry favour to extend special consideration, treatment or advantage in future dealings with the City.

Acceptance of tickets to a community or other event is an allowable activity under the Code. If the attendance is not part of the Member's official duties or is at an official event, the acceptance of the ticket(s) will engage the requirements of the Councillor Information Statement set out in Rule 2.1.

Members cannot accept tickets for events, the acceptance of which is based on the understanding that the Member will "sell" tables or blocks of tickets for the event organizer or group.



3. This Code recognizes that as community leaders, Members of Council may lend their support to and encourage, community donations to registered charitable and Not for profit groups. Monies raised through fundraising efforts shall go directly to the groups or volunteers and chapters acting as local organizers of the group. This Code recognizes the important work of Members of Council in supporting charitable causes and the need for transparency in Members' involvement.

This Code sets the following guiding principles for Members of Council:

- (a) Members of Council should not directly or indirectly manage or control any monies received relating to charitable organization's fundraising.
- (b) A Member of Council or a third party acting on behalf of the Member shall neither solicit nor accept support in any form from an individual, group or corporation with any pending planning, conversion, or demolition variance application before Vaughan City Council.
- (c) With reference to Member- Organized Community Events, Members of Council must report to the Integrity Commissioner, the names of all donors and the value of their donation that supplement the event.
- (d) Where a Member of Council sponsors and/or lends support to a charitable organization's event, this Code recognizes that all donations are subject to the Code of Ethical Conduct.
- (e) No donation cheques should be made out to a Member of Council.

Nothing included herein affects the entitlement of a Member of Council to:

- i. Use her or his office expense budget to run or support community events subject to the terms of the Councillor Expense Policy section relating to Community Expense Events;
  - ii. urge constituents, businesses and other groups to support community events and advance the needs of a charitable organization put on by others in the Member's Ward or elsewhere in the City;
  - iii. play an advisory or membership role in any organization that holds community events in the Member's Ward; and
  - iv. collaborate with the City of Vaughan and its agencies to hold community events.
- (f) Members of Council should not handle any funds on behalf of any charitable organization or Community group and should remain at arms length from the financial aspects of these community and external events.
  - (g) A Member shall not provide gifts or donations (i.e. Pizza, or other food items, or otherwise) to a *Member Hosted Social Community Event* or *Member Sponsored Social Community Event* except in accordance with the amended Council Member Expense



**Policy, the Standard Operating Procedure: Member Hosted Social Community Events and Reporting Template: Statement of Event.**

- 4. Lobbyists with active lobbying registrations, their registered clients or their employees shall not, directly or indirectly, offer or provide any gift, benefit or hospitality to Members of Council or their staff. Before accepting any donation, A Member of Council shall confirm whether or not the donor is registered in the Lobbyist Registry. If the sponsor or donor is registered in the Lobbyist Registry, the donation must be declined.**



### Rule No. 3

#### Confidential Information:

1. No Member shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council to do so.
2. No Member shall use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.
3. No Member shall directly or indirectly benefit, or aid others to benefit, from knowledge respecting bidding on the sale of City property or assets.
4. No Member shall disclose the content of any such matter, or the substance of deliberations, of the in-camera meeting until the Council or committee discusses the information at a meeting that is open to the public or releases the information to the public.
5. No Member shall permit any persons other than those who are entitled thereto to have access to information that is confidential.
6. No Member shall access or attempt to gain access to confidential information in the custody of the City unless it is necessary for the performance of their duties and not prohibited by Council policy.
7. **Members of Council must not post content on social media that discloses confidential information or information that was discussed or distributed in camera or other confidential meetings.**

#### Commentary:

Confidential information includes information in the possession of the City that the City is either prohibited from disclosing, or is required to refuse to disclose, such as under Access and Privacy legislation. Such legislation imposes mandatory or discretionary restrictions on disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, personal information about an individual disclosure of which would constitute an unjustified invasion of privacy, and information that is subject to solicitor-client privilege. Where it is clear that a communication was not made in a confidential manner (ie. copied to others, or made in the presence of others) or the manner of communication undermines the validity of labeling it 'confidential', such communication will not be given any higher level of confidentiality than any other communication. The words 'privileged', 'confidential', or 'private' will not be understood to preclude the appropriate sharing of the communication for the limited purpose of reviewing, responding or looking into the subject-matter of the communication.

For the purposes of the *Code of Ethical Conduct*, "confidential information" may also include information that concerns personnel, labour relations, litigation, property acquisitions, the security of the property of the City or a local board, and matters authorized in other legislation, to remain confidential.

Under the Procedural By-law, a matter that has been legitimately discussed at an in-camera (closed)



meeting remains confidential, until such time as a condition renders the matter public.

Requests for information should be referred to appropriate staff to be addressed as either an informal request for access to municipal records or as a formal request under the Municipal Freedom of Information and Protection of Privacy Act.

Particular care should be exercised in ensuring confidentiality of the following types of information:

- the security of the property of the municipality or local board;
- personal information about an identifiable individual, including municipal or local body employees;
- a proposed or pending acquisition or disposition of land by the municipality or local board;
- labour relations or employee negotiations and personnel matters.
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- items under contract negotiation
- price schedules in contract tender or Request For Proposal submissions
- statistical data required by law not to be released (e.g. certain census or assessment data)



#### **Rule No. 4**

##### **Use of City Property, Services and Other Resources**

**No Member shall use for personal purposes any City property, equipment, services, supplies or services of consequence (for example, agency, board, commission, or City-owned materials, websites, board and City transportation delivery services, and any Members expense budgets) other than for purposes connected with the discharge of City duties, which may include activities within the Member's office of which City Council has been advised.**

**No Member shall obtain financial gain from the use of City developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the City of Vaughan.**

**No Member shall use information gained in the execution of his or her duties that is not available to the general public for any purposes other than his or her official duties.**

##### **Commentary:**

Members, by virtue of their position, have access to a wide variety of property, equipment, services and supplies to assist them in the conduct of their City duties as public officials. This privilege should not be seen to be abused. In recognizing that members are held to a higher standard of behavior and conduct, members should not use such property for any purpose other than for carrying out their official duties. Careful attention should be given to the provisions of the City's Councillor expense policy which identifies approved allowable expenses.

During election campaigns, refer to Rule No. 5 and 7.



## **Rule No. 5**

### **Election Campaign Work:**

- 1. Members are required to follow the provisions of the *Municipal Elections Act, 1996*.**

#### **Commentary**

Although the Integrity Commissioner of the City of Vaughan does not have jurisdiction to receive or investigate complaints regarding alleged contraventions of the *Municipal Elections Act*, (MEA) the Integrity Commissioner shall forward any information regarding a potential breach of the MEA by a Member of Council, directly to City Clerk.

- 2. No member shall use the facilities, equipment, supplies, services or other resources of the City for any election campaign or campaign-related activities.**
- 3. No member shall use the services of persons for campaign related activities during hours in which those persons receive any compensation from the City.**

#### **Commentary**

Paragraph 2 of Policy 01.32 provides as follows: "Given that the Municipal Elections Act prohibits the use of corporate resources for election-related purposes, in a municipal election year, commencing on June 30<sup>th</sup> until the date of the election, Members of Council may not book directly, or indirectly, any City facility for any purpose that might be perceived as an election campaign purpose."



## **Rule No. 6**

### **Business Relations**

- 1. No Member shall borrow money from any person who regularly does business with the City unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.**
- 2. No Member shall act as a paid agent before Council or a committee of Council or any agency, board, or committee of the City.**
- 3. No Member shall refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.**

### **Commentary**

Members of Council are mindful to avoid any activity that may give rise to consideration of personal gain as a result of holding public office.



## **Rule No. 7**

### **Improper Use of Influence:**

- 1. No Member of Council shall use the influence of her or his office for any purpose other than for the exercise of her or his official duties.**

### **Commentary**

Pursuant to corporate policy, the City Manager directs City Commissioners, who in turn, direct City staff. City Council and not individual Members of Council appropriately give direction to the City administration.



## **Rule No. 8**

### **Conduct At Council**

- 1. Members shall conduct themselves at Council with decorum. Respect for deputants and for fellow members and staff requires that all members show courtesy and not distract from the business of the Council during presentations and when other members have the floor.**

#### **Commentary**

A Member of Council recognizes the importance of cooperation and strives to create an atmosphere during Council and Committee meetings that is conducive to solving the issues before Council, listening to various point of view and using respectful language and behavior in relation to all those in attendance.



## **Rule No. 9**

### **Transparency & Openness in Decision Making and Member's Duties**

- 1. Members shall endeavour to conduct and convey Council business and all their duties in an open and transparent manner other than for those decisions which by virtue of legislation are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale which was used to reach decisions, and the reasons for taking certain actions.**

#### **Commentary**

Various statutes, City by-laws, policies and procedures, as well as, decisions of courts and quasi-judicial tribunals form the basis of decisions made by City Council. Unless prohibited by legislation of by-law, Members of Council should clearly identify to the public how a decision was reached and upon which law, procedure and policy their decision was based.



## Rule No. 10

### Media Communications

1. **Members of Council will accurately communicate the decisions of Vaughan's Council, even if they disagree with a majority decision of Council so that there is respect for and integrity in the decision making processes of Council.**

#### Commentary

A Member of Council may state that he or she did not support a decision, or voted against the decision. A member should refrain from making disparaging comments about Members of Council and Council's processes and decisions.

Council Member social media use has the potential to trigger several rules of the Code. While a personal Facebook page or Twitter handle allows a Member to have a private profile distinct from their City of Vaughan sites, using a Member's official title, official contact information, the City of Vaughan logo or other resources of the City will engage the application of the Code of Conduct.

In relation to Rule 2 Gifts and Benefits, a Member is prohibited from posting the following:

- a) content that promotes or appears to promote a third-party interest, products, services or goods;
- b) content that promotes any candidate or political party in any election at the municipal, federal or provincial level, including leadership campaigns.

However, it is recognized that Members of Council have representative duties and therefore, regularly participate in local events and activities with constituents, including local businesses. It is therefore, allowable for Members of Council to use their City of Vaughan social media to inform residents about federal, provincial and City initiatives.

Therefore, the following are allowable posts on social media:

- a) content that raises awareness of local events and activities, including if there is a visiting official from another jurisdiction or a political party, if the official is participating in the local event;
- b) content that raises awareness of federal and provincial government programs;
- c) content that publicizes the Member's attendance at a ceremony, event or activity that is otherwise permissible under the Code of Conduct;
- d) content that publicizes the member's interactions with constituents, including local businesses.



## **Rule No. 11**

### **Representing the City**

- 1. Members shall make every effort to participate diligently in the activities of the Committees, agencies, boards, commissions and advisory committees to which they are appointed.**

#### **Commentary**

Individual Members of Council are appointed to committees, agencies, boards and commissions based on their various backgrounds and ability to contribute diligently to matters before them bringing their expertise and experience.

Given that Council and Committee meetings are scheduled far in advance to accommodate the many activities of elected office of a Member of Council, to participate diligently means that a Member shall not be absent from Council, agencies, boards and commissions meetings without reasonable justification (i.e. illness of member, family circumstance,) for more than three consecutive scheduled meetings or on a regular basis.



**Rule No. 12**

**Conduct Respecting Current and Prospective Employment:**

1. No Member shall allow the prospect of his or her future employment by a person or entity to detrimentally affect the performance of his or her duties to the City.

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## **Rule No. 13**

### **Encouragement of Respect for the City and Its By-Laws**

- 1. Members shall encourage public respect for the City and its by-laws.**

#### **Commentary**

A Councillor must not denigrate a City by-law in responding to a citizen, as this undermines confidence in the City and the rule of law.

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## Rule No. 14

### Harassment

1. Members shall be governed by the City's Respectful Workplace Policy.
2. Harassment of a member by another member, staff or any member of the public is misconduct.
3. Upon receipt of a complaint that relates to Rule No. 14, the Integrity Commissioner shall forward the information subject of the complaint to Human Resources who will refer it to an independent investigator.
4. **The City shall forward any harassment complaint received against Members of Council, to the Integrity Commissioner and advise the complainant of this requirement.**

### Commentary

It is the policy of the City of Vaughan that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment.

The City of Vaughan's Respectful Workplace Policy (Harassment and Discrimination) ensures a safe and respectful workplace environment and appropriate management of any occurrences of harassment and discrimination as defined by the policy.

The City of Vaughan Policy applies to Members of Council and will provide guidance to the independent investigator. Upon receipt of the findings of the independent investigator, the Integrity Commissioner shall utilize the investigator's findings to make a determination on the application of the Code of Ethical Conduct and the merits to an investigation on the ethical conduct of the Member of Council subject of the complaint.



## **Rule No. 15**

### **Discreditable Conduct**

- 1. Members shall conduct themselves with appropriate decorum at all times.**

#### **Commentary**

As leaders in the community, members are held to a higher standard of behavior and conduct, and accordingly their behavior should be exemplary.



## **Rule No. 16**

### **Conduct Respecting Staff:**

- 1. No member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities.**
- 2. No member shall use, or attempt to use, their authority for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering in staff's duties, including the duty to disclose improper activity.**
- 3. Members shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.**
- 4. No member shall maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff and all members shall show respect for the professional capacities of the staff of the City.**

### **Commentary**

Members of Council should expect a high quality of advice from staff based on political neutrality and objectivity irrespective of party politics, the loyalties of persons in power, or their personal opinions.

Members of Council must recognize that only Council as a whole has the capacity to direct staff members to carry out specific tasks or functions as provided in the Municipal Act. The Administration, under the direction of the City Manager, serves the Council as a whole, and the combined interests of all members as expressed through the resolutions of Council. An individual member should not request staff to undertake extensive work or prepare lengthy reports, other than pursuant to a Council direction.

It is inappropriate for a member to attempt to influence staff to circumvent normal processes in a matter, or overlook deficiencies in a file or application. It is also inappropriate for members to involve themselves in matters of administration or departmental management which fall within the jurisdiction of the City Manager. Any such attempts should be reported to the Integrity Commissioner.



## **Rule No. 17**

### **Employment of Council Relatives/Family Members**

- 1. No member shall attempt to influence the outcome, or to influence any City employee to hire or promote a member of a Councillor's family.**
- 2. No member shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any member of his or her family.**
- 3. No member shall supervise a family member, or be placed in a position of influence over a family member.**
- 4. No member shall attempt to use a family relationship for his or her personal benefit or gain.**
- 5. Every member shall adhere to the City's nepotism policy.**

#### **Commentary:**

If a family member of a Councillor is an applicant for employment with the City or candidate for promotion or transfer, the family member will proceed through the usual selection process pursuant to the City's hiring policies, with no special consideration.



## **Rule No. 18**

### **Failure to Adhere To Council Policies and Procedures:**

- 1. Members shall adhere to such by-laws, policies and procedures adopted by Council that are applicable to them.**

#### **Commentary**

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.

Members must pay special attention to, and comply strictly with the Councillors Expense Policy.

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



## Rule No. 19

### **Reprisals and Obstruction:**

- 1. No Member shall obstruct the Integrity Commissioner in the carrying out of her or his responsibilities.**
- 2. No member shall threaten or undertake any act of reprisal against a person initiating an *inquiry or complaint* under the Code of Conduct or who provides information to the Integrity Commissioner in any investigation.**

### **Commentary**

Members of Council should respect the intent of the *Code of Ethical Conduct* and investigations conducted under it. It is also a violation of the *Code of Ethical Conduct* to obstruct the Integrity Commissioner in the carrying out of her or his responsibilities, as, for example, by the destruction of documents or the erasing of electronic communications or refusing to respond in writing to a formal complaint lodged pursuant to the Complaint Protocol passed by Council.



## Rule No. 20

### Compliance with the Code of Ethical Conduct:

1. Upon receipt of the Integrity Commissioner's recommendations, Council may impose either of the following two penalties where the Integrity Commissioner reports that in her or his opinion, there has been a violation of the *Code of Conduct*:
  1. A reprimand; or
  2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council or the local board, as the case may be, for a period of up to 90 days.
2. The Integrity Commissioner may also recommend that Council take the following actions:
  - i) Removal from membership of a Committee.
  - ii) Removal as Chair of a Committee.
  - iii) Repayment or reimbursement of moneys received.
  - iv) Return of property or reimbursement of its value.
  - v) A written and/or verbal request for an apology to Council, the complainant, or both.

### Commentary

Members of Council are accountable to the public through the election process. Between elections they may, for example, become disqualified and lose their seat if convicted of an offence under the *Criminal Code* of Canada or for failing to declare a conflict of personal interest under the *Municipal Conflict of Interest Act*.

In addition, the *Municipal Act* authorizes Council to impose either of two penalties on a Member of Council following a report by the Integrity Commissioner that, in her or his opinion, there has been a violation of the *Code of Ethical Conduct*.



## **Rule No. 21**

### **Implementation**

- 1. Council Members are expected to formally and informally review their adherence to the provisions of the Code on a regular basis or when so requested by Council.**
- 2. At the beginning of each term, Members of Council will be expected to sign two copies of the Code of Conduct.**
- 3. At the beginning of each term, each Member of Council shall meet with the Integrity Commissioner.**
- 4. At the beginning of each term, each Member of Council shall file an explanatory statement of all community organizations in which they participate, in the form provided by the Integrity Commissioner, within 60 days of being elected or appointed. Thereafter, each Member of Council shall file or update their disclosure statement, once in every calendar year on the date established by the Commissioner.**
- 5. Councillors and members of the public should not assume that any unethical activities not covered by or not specifically prohibited by these ethical standards of conduct, or by any legislation, are therefore condoned.**

### **Commentary**

At the beginning of each term, Members of Council will be expected to sign two copies of the Code of Conduct (one for themselves and one for the Clerk's Office) to convey to each other and all stakeholders that they have read, understand and accept it.

A Code of Conduct component will be included as part of the orientation workshop for each new Council.



## 1. Standard Operating Procedure: Member Hosted Social Community Event

This is an event organized by a Member of Council for the community. If the Council Member is raising funds, receiving donations, services-in-kind or good-in-kind, the event should be authorized or endorsed by Council (Rule No 2. 1(j) Code of Ethical Conduct). Examples of events may include:

- Movie nights
- Community free public skate
- Community free public swim
- Community social event

All events should be in compliance with the Council Member Expense Policy (CL-12) and the Code of Ethical Conduct (CL-11).

There should be a posting of the costs for the event with the corresponding funding sources on the Member of Council's web-site within thirty days of the Member hosted community event.

Information should include:

1. Detail of all expenditures associated with the event
2. Detail of the funding sources for the event. These may include:
  - a. Sponsorships received
    - i. cheques should be made payable to the City of Vaughan
    - ii. cheques should be forwarded to the Financial Planning and Development Finance department, indicating for which event the sponsorship was received. The cheque will be deposited to the Councillor's office budget (Regional or Ward sponsorship)
  - b. Good in kind (reasonable estimate)
  - c. Services in kind (reasonable estimate)
  - d. Member's of Council office budgets

The posting of this statement would replace the requirement to file a Councillor Information Statement as outlined in Rule No 2 of the Code of Ethical Conduct which states:

*...if the total value received from any one source during the course of a calendar year exceeds \$500, the member shall within 30 days of receipt of the gift or reaching the annual limit, list the gift or benefit on a Councillor information statement...*

The posting of this statement would also serve to meet the requirement under Rule No 3 (c) which states:

*... Members of Council must report to the Integrity Commissioner, the names of all donors and the value of their donation that supplement the event.*

Per Section 9.13 of the Council Member Expense Policy, if sponsorships received exceed the total expenditures for the event, surplus funds can be carried forward to be used for the same event in the following year. If this is a one-time event, excess funds should be forwarded to the Council Corporate Budget.

A template has been provided to assist with this reconciliation.



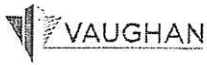
## **2. Standard Operating Procedure: Attending a charitable or fund-raising event**

If the event is to be paid by the City directly, the member can forward the registration form to Finance for processing and payment.

1. Complete the registration form.
2. Complete a cheque request form.
3. If this is a new event, complete a new vendor form.
4. Send package to the Financial Services department for processing.

If the Member of Council is to be reimbursed for the event, the member should complete an expense reimbursement form, attaching an event notice/flyer/registration form or email requesting the member's attendance as well as proof of payment. This can be forwarded to the Financial Services department for processing.





**Councillor Member:**

Event:

Date of Event:

### Reconciliation of Hosted Community Events

## Sponsorship

Paid/Donated by

Amount (\$)

Councillor Budget  
Good in Ki  
Sp

Good in Kind

Sponsorship  
Service in

Sponsorship  
Service in Kind

|       |      |
|-------|------|
| Total | 0.00 |
|-------|------|

Expenditures:

|       |      |
|-------|------|
| Total | 0.00 |
|-------|------|

### Summary of Event Funding

Councillor Budget

Goods in Kind

## Sponsorship

### Service in Kind

|       |      |
|-------|------|
| Total | 0.00 |
|-------|------|