



Regular Meeting Agenda
Governance & Council Operations Committee
The Corporation of the City of Brampton

Monday, September 21, 2020

9:30 a.m.

Council Chambers - Webex Electronic Meeting

Members:

Regional Councillor P. Fortini (Chair)	Wards 7 and 8
Regional Councillor M. Medeiros	Wards 3 and 4
Regional Councillor P. Vicente	Wards 1 and 5
Regional Councillor G. Dhillon	Wards 9 and 10
City Councillor C. Williams	Wards 7 and 8

NOTICE: In consideration of the current COVID-19 public health orders prohibiting large public gatherings and requiring physical distancing, in-person attendance at Council and Committee meetings will be limited to Members of Council and essential City staff.

As of September 16, 2020, limited public attendance at meetings will be permitted by pre-registration only (subject to occupancy limits). It is strongly recommended that all persons continue to observe meetings online or participate remotely. To register to attend a meeting in-person, please contact the City Clerk's Office at cityclerksoffice@brampton.ca or 905-874-2101.

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:
Terri Brenton, Legislative Coordinator, Telephone 905.874.2106, TTY 905.874.2130
cityclerksoffice@brampton.ca

Note: Meeting information is also available in alternate formats upon request.

1. **Call to Order**

Note: The City Clerk will conduct a roll call at the start of the meeting.

2. **Approval of Agenda**

3. **Declarations of Interest under the Municipal Conflict of Interest Act**

4. **Consent**

5. **Announcements (2 minutes maximum)**

6. **Delegations (5 minutes maximum)**

7. **Staff Presentations**

8. **Reports**

8.1 Staff Report re: Councillors' Expense Policy – Consulting Services (RM 12/2020).

See Item 10.1

Recommendation

8.2 Staff Report re: Communications, Events and Protocol Policies and Procedures for City Council Information (I 89/2020).

To be received

9. **Other Business/New Business**

9.1 Discussion Item from Chair Fortini re: Council Expense Reporting.

10. Deferred/Referred Matters

- 10.1 Staff Report re: Annual Statement of Remuneration and Expenses for 2019 (I 33/2020).

See Item 8.1

To be received

Note: Referred from the Council Meeting of March 11, 2020, pursuant to Council Resolution C074-2020.

11. Notices of Motion

12. Correspondence

13. Councillor Question Period

14. Public Question Period

15 Minute Limit (regarding any decision made at this meeting)

During the meeting, the public may submit questions regarding decisions made at the meeting via email to the City Clerk at cityclerksoffice@brampton.ca, to be introduced during the Public Question Period section of the meeting.

15. Closed Session

16. Adjournment

Next Meeting: Monday, November 23, 2020 – 9:30 a.m.

Date: 2020-08-24

Subject: **Councillors' Expense Policy - Consulting Services (RM 12/2020)**

Contact: Mark Medeiros, Acting Director of Finance and Treasurer x 42520
Z. Majid, Senior Manager, Accounting Services and Deputy
Treasurer x 42287

Recommendations:

1. That the report titled: **Update to Councillors' Expense Policy (RM 12/2020)**, to the Governance and Council Operations Committee Meeting of September 14, 2020, be received; and
2. That the updated Councillors' Expense Policy and Annual Statement of Remuneration and Expenses ("SOR") format attached to the subject report be approved.

Overview:

- At its meeting on February 3, 2020, the Governance and Council Operations Committee ("GCOC") approved recommendation GC004-2020 that the Councillors' Expense Policy (the "Policy") be referred to staff for clarification on permissible expenses with regard to external service providers as well as for the prohibition on the use of consultants, with a report to the next meeting of the GCOC.
- Also at its meeting on March 11, 2020, City Council approved the motion C074-2020, that the Annual Statement of Remuneration and Expenses for 2019 (the "SOR"), be referred to the next GCOC meeting for certain format and presentation updates.
- The updated Policy and SOR attached to this report takes into account the necessary changes from the recommendations and motion by the GCOC and City Council respectively.

Background:

The GCOC, at its February 3, 2020 meeting, adopted the recommendation GC004-2020 (subsequently approved by the City Council meeting of February 5, 2020):

- That the proposed revisions to the Councillors' Expense Policy – Consulting Services (RM 132/2019) be referred to staff for clarification on permissible expenses with regard to external service providers, for a report to the next meeting of the Governance and Council Operations Committee;
- That the report back include the prohibition on the use of consultants; and
- That the freeze on the use of consultants (Resolution C422-2019) be maintained until Council makes a further decision on the matter.

Also at its meeting on March 11, 2020, City Council approved the motion C074-2020, that the SOR, be referred to the next GCOC meeting for certain format and presentation updates:

- Break out salary and benefits for Councillor staff from business office expense in a separate column; and
- Add an additional column for total budget used to date and budget remaining for the term.

Current Situation:

The following key updates are recommended to the Policy under section 6.2 - Business Expenses and Other Miscellaneous Expenses:

- **Eligible Expenses:** Usage of event services such as event planners, graphic designers and photographers.
- Eligible expenses for Councillors do not include professional services or advice, such as legal and planning advice and services, or such other expenses that are not permitted under any other City policy and the Council Handbook.
- Narrative for usage of event services:
 - The annual maximum allowed for all event services as listed above, is \$1,000 per Councillor.
 - Eligible expenses will not include services that are otherwise available through City Staff.
 - Before an expense is incurred, a signed contract or formal agreement with the event service provider, which sets out the terms and conditions in

detail, is required, with a copy provided to finance immediately upon signing. The contract or agreement should be administered in accordance with applicable policies, administrative directives and procedures of the City, including but not limited to, purchasing and procurement policies as set out in the City's Purchasing By-law.

- The event service provider's invoice must identify the hours worked and the deliverables. The event service provider's HST registration number (if an organization) or S.I.N number (if an individual) must also be provided to Finance for expense processing purposes.

- **Ineligible Expenses:** Usage of Consultants by Councillors.

- **Definition of Consultant:** An individual, corporation or other entity (including a consulting firm) that provides services in return for any form of compensation, including, but not limited to public relations and other advisory services, information and recommendations, but does not include an employee of a Councillor.

Staff are also recommending minor updates to the Policy – 'Appendix C - Remuneration & Expenses Reporting'. These changes will assist staff in streamlining the expense reporting requirements for Councillors and allow for a quicker turnaround time in reporting of Election Officials' Expense statements onto the City's website. Specifically, Monthly Operating Statements will only be posted once approved by the Elected Official or designate.

Staff have also updated the format and presentation for the SOR as requested by City Council.

The updated Policy and SOR attached to this report takes into account the necessary changes as noted above (highlighted in track changes for ease where applicable).

Corporate Implications:

Financial Implications:

There are no direct financial implications related to this report.

Other Implications:

There are no other implications resulting from this report.

Strategic Plan:

This report supports our Strategic Plan's strong foundation of Good Government and the principles of accountability and transparency.

Conclusion:

We recommend that the updated Policy and SOR format attached to this report be approved.

Authored by:

Reviewed and Recommended by:

Zeeshan Majid,
Senior Manager, Accounting Services and
Deputy Treasurer, Corporate Support
Services

Mark Medeiros,
Acting Director of Finance /
Treasurer, Corporate Support
Services

Approved by:

Submitted by:

Michael Davidson,
Commissioner, Corporate Support Services

David Barrick,
Chief Administrative Officer

Attachments:

- | | |
|--------------|---|
| Appendix 1 – | Updated Mayor and Councillors' Expense Policy FIN-110 with track changes. |
| Appendix 2 – | Annual Statement of Remuneration and Expenses for 2019 – updated format and presentation. |

Category: Finance

Title: Mayor and Councillors' Expense Policy

Policy Number: FIN-110

Approved by: MS005-2018, C047-2018

Administered by: Finance, Accounting Services

Effective: TBD

Table of Contents

1. Purpose.....	3
2. Application and Scope	3
3. Guiding Principles	3
3.1 Integrity of Council	3
3.2 Accountability	3
3.3 Transparency	4
3.4 Compliance	4
4. Mandatory Requirements.....	4
4.1 General Guidelines	4
4.2 Term of Council Expense Account Budget.....	5
4.3 Attendance on Behalf of Another Member of Council	6
4.4 Use of Purchasing Cards ("P-Card")	6
4.5 Approvals and Dispute Resolution	6
4.6 Roles and Responsibilities	7
5. Resources Available/Allocated to Members of Council	8
5.1 Information Technology.....	8
5.2 Office Equipment and Furniture Assets.....	<u>98</u>
6. Eligible Expenses.....	9
6.1 Allowance for Automobiles.....	9
6.2 Business Expenses and Other Miscellaneous Expenses.....	10
6.3 Community Involvement.....	11
6.4 Corporate Representation.....	<u>1312</u>

6.5	Event Tickets or Hospitality Expenses	13
6.6	Gifts to individuals	14 <u>13</u>
6.7	Professional Development	14
6.8	Travel Expenses	15
6.8.1	Event Related Expenses	16
6.8.2	Transportation Expenses.....	17 <u>16</u>
7.	Monitoring and Compliance	18
7.1	Consequences of non-compliance	18
8.	Definitions	19 <u>18</u>
9.	References and Resources.....	20 <u>19</u>
	Revision History	20 <u>19</u>

Appendices

Appendix A – Standard Technology	21
Appendix B – Standard Office Furniture & Equipment	23
Appendix C – Remuneration & Expense Reporting	25

1. Purpose

The purpose of this Policy is to provide the business rules and guidelines for expenditures that support Members of Council in performing their diverse roles and in representing their constituents.

This Policy is intended to:

- a) Provide Members of Council with the ability to allocate resources in the most efficient way to meet their own particular requirements; and,
- b) Recognize Members of Council's accountability for managing City resources allocated to them.

2. Application and Scope

This Policy applies to all expenses incurred by Members of Council in the performance of their duties as elected officials and Members of Council Staff ("Council Staff"), while conducting official City business.

2.1 Exceptions

This Policy does not apply to:

- a) City staff that are not Council Staff;
- b) Volunteers that support Members of Council;
- c) Appointed members of local boards and committees;
- d) Family members of Members of Council; and,
- e) Personal expenses incurred for goods or services for non-City business.

3. Guiding Principles

The following guiding principles should be applied with respect to this Policy:

3.1 Integrity of Council

- a) The integrity of Council as a whole and the office of the Mayor and offices of the Councillors must be protected.

3.2 Accountability

- a) Members of Council are the stewards of City resources and are ultimately accountable to the public and their constituents for the type and level of expenses they incur;
- b) Eligible expenses must be reasonable and reflect what the public expects of a Member of Council; and,

- c) Reimbursement of an expense should not result in a Member of Council and Council Staff receiving any product, service or asset for personal use, benefit or gain.

3.3 Transparency

- a) The public has a right to know how public funds allocated to Members of Council are spent; and,
- b) The public's request to a Member of Council's 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

- a) Eligible expenditures should be administered in accordance with applicable policies, administrative directives and procedures of the City, including but not limited to, human resource policies, purchasing and procurement policies as set out in the City's Purchasing By-law, as well as other statutory requirements; and,
- b) All accounting, audit and Income Tax Act principles and rules must be followed.

4. Mandatory Requirements

4.1 General Guidelines

Expenses submitted for reimbursement by Members of Council and Council Staff or expenditures incurred by the City on behalf of Members of Council and Council Staff, must be charged to one of the City accounts reported in the Statement of Remuneration and Expenses on a monthly, quarterly and annual basis, in accordance with Section 284 of the Municipal Act, 2001. (Refer to **Appendix C** for information on the public reporting of Members of Council remuneration and expenses).

- a) Reimbursement claims for expenses must follow basic accounting and audit principles:
 - i. Expenses must relate to the business of the City and for the advancement of the City's approved strategic goals and objectives;
 - ii. Expenses must be directly incurred. Expenses incurred by third parties cannot be claimed;
 - iii. Expenses must be consistent with what is permitted in this Policy;
 - iv. Proper documentation must be provided, including detailed original receipts, invoices or e-bills for all expense claims. The name of attendees must be provided for all hospitality expenses;

- v. Invoices must include a description of the goods purchased or services rendered, the cost, taxes and HST registration number, if applicable;
 - vi. In the case where the receipt/invoice shows the name of the establishment or company providing the goods purchased or services rendered as a numbered company, the operating name of the establishment must be provided;
 - vii. Expenses must be charged for the year in which they were incurred. Expenses cannot be carried forward to subsequent years;
 - viii. Expenses must be submitted for reimbursement within 60 calendar days of incurring the expense or receiving an invoice; and,
 - ix. Members of Council will, on a quarterly basis, provide to Finance a standardized signed memo confirming any personal expenses refunded to the City and compliance with this Policy.
- b) City facilities, services, funding or property are not to be used by Members of Council and Council Staff for any election-related purposes. Refer to the Use of Corporate Resources Policy; and
 - c) Any expenses incurred that promote for-profit organizations, third parties, other levels of government, political parties, or candidates in any election campaigns will be ineligible for reimbursement.

4.2 Term of Council Expense Account Budget

- a) The annual budgets for the Mayor's Business Expenses Accounts and Councillors' Term of Council Expense Account are established as part of the City's annual budget process;
- b) A Member of Council shall not exceed their annual or term of Council budget without the prior approval of Council;
- c) Members of Council have discretion to decide how they spend their overall Council budget in accordance with this Policy (Note – Remuneration for Members of Council is fixed and established by Council through the Council Compensation Committee).
- d) Any funds remaining unspent at the end of the term of Council, cannot be carried forward to the next term of Council;
- e) A Member of Council who does not return to the subsequent term of Council is personally responsible for any over-budget amounts remaining at the

completion of the term of Council, except where Council waives the requirement for reimbursement;

- f) A Member of Council who does not return to the subsequent term of Council may not incur expenses in their Term of Council Expense Account after the date of the Municipal election;
- g) Should a Member of Council not complete their term of Council, their Term of Council expense budget shall be pro-rated to the end of the term of Council year in which the Member of Council leaves office; and,
- h) At the end of their respective term of Council, a Member of Council and Council Staff must return all assets purchased with City funds or purchase any such items from the City, utilizing personal funds, at fair market value (plus associated taxes and disposition costs at the time of purchase).

4.3 Attendance on Behalf of Another Member of Council

- a) Expenses incurred by a Member of Council, in connection with attendance at a function on behalf of another Member of Council, shall be charged to the account that would otherwise have been charged for the original attending person, except for Regional Council meetings; and
- b) Expenses incurred by the substitute Member of Council, that may be charged on behalf of the original attending person, are limited to the guidelines in this Policy.

4.4 Use of Purchasing Cards ("P-Card")

- a) Members of Council can request a P-Card, available from the City's P-Card Program, for Council Staff;
- b) P-Cards can be used by Council Staff for goods and services up to \$25,000 for City business; and
- c) Council Staff who use P-Cards must follow the applicable procedures and guidelines of the City P-Card program including the City P-Card administrative directive.

4.5 Approvals and Dispute Resolution

- a) Members of Council shall authorize expenditures from their respective expense account budgets after orders have been received or services rendered;
- b) Members of Council shall approve all requests for payment/reimbursement of expenses incurred by Council Staff covered by this Policy;

- c) The Treasurer shall approve all requests for payment/reimbursement of expenses incurred by Members of Council covered by this Policy; and,
- d) In the event of disputes or extraordinary circumstances that may arise regarding the application of this Policy:
 - i. The Treasurer (or Chief Information Officer and City Clerk as it relates to the technology and office equipment/furniture components respectively) shall meet with the Member of Council and make every reasonable effort to resolve the matter; and,
 - ii. Disputes or extraordinary circumstances that cannot otherwise be resolved will be referred to Committee of Council.

4.6 Roles and Responsibilities

Members of Council and Council Staff:

- a) Comply with the Code of Conduct for Members of Council, the Human Resources Management and Ethical Framework for Council Staff, the Council Handbook and rules and requirements outlined in this Policy when submitting expense documents;
- b) Exercise integrity and good business judgment when incurring expenses;
- c) Expected to attend an event for which a reimbursement is claimed;
- d) Keep safe and maintain all equipment and furniture provided by the City or purchased with City funds; ~~and,~~
- e) Approve and return Expense Statements to City Finance staff within 15 days of receipt; and
- ~~e)f)~~ Comply with all financial, legal and Income Tax regulations.

Treasurer:

- a) Ensure Members of Council are in compliance with the rules and requirements of this Policy and take appropriate corrective actions when required;
- b) Verify expenses were incurred in the performance and benefit of City business; and,
- c) Verify funds are available within the allocated budget.

City Finance staff:

- a) Reimburse individuals in a timely manner;
- b) Monitor compliance and follow up on those expense claims not in compliance;
- c) Provide accounting and financial support to Members of Council and Council Staff by paying expenditures, preparing financial management reports and providing advice and direction on the interpretation and application of this Policy; and,
- d) Provide training and orientation for Members of Council and Council Staff at the beginning of each term and when required or as requested during the term, from time to time.

5. Resources Available/Allocated to Members of Council

5.1 Information Technology

- a) At the start of each term of Council, the City will provide to Members of Council, the standard technology assets listed in **Appendix A**;
- b) Standard technology package is to be used only for City purposes as set out in the City's Information Technology Use Policy;
- c) Technical maintenance and support will not be provided by City staff at the residence of the Members of Council and Council Staff;
- d) Standard technology package will be replaced, upgraded or refurbished in accordance with City policies and standards;
- e) Non-standard technology may be purchased:
 - i. Subject to approval by the Chief Information Officer;
 - ii. Will remain the property of and will be inventoried by the City; and
 - iii. Will be charged to a capital account but funded from and reported as part of the Member of Council's business expense account based on actual expenditures.
- f) Members of Council and Council Staff are prohibited from connecting non-standard technology to the City's network or IT infrastructure unless prior approval is obtained from the Chief Information Officer; and
- g) Standard and non-standard technology will be reported on the annual remuneration statement (Refer to **Appendix C** for further information).

5.2 Office Equipment and Furniture Assets

- a) At the start of each term of Council, the City will provide to Members of Council, the standard office equipment and furniture assets listed in **Appendix B**;
- b) Standard office equipment and furniture assets are to be used only for City purposes;
- c) Non-standard office equipment or furniture may be purchased and reimbursement requested:
 - i. Reimbursement will be limited to a maximum of the cost of the equivalent item at City standards, as determined by the City Clerk, in consultation with appropriate City staff;
 - ii. Non-standard equipment and furniture includes any equipment not listed in **Appendix B** with a fair market value of more than \$50;
 - iii. Non-standard equipment and furniture may be purchased from the Members of Council's business-related office expense account. This may include purchases related to a home office for the Members of Council; and,
 - iv. All non-standard equipment and furniture purchased remains the property of and will be inventoried by the City.
- d) A new Member of Council will be entitled to a one-time start-up operating budget at the start of their term to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationery and similar types of expenditures. Refer to **Appendix B** for further information.

6. Eligible Expenses

This section outlines alphabetically the categories and types of eligible expenses that can be charged to the Term of Council Expense Account. It outlines the details for each type of expense and conditions/exceptions that apply.

6.1 Allowance for Automobiles

Narrative:

- a) Members of Council will receive a monthly automobile allowance as determined and approved by Council;
- b) The monthly automobile allowance will be treated as a taxable benefit; and

- c) It will be exclusive of the base salary bands of Members of Council and will increase on January 1st of each year based on the prior year's Consumer Price Index as published by Statistics Canada.

6.2 Business Expenses and Other Miscellaneous Expenses

Eligible expenses:

- a) Salary and benefit related expense for Council Staff;
- b) General office related expenses such as business cards, mailing or courier services, home phone and/or internet service for home office, internal printing, stationery and other office supplies, and service plans for iPad or an equivalent device and City provided smart phone;
- c) Newsletters (ward reports) printing and distribution;
- d) Corporate business meals; ~~and~~
- e) Photographs and slides; and
- e)f) Usage of event services such as event planners, graphic designers and photographers (please also see requirements in narrative section).-

Ineligible expenses:

- a) Any incremental cost above a monthly contracted service plan or any other charges related to personal usage;
- b) Purchase of magazines and newspapers is not permitted; ~~and~~
- c) Purchase or rental of clothing; and
- e)d) Usage of Consultants by Councillors.-

Narrative:

- a) Any charges related to personal usage for City provided smart phone must be reimbursed to the City when accumulated charges, on a quarterly basis, exceed \$15 (plus sales tax);
- b) Members of Council will on a quarterly basis, provide to Finance, a standardized signed memo outlining any personal usage along with reimbursement as defined above; ~~and~~
- c) The Council office subscribes to newspapers for reference copies for the entire Council Office;

d) For greater certainty and clarity, eligible expenses for Councillors do not include professional services or advice, such as legal and planning advice and services, or such other expenses that are not permitted under any other City policy and the Council Handbook; and

e) For usage of event services:

- o The annual maximum allowed for all event services as listed above, is \$1,000 per Councillor.
- o Eligible expenses will not include services that are otherwise available through City Staff.
- o Before an expense is incurred, a signed contract or formal agreement with the event service provider, which sets out the terms and conditions in detail, is required, with a copy provided to finance immediately upon signing. The contract or agreement should be administered in accordance with applicable policies, administrative directives and procedures of the City, including but not limited to, purchasing and procurement policies as set out in the City's Purchasing By-law.
- o The event service provider's invoice must identify the hours worked and the deliverables. The event service provider's HST registration number (if an organization) or S.I.N number (if an individual) must also be provided to Finance for expense processing purposes.-

6.3 Community Involvement

Members of Council may support and sponsor community organizations providing services in the Brampton community.

Eligible expenses:

- a) Membership, support and sponsorship of City of Brampton based not-for-profit corporations, charitable or non-charitable organizations or community organizations and groups;
- b) Cash donations shall be authorized for equal to or less than \$500 for each request (\$1,000 per year maximum per eligible organization);
- c) Merchandise donations (i.e. City souvenir/promotional items) shall not exceed \$200 in value, provided the total of all related merchandise donations to each organization does not exceed \$400 per year to the same group;
- d) General communication with constituents related to advertising in programs for local/community special events (please also see election year exclusion in narrative section):

- i. The annual maximum allowed is \$1,000 per Member of Council;
 - ii. Advertising must be related to specific community programs or local special events (e.g. Spring clean-up, Town Hall, etc.); and,
 - iii. All other media advertising shall be administered by Corporate Strategic Communications.
- e) Purchase of tickets for community events held at the Rose Theatre by eligible organizations as defined above.
- f) Purchase of bags, pens, pins or any promotional materials with the Member of Council's name (please also see election year exclusion in narrative section).

Ineligible expenses:

- a) Financial donation/sponsorship to religious organizations unless it is fully expended for a specific Brampton community event/fundraiser that is:
 - i. Open to all constituents, regardless of religious affiliation; and,
 - ii. Serving a purpose aligned with the City's core values, vision or strategic goals.
- b) Financial donation/sponsorship to individuals unless they are a member of an eligible organization and the donation is for a Brampton community event/fundraiser. Therefore, the donation/sponsorship is to the eligible organization;
- c) Financial donation/sponsorship to eligible organizations that have already received funding through a City grants program for that specific fiscal year unless specifically approved by Council;
- d) Purchase of seasonal sponsorships or tickets to Rose Theatre performances; and
- e) Purchase of sports event tickets.

Narrative:

- a) Members of Council and Council Staff will not be allowed to advertise in programs for local/community special events, or purchase bags, pens, pins or any promotional materials with the Member of Council's name, during an election year. An election year begins at the start of the nomination period and ends with the end of that current Council term. In addition, advertising in any annual publications, programs or annual sponsorships that span the calendar year in an election year are prohibited; and

- b) For reimbursement of eligible advertising expenses, the Member of Council and Council Staff must provide the itemized original invoice from the media organization stating the name of the publication, the date that the print ad appeared or that a television or radio ad aired. A copy of the print ad must also be provided.

6.4 Corporate Representation

Eligible expenses:

- a) Attendance at the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM) conferences by Members of Council;
- b) Attendance on a trade mission or a research trip by Members of Council;
- c) Attendance at Board related functions (i.e. separate from Board appointments approved by Council) by Members of Council; and
- d) Hospitality or entertainment expenses by Members of Council.

Ineligible expenses:

- a) Any expenses not specifically approved by Council to be charged to the Corporate Representation Account.

Narrative:

- a) Members of Council's attendance on a trade mission or a research trip must be approved by Council in advance of the trip.

6.5 Event Tickets or Hospitality Expenses

Eligible expenses:

- a) Purchase of only two (2) tickets by Members of Council for attendance at any lunch, dinner or other event (community charitable event or function for weekend social events); and
- b) Members of Council's expenses for food and beverages related to business meals or receptions with constituents, business contacts, representatives of other levels of government, international delegations or visitors.

Ineligible expenses:

- a) Alcohol and alcoholic beverages unless purchased or provided by a Member of Council as a matter of hospitality or protocol while conducting City business; and
- b) Theatre, sporting events, concerts, movie theatres, dining establishments that include an entertainment element (i.e. live music).

Narrative:

- a) Expectation is that a Member of Council will physically be in attendance for the event for which a reimbursement is being claimed; and
- b) The second ticket may be used by the Member of Council's spouse or guest or Council Staff (excluding City staff).

6.6 Gifts to individuals

Eligible expenses:

- a) Nominal gifts for less than \$100 for special business related occasions:
 - i. Retirements or work anniversaries;
 - ii. Taxpayer or community group recognition;
 - iii. Gift baskets/flowers for constituents for special occasions (including a congratulatory note for new business openings in the City); and,
 - iv. In-memoriam gifts for constituents, such as trees and/or floral tributes.

Ineligible expenses:

- a) Gifts for Council Staff, City staff or other employees of City agencies, boards, commissions and special purpose bodies.

Narrative:

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

6.7 Professional Development for Members of Council and Council Staff

Eligible expenses:

- a) Conferences and seminars;
- b) Professional education and development programs;
- c) Skills development programs;
- d) All other professional development related travel; and
- e) Book purchases that are relevant to the duties as a Member of Council and Council Staff.

Ineligible expenses:

- a) Professional fees, professional memberships and insurance charges;
- b) Training unrelated to City business;
- c) Professional designation training and exams; and
- d) Physical fitness, sports, arts programs.

Narrative:

- a) Expenses incurred by Members of Council shall be permitted to be paid by the Corporate Representation Account if specifically approved by a Council resolution as discussed earlier; and
- b) If pre-approved by a Council resolution and paid by the Corporate Representation Account, expenses incurred for eligible conferences and seminars will be submitted with a follow-up report to Council outlining the outcomes of attendance at the event.

6.8 Travel Expenses

Travelling on City business includes attendance by the Members of Council and Council Staff at:

- a) External Technical Skills Development Programs;
- b) External Professional Development Programs;
- c) Conference/Symposiums/seminars/workshops and other similar events;
- d) Trade/Economic Development Missions;
- e) Research Trips; and
- f) Other City Business or other travel as approved by Council.

Narrative:

- a) Pre-travel requirements for Council Staff:
 - i. Where formal pre-approval is required, Council Staff should use the on-line Travel and Education Expense Form. Formal pre-approval should be obtained at least two weeks prior to making travel arrangements;
 - ii. Formal pre-approval is not mandatory for events with a duration of one day or less, or where the estimated travel budget is less than \$1,000; and

- iii. This does not remove the requirement for Council Staff to obtain the necessary Member of Council approval for their attendance at the event.
- b) Post-travel requirements for Council Staff:
 - i. A Travel and Education Expense form reflecting actual expenses with supporting documentation for all applicable expenses must be submitted for approval; and
 - ii. This form should be completed by Council Staff for all travel regardless of amount and duration of travel.

6.8.1 EVENT RELATED EXPENSES

Eligible expenses:

- a) Event registration costs;
- b) Cost of hotel accommodation providing best value available at the time of making travel arrangements;
- c) Cost of meals based on receipts submitted or a meal per diem of \$60 (\$15 for breakfast, \$15 for lunch and \$30 for dinner) or any portion of in lieu of submitting receipts for meal expenses;
- d) Incidental hotel expenses supported by appropriate receipts or itemized hotel statement of account such as internet charges, laundry and dry cleaning; and
- e) Trip cancellation insurance.

Ineligible expenses:

- a) Meals per diem if event registration fees include breakfast, lunch or dinner; and
- b) Incidental expenses that are either clearly unrelated or not required to support the Members of Council and Council Staff while travelling on City business such as “pay per view” entertainment and alcohol.

Narrative:

- a) Members of Council and Council Staff are encouraged to use conference sponsored hotels;
- b) Per diems claimed will be calculated based on the same number of days associated with the purpose of the trip, including the day of departure and day of return; and

- c) Members of Council and Council Staff may not acquire or accumulate, either directly or indirectly, where the benefit does not accrue to the City, points through loyalty programs such as Air Miles, Aeroplan, etc.

6.8.2 TRANSPORTATION EXPENSES

Eligible expenses:

- a) Air/train fare based on economy class or at the best rate available at the time of making travel arrangements;
- b) Ground transportation (taxis, buses, airport shuttles, and airport limousines, parking fees, etc.);
- c) Vehicle rental for business related purposes;
- d) Highway toll charges, including the cost of a transponder;
- e) Should the Members of Council and Council Staff elect to drive to a destination that is greater than 300km from Brampton in lieu of traveling by air/train:
 - i. Receipted accommodation expenses;
 - ii. Meals (per diems or receipts); and,
 - iii. Mileage charges for use of a personal vehicle.
- f) Mileage rates will be based on the approved mileage rates in effect at time of travel.

Ineligible expenses:

- a) Bulk purchase of flight passes or similar bulk airfare programs unless specifically approved by Council;
- b) Ground transportation if Members of Council and Council Staff elect to drive to the destination;
- c) Highway toll charges related to travel between home and normal work location (City Hall);
- d) Personal vehicle maintenance and repair costs; and
- e) Traffic and parking fines.

Narrative:

- a) Upgrades from economy class for Members of Council will be acceptable for non-North American air travel to no higher than business class in recognition of the

travel times involved (if in excess of 5 hours of travel time) unless otherwise specifically pre-approved by Council;

- b) Compact cars should be rented at all times;
- c) When requesting highway toll charges for reimbursement, Members of Council and Council Staff must identify the business purpose for the trip requiring use of the toll highway;
- d) Mileage reimbursement shall be calculated based on the driving distance from City Hall to the destination location utilizing www.google.ca/maps or similar free mapping service;
- e) Members of Council shall reduce the total mileage distance claimed by 160 km prior to calculating the mileage reimbursement amount for travel expenses; and
- f) If Members of Council and Council Staff elect to drive to a destination that is greater than 300km from City Hall (in lieu of traveling by air/train), charges for reimbursement may not exceed the cost of regular economy airfare or lowest rate available at the time of making travel arrangements.

7. Monitoring and Compliance

It is the Members of Council's responsibility to monitor and ensure Council Staff's compliance with this overall Policy.

It is the Treasurer's responsibility to monitor and ensure the Members of Council's compliance with this overall Policy.

Monitoring and compliance of the actual expense submission will be conducted by the Manager, Accounting Services, Finance, Corporate Services through a review and approval of each expense submission.

7.1 Consequences of non-compliance

Failure to follow this Policy may result in:

- a) Processing and reimbursement delays;
- b) Members of Council will be required to repay the City for any expense claims in excess of the annual budget amounts that are not approved by Council; and,
- c) The Member of Council being in non-compliance with the Code of Conduct for Members of Council and subject to investigation by the Office of the Integrity Commissioner and consequences as deemed appropriate by Council.

8. Definitions

8.1 Business Meal Allowance – Breakfast, lunch or dinner expenses that council members incur for meeting with other Members of Council, Council Staff, City staff, or staff of the City's or Region's boards, committees or other special purpose bodies.

8.2 Consultant – An individual, corporation or other entity (including a consulting firm) that provides services in return for any form of compensation, including, but not limited to public relations and other advisory services, information and recommendations, but does not include an employee of a Councillor.

8.3 Eligible Expenses – Expenses that the City will reimburse or pay for.

8.4 Hospitality Expenses – Breakfast, lunch, dinner and reception expenses that Members of Council incur while hosting a third party.

8.5 Incidentals – includes expenditures for reasonable out of pocket expenses for gratuities, baggage handling, dry cleaning, laundry, etc.

8.6 Ineligible Expenses – Expenses that the City will not reimburse or pay for.

8.7 Members of Council Staff ("Council Staff") – City employees who report directly to Members of Council and are hired on a temporary or contract basis.

8.8 Mileage rates – a fixed allowance per kilometre for the use of a personal vehicle which recognizes the expenses associated with operating a personal vehicle (e.g. gas, insurance repairs and maintenance, etc.).

8.9 Per Diem - a fixed allowance for which no receipts are required.

8.10 Receipt – a document received from a 3rd party vendor that itemizes and describes all items purchased.

9. References and Resources

Please note that some of the items listed below may not be publically available.

External References

- Municipal Act, 2001
<https://www.ontario.ca/laws/statute/01m25>

References to related bylaws, Council policies, and administrative directives

- Code of Conduct for Members of Council
- Corporate Fraud Prevention Policy GOV-110
- Council Handbook
- Human Resources Management and Ethical Framework for Council Staff
- Information Technology Use Policy #: 2.11.0
- Purchasing By-law
- Purchasing Card Administrative Directive PUR-120
- Use of Corporate Resources Policy GOV-120

Revision History

Date	Description
2018/12/01	Approved. Replaces the following policies rescinded by resolution C047-2018 on 2018/02/21 <ul style="list-style-type: none">• Policy 13.1.0 Automobile for Council & Senior Staff• Policy 13.3.6.1 Remuneration and Expenses Reporting for Elected Officials• Policy 13.3.6.2 Mayor and Councillors' Office Technology, Equipment and Furniture
2019/06/19	Amended by resolution CW292-2019 & C242-2019 on 2019/06/19 to make necessary amendements to implement Council's decisions with respect to the new Council Office Support Model
<u>2020/XX/XX</u>	<u>Amended by resolution XXXX & XXXX to conform with committee direction as per referred matter RM 12/2020 for clarification on permissible expenses with regard to event services and the prohibition on the use of Consultants.</u>
2021/12/01	Next Scheduled Review

Appendix A

Standard Technology Package offered to Mayor and Councillors for City Hall/Home Offices

The standard technology package for the Mayor and Councillors' City Hall/Home Offices will include the following:

- Computing devices, including:
 - one (1) laptop computer and one (1) iPad; plus related accessories (including docking station for a laptop and standard monitor)
- One (1) communication device, including:
 - One (1) smartphone; plus standard communication accessories

To be coordinated by Mayor and Councillors with a third party vendor of their choice for their Home Office (e.g., Rogers, Bell, etc.):

- One (1) business telephone line for City business only
- One (1) internet connection for City business only

The standard technology package for the Mayor's staffing needs will include the following:

- Computing devices, including:
 - Up to five (5) laptop computers; plus related accessories (including docking station for a laptop and standard monitor)
- Up to five (5) communication devices, which can include either:
 - Smartphones; plus standard communication accessories or desktop phones or a combination thereof.

The standard technology package for each Councillors' staffing needs will include the following:

- Computing devices, including:
 - Up to two (2) laptop computers; plus related accessories (including docking station for a laptop and standard monitor)
- Up to two (2) communication devices, including:
 - One (1) smartphone; plus standard communication accessories and One (1) desktop phone

Licensing for standard corporate productivity software suite is included. Shared printers and copiers will be provided by the City for City Hall offices, based on Corporate policy and procedures.

Notes:

- The Information Technology Division shall maintain a list of eligible standard technology assets (e.g., models), which may be updated from time to time by the Division.
- The budget for the standard technology package offered at the start of each term of Council will be \$5,000 per Member of Council and \$3,000 per Council Staff or as allocated or approved in the budget.
- Non-standard technology for Members of Council and Council Staff will be charged to a capital account but funded from and reported as part of the Member of Council's business expense account based on actual expenditures.

Appendix B

Standard Office Equipment and Furniture Asset Offering to Mayor and Councillors

The standard office furniture offerings for City Hall will include the following:

- One desk including keyboard tray where appropriate, for the office space provided:
 - o Each Council office will receive an office “suite” of modular case good furniture pieces in standard upgraded finishes that includes the following items:
 - (1) One wood veneer finished desk with ample work surface suitable to current day requirements for both paperwork and technology requirements as well as quick sit-down discussions for up to 2 guests;
 - (2) One 3-high equivalent storage cabinet in wood veneer finishing matching the suite provided. Includes locks and keys for confidential storage;
 - (3) One mobile pedestal file storage drawers suited to both legal and letter sized file folders as well as storage of miscellaneous items as required;
 - (4) One small round meeting table and guest chairs for up to four (4) people for small adhoc meetings within the office space. The chairs fabric will be of a standard grade;
 - (5) One matching wood veneer credenza with closed, lockable storage; and
 - (6) A standard ergonomic office task chair (typical or executive models) will be provided in a standard grade fabric.

Where guest chairs or task chairs require repair, reupholstering due to typical wear and tear, Interior Design Services can be contacted to make appropriate arrangements.

The standard office furniture offerings for City Hall for Members of Council staffing needs will include the following:

- (1) Two touch-down working stations located outside of the respective Members of Council office;
- (2) Two standard/typical ergonomic office task chairs will be provided in a standard grade fabric; and
- (3) File storage drawers suited to both legal and letter sized file folders as well as storage of miscellaneous items as required.

Notes:

- The City Clerk’s Office and/or Community Services Department, Interior Design Services Section, shall maintain a list of eligible standard office equipment and furniture assets, which may be updated from time to time by City staff.

- A new Member of Council will be entitled to a one-time start-up operating budget of up to \$2,000 (or as allocated or approved in the budget) to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationery and similar types of expenditures.
- Non-standard office equipment and furniture for Members of Council and Council Staff will be charged to a capital account but funded from and reported as part of the Member of Council's business expense account based on actual expenditures.

Appendix C

Remuneration & Expenses Reporting

Responsibility to Report

Departments will report expenses incurred on behalf of a Member of Council to the Treasurer. It is the responsibility of each member of Council to report any expenses under a cost-sharing arrangement or expenses incurred by another Member of Council on their behalf to the Treasurer. These expenses must be reported on the Statement of Remuneration and Expenses as having been incurred by the Member of Council.

Regular Members of Council's expenses reporting will include:

Monthly

~~a)~~ Members of Council own term expense accounts. This will be distributed to the Members of Council to view and sign off. ~~;~~

~~b)~~ a) _____

~~i.~~ Statements will be sent by Finance to Members of Council' and/or their designated staff by the 15th working day of the following month. -

~~e)~~ It is required that monthly reporting Sstatements should beare signed approved and returned by the Members of Council and/or their designated office-staff within 1530 days of receipt from Finance.

~~d)~~ b) _____; and

~~e)~~ c) _____ Only statements for which Member approval has been received will be posted ~~b) Statements will be Details and summary of current year Members of Council's own term of Council expense accounts to date to be posted on~~ to the City's website. -

Quarterly

a) A quarterly summary of Members of Council expenses will be distributed to the Members of Council to view and sign off. This report will not only include expenses paid by the Members of Council's own term expense accounts but also expenses paid by Corporate operating and capital accounts on behalf of the Members of Council;

b) Statements will be sent by Finance to Members of Council and/or their designated staff by 15th working day of the following quarter. Statements should be approved and returned by the Members of Council and/or their designated staff within 15 days of receipt from Finance; and

c) Only statements for which Member approval has been received will be posted on the City's website.

Annually

a) a) Annual Statement of Remuneration and Expenses will be prepared by March 31st of each year and posted to the City's website according to Section 284 of the Municipal Act.

a)b) Section 284 of the Municipal Act requires that the Treasurer of every municipality shall submit to the Council of the Municipality, an itemized statement of the remuneration and expenses paid to each Member of Council in respect of their services as a Member of Council, on or before the 31st day of March in each year.

b)c) The statement will include all expenses paid to, or incurred on behalf of Members of Council using their operating business expense account, any Corporate operating and capital project accounts, including salaries and benefits paid to Council Staff and expenses incurred by Council Staff.

Appendix A
The Corporation of the City of Brampton
Mayor and Councillor Statement of Remuneration and Expense
For the Period of January 1 to December 31, 2019

DRAFT

		Elected Official's Expense Account								Corporate Accounts				
Ward	Period	Elected Official's Salary	Elected Official's Benefits *	Staff Salary and Benefits	Business Office Expenses and Professional Development	Community Development and Sponsorship	Telephone, Cellular and Internet	Sub-Total	Budget Remaining	FCM and AMO	Trade Missions	External Legal Expenses (By-Law 142-2019)	Sub-Total	Total
<i>Mayor</i>														
Patrick Brown	Jan 1 - Dec 31	142,434.77	50,691.31	571,998.30	73,888.51	6,207.16	5,177.47	850,397.52	83,191.48	5,098.76	**17,591.52	44,265.66	66,955.94	917,353.46
<i>Regional Councillors</i>														
Rowena Santos	1 & 5 Jan 1 - Dec 31	90,800.82	41,473.80	145,193.98	2,583.75	2,680.28	252.14	282,984.77	56,001.23	3,744.21	-	-	3,744.21	286,728.98
Paul Vicente	1 & 5 Jan 1 - Dec 31	90,800.82	41,473.80	145,193.97	2,986.24	1,558.16	382.61	282,395.60	56,590.40	3,744.22	5,316.92	-	9,061.14	291,456.74
Michael Palleschi	2 & 6 Jan 1 - Dec 31	90,800.82	41,473.80	93,488.79	1,496.62	445.00	708.88	228,413.91	110,572.09	-	4,129.82	-	4,129.82	232,543.73
Martin Medeiros	3 & 4 Jan 1 - Dec 31	90,800.82	41,473.80	121,938.94	1,930.74	8,310.64	2,124.81	266,579.75	72,406.25	2,296.89	5,144.12	-	7,441.01	274,020.76
Pat Fortini	7 & 8 Jan 1 - Dec 31	90,800.82	41,473.80	130,127.26	5,649.05	5,161.45	1,709.50	274,921.88	64,064.12	-	8,223.61	-	8,223.61	283,145.49
Gurpreet Dhillon	9 & 10 Jan 1 - Dec 31	90,800.82	41,473.80	151,058.57	4,829.70	1,647.36	822.14	290,632.39	48,353.61	6,612.11	4,667.94	-	11,280.05	301,912.44
<i>City Councillors</i>														
Doug Whillans	2 & 6 Jan 1 - Dec 31	90,800.82	41,473.80	93,573.17	668.12	1,449.60	634.65	228,600.16	110,385.84	2,124.25	-	-	2,124.25	230,724.41
Jeff Bowman	3 & 4 Jan 1 - Dec 31	90,800.82	41,473.80	94,305.24	1,026.59	1,605.87	452.86	229,665.18	109,320.82	1,722.80	-	-	1,722.80	231,387.98
Charmaine Williams	7 & 8 Jan 1 - Dec 31	90,800.82	41,478.08	133,060.64	22,563.91	12,967.56	1,755.65	302,626.66	36,359.34	1,133.65	-	-	1,133.65	303,760.31
Harkirat Singh	9 & 10 Jan 1 - Dec 31	90,800.82	39,685.80	109,196.56	4,607.80	2,240.73	355.59	246,887.30	92,098.70	2,773.64	-	-	2,773.64	249,660.94
TOTAL		1,050,442.97	463,645.59	1,789,135.42	1,909,740.63	44,273.81	14,376.30	3,484,105.12	839,343.88	29,250.53	45,073.93	44,265.66	118,590.12	3,602,695.24

Date: 2020-08-15

Subject: **Communications, Events and Protocol Policies and Procedures for City Council Information**

Contact: Jason Tamming, Director, Strategic Communications, Culture and Events, 905-874-2889, jason.tamming@brampton.ca

Recommendations:

1. That, the report from Jason Tamming, Director, Strategic Communications, Culture and Events dated August 15, 2020 titled: **Communications, Events and Protocol Policies and Procedures for City Council Information, all Wards, I 89/2020**, to the Governance and Council Operations Committee Meeting of September 21, 2020, be received.

Overview:

- At the Special Meeting of the Governance and Council Operations Committee held on Monday, July 6, 2020 Motion GC008-2020 carried requesting that staff report back to a future Committee meeting with information on communication policies and procedures applicable to Members of Council and Council staff.
- The report below outlines policies and procedures for Councillors and Council staff as it pertains to the areas of civic events, protocol, communications and media relations.

Background:

At the Special Meeting of the Governance and Council Operations Committee held on Monday, July 6, 2020 motion GC008-2020 was carried, requesting that staff report back to a future Committee Meeting with information on policies and procedures applicable to Members of Council and Council staff as it pertains to Communications, Events, and Protocol.

Current Situation:

Current Situation:

The aforementioned is a compilation of policies endorsed by Council, best practices and procedures. Details below outline the relevant policies and procedures of key functional areas within Strategic Communications, Culture and Events.

1. Events and Protocol Office

The Events and Protocol Office is responsible for coordinating City events and activities in recognition of national and international dates of significance, awards and recognition that bring together a large number of people and activities that place an exceptional demand on community response services as well as coordinating dignitary, honourees and celebrity involvement in City activities.

Calendar of Corporate Events

A Corporate Event Listing is brought to Council in Q4 each year for endorsement. Upon approval, this becomes the official list of events organized and led by the City's Events and Protocol Office for the year ahead.

New Requests for Special Events

Occasionally, a Member of Council may wish to recognize an additional event in the Special Event category. Staff is proposing the following Special Events Guidelines:

- a) A Member may request that Council recognize a new Special Event.
- b) All Special Event requests, including funding, must be approved by Council prior to staff proceeding with the planning of the event not less than six (6) months prior to the proposed event in order to ensure adequate planning and timely delivery.
- c) Where an event is approved as a Special Event by Council, it is approved for the current year only.
- d) For those Special Events approved by Council, the Event Planning Team will be responsible for planning and delivering on each event.

Mayor and Councillor Organized Events

At times, elected officials sponsor events with their community or host events in their respective wards. These events remain an important part of community celebration and recognition and have historically included receptions, dinners, flag raisings and barbeques. These events are supported by the Mayor and Council staff and the individual Member's discretionary expense account.

Community Events

Community events are organized by an external organization where the Mayor and/or other Members of Council are invited guests.

- Generally, the Mayor brings greetings from the City and speaks immediately after the master of ceremonies' opening remarks and introductions,
- Followed by the Councillor(s), if applicable,
- And then other speaking guests

The program agenda is at the discretion of the community event organizer.

Speaking Order

- a) The Mayor and Members of Council are hosts for official City events that are ceremonial in nature.
- b) The Mayor will speak first and convey official greetings from the City. The organizing department in consultation with the Protocol Office may determine appropriate speaking roles in consultation with the Mayor's Office. Elected officials speak before other speakers in the following order:
 - a. Mayor or Acting Mayor or relevant Committee Chair
 - b. Local ward Councillor(s) if the event is not considered city-wide
 - c. Regional Chair
 - d. Area Member of Parliament (MP), and
 - e. Area Member of Provincial Parliament (MPP)

Master of Ceremonies Selection

- a) The Emcee for City events and ceremonies will be determined by the organizing department in consultation with the Protocol Office. In most cases, a City elected representative including the relevant committee chair will be considered for the role of Emcee at corporate events including ceremonial events such as ground breakings, ribbon cuttings, and openings.
 - a. For tourism or festival focused special events, the Events and Protocol Office has the discretion to bring in a professional Emcee (example: Canada Day, New Year's Eve, and Winter Lights Festival).

Proclamations

A proclamation is a public statement from the Office of the Mayor, on behalf of Brampton City Council, to proclaim a specific date, week or month in order to acknowledge a significant event. Proclamations are ceremonial documents issued and signed by the Mayor that officially recognize the importance of an event, cause, campaign, or an organization of significance, interest or benefit to the citizens of Brampton for a particular day, week or month. A proclamation does not constitute a personal or civic endorsement.

- The Mayor will retain discretion to approve or deny a proclamation request on behalf of the City, if a request meets the criteria but poses a reputational risk to the City.
- The Mayor signs all proclamations (or authorizes the use of digital signature)
- The Mayor reads the issued proclamations at Council meetings on behalf of City Council
- Mayor and Council attend pre-Council Proclamation Reception

Flag-raising

To celebrate together the strength of Brampton's diversity, equality and inclusivity, the City offers the opportunity for communities to raise nation and community flags on the designated Community Flag Pole located in Ken Whillans Square at City Hall, enhancing awareness of special occasions and activities.

All community flag raisings take place on the Community Flag Pole in Ken Whillans Square at City Hall.

- For half-masting and discretion for flying flags for special or ceremonial occasions not identified in the Policy
- To approve a community flag raising request that does not meet the criteria, and discretion to deny a community flag raising request that has reputational risk to the city

The Protocol Office will assess and approve community flag raising requests from charitable and non-profit organizations based on the following criteria:

- The City will fly flags on the Community Flag Pole:
 - Of nations recognized by the Government of Canada to celebrate a country's national day or on the anniversary of a special occasion
 - Of organizations that have a presence in the Brampton community, except those outlined below.
 - The City will not approve requests for flag raisings on the Community Flag Pole requested by:
 - Organizations or groups that are political or partisan in nature, including political parties or political organizations
 - Organizations that promote hatred, violence, racism, or discrimination of any kind
 - Religious organizations
 - Organizations that have already flown a flag on the Community Flag Pole within the same calendar year
 - Commercial entities
 - The City will not approve requests for use of the Community Flag Pole for flags that:
 - Belong to nations not recognized by the Government of Canada
 - Represent political causes
 - Celebrate religious events
 - Celebrate corporate events
 - Support of groups, organizations or events that promote beliefs contrary to any other City policy or pose a reputational risk to the City

Belong to nations that have already flown on the Community Flag Pole within the same calendar year

2. Council and Mayor Newsletters

At the June 3, 2019 Governance and Council Operations Committee Meeting, staff presented a report titled Council and Mayor Newsletter – Future Options. Committee considered this matter including:

- support for a separate newsletter for the Mayor
- need for input from residents about a digital versus printed newsletter
- concern about the number of residents that could be reached through digital distribution versus printed copy
- questions about potential cost savings resulting from a digital only version

The report was referred to June 12, 2019 Committee of Council Meeting, where Committee resolved that:

Staff proceed with Option 2b as outlined in the subject report, for the production of the Council and Mayor Newsletters as follows:

Twice yearly, existing size printed Council newsletter (11 x 17, folded) with additional four pages, with separate printed Mayor's newsletter, same number of pages.

Total cost per issue \$112, 280.

Newsletter Process

- Staff prepares a list of potential articles for including in the newsletter. This includes City-wide stories as well as ward-specific initiatives or updates.
- When Mayor and Councillors choose the articles they wish to include, staff prepares the full articles
- Opening message/s are provided by the respective Member
- Newsletters are designed by staff and upon the Member's final sign off on artwork, staff coordinates printing, and arranges distribution of the newsletters through Canada Post to every household in Brampton

Cancellation of Council Calendar

At the Governance and Council Operations Committee Meeting, Members carried a motion to cancel the annual Council calendar given Council's decision to produce semi-annual Mayor and Councillor newsletters.

3. Media Release Quote Matrix

The City of Brampton issues Media Releases to provide the latest City news to media, residents, businesses and stakeholders. This includes, but is not limited to new Council-approved direction, announcements, endorsements, changes and updates.

The Quote Matrix is a procedure followed by Strategic Communications to determine which Members of Council are designated as City Spokespeople in Media Releases. The general practice for attribution is providing the Mayor, Committee Chair (if applicable), Committee Vice-Chair (if applicable), and Chief Administrative Officer the right of refusal for a quote. In the event that the City's release pertains to a third party, a quote from the relevant stakeholder is included.

Adjustments due to unique circumstances are at the discretion of the Director, Strategic Communications, Culture and Events.

Corporate Implications:

Financial Implications: none

Other Implications: none

Term of Council Priorities:Strategic Plan

This report achieves the Term of Council Priority of a well-run City by continuously improving the day-to-day operations of the corporation and streamlining service delivery.

Conclusion:

In response to the Council motion, staff compiled information on the current corporate policies and procedures as it pertains to Communications. As a result of this request a compilation of relevant Council-endorsed documents are referenced and available throughout this report.

Authored by:

Gregory Peddie
Supervisor, Events

Reviewed by:

Jason Tamming, Director,
Strategic Communications, Culture and Events

Approved by:

Michael Davidson, Commissioner

Submitted by:

David Barrick, CAO

Attachments:

Report authored by: Gregory Peddie

Date: March 6, 2020

Subject: **Annual Statement of Remuneration and Expenses for 2019**

Contact: David Sutton, Treasurer
905-874-2257 david.sutton@brampton.ca

Recommendations:

1. That the report titled: **Annual Statement of Remuneration and Expenses for 2019 (I33/2020)** to the Committee of Council Meeting of March 25, 2020, be received.

Overview:

- The *Municipal Act, 2001* requires that, on or before March 31, the Treasurer provide Council with the Statement of Remuneration and Expenses paid in the previous year to:
 - Each Member of Council in respect of their duties as a Member of Council and their duties as a member of any body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a Member of Council, and
 - Each person, other than a Member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.
- The attached schedules show remuneration and expenses paid for the year ended December 31, 2019

Background:

Section 284(1) of the *Municipal Act, 2001* requires that:

“ The Treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement of remuneration and expenses paid in the previous year to,

- a) each member of council in respect of his or her services as a member of the council or any body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;*
- b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and*
- c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.”*

Current Situation:

The attached schedules show remuneration and expenses paid for the year ended December 31, 2019 in accordance with the reporting requirement of the *Municipal Act, 2001*:

- To each member of City Council, and
- To each member appointed by the City to local boards and committees.

Mayor and Councillor expenses are presented on the following schedule:

- ***Mayor and Councillor Statement of Remuneration and Expense*** (Appendix A)

Corporate Implications:

Financial Implications:

There are no financial implications resulting from this report.

Other Implications:

There are no other implications resulting from this report.

Strategic Plan:

This report achieves the Strategic Plan priorities of Good Government by delivering the statutory responsibility for “handling all the financial affairs of the municipality on behalf of and in the manner directed by Council”.

Term of Council Priorities and Living the Mosaic - 2040:

This report fulfils the Council Priority of a Well-run City through the effective stewardship of municipal assets and services.

Conclusion:

The *Municipal Act, 2001* requires that, on or before March 31, the Treasurer provide Council with the Statement of Remuneration and Expenses paid in the previous year to each Member of Council and each person appointed by the municipality to serve as a member of any body, including a local board.

Authored by:

Maja Kuzmanov
Manager of Accounting

Reviewed and Recommended by:

David Sutton
Treasurer

Approved by:

Joseph Pittari
Commissioner, Corporate Services

Submitted by:

David Barrick
Chief Administrative Officer

Attachments:

- Appendix A: ***Mayor and Councillor Statement of Remuneration and Expense***
- Appendix B: ***Appointed Members of Local Boards and Committees Statement of Remuneration and Expense***

Appendix A

The Corporation of the City of Brampton

Mayor and Councillor Statement of Remuneration and Expense

For the Period of January 1 to December 31, 2019

		Elected Official's Expense Account							Corporate Accounts				
Ward	Period	Elected Official's Salary	Elected Official's Benefits *	Professional and Business Development	Business Office Expenses**	Community Development and Sponsorship	Telephone, Cellular and Internet	Sub-Total for Expenses Funded by Elected Official's Expense Account	FCM and AMO	Trade Missions	External Legal Expenses (By-Law 142-2019)	Sub-Total for Expenses Funded by Corporate Accounts	Total
<u>Mayor</u>													
Patrick Brown	Jan 1 - Dec 31	142,434.77	50,691.31	-	65,876.53	6,207.16	249.44	265,459.21	5,098.76	***17,591.52	44,265.66	66,955.94	332,415.15
Mayor's Office	Jan 1 - Dec 31	-	-	-	****580,010.28	-	4,928.03	584,938.31	-	-		-	584,938.31
<u>Regional Councillors</u>													
Rowena Santos	1 & 5 Jan 1 - Dec 31	90,800.82	41,473.80	18.02	147,759.71	2,680.28	252.14	282,984.77	3,744.21	-	-	3,744.21	286,728.98
Paul Vicente	1 & 5 Jan 1 - Dec 31	90,800.82	41,473.80	-	148,180.21	1,558.16	382.61	282,395.60	3,744.22	5,316.92	-	9,061.14	291,456.74
Michael Palleschi	2 & 6 Jan 1 - Dec 31	90,800.82	41,473.80	-	94,985.41	445.00	708.88	228,413.91	-	4,129.82	-	4,129.82	232,543.73
Martin Medeiros	3 & 4 Jan 1 - Dec 31	90,800.82	41,473.80	-	123,869.68	8,310.64	2,124.81	266,579.75	2,296.89	5,144.12	-	7,441.01	274,020.76
Pat Fortini	7 & 8 Jan 1 - Dec 31	90,800.82	41,473.80	-	135,776.31	5,161.45	1,709.50	274,921.88	-	8,223.61	-	8,223.61	283,145.49
Gurpreet Dhillon	9 & 10 Jan 1 - Dec 31	90,800.82	41,473.80	-	155,888.27	1,647.36	822.14	290,632.39	6,612.11	4,667.94	-	11,280.05	301,912.44
<u>City Councillors</u>													
Doug Whillans	2 & 6 Jan 1 - Dec 31	90,800.82	41,473.80	-	94,241.29	1,449.60	634.65	228,600.16	2,124.25	-	-	2,124.25	230,724.41
Jeff Bowman	3 & 4 Jan 1 - Dec 31	90,800.82	41,473.80	-	95,331.83	1,605.87	452.86	229,665.18	1,722.80	-	-	1,722.80	231,387.98
Charmaine Williams	7 & 8 Jan 1 - Dec 31	90,800.82	41,478.08	-	155,624.55	12,967.56	1,755.65	302,626.66	1,133.65	-	-	1,133.65	303,760.31
Harkirat Singh	9 & 10 Jan 1 - Dec 31	90,800.82	39,685.80	1,607.80	112,196.56	2,240.73	355.59	246,887.30	2,773.64	-	-	2,773.64	249,660.94
TOTAL		1,050,442.97	463,645.59	1,625.82	1,909,740.63	44,273.81	14,376.30	3,484,105.12	29,250.53	45,073.93	44,265.66	118,590.12	3,602,695.24


* Includes Car Allowance

** Includes Staff Salary

*** \$2,844.76 repaid in the subsequent reporting year

**** \$39.08 repaid in the subsequent reporting year

FLOWER CITY		Appendix B						
Appointed Members of Local Boards & Committees								
Statement of Remuneration & Expenses								
For The Period of January 1 to December 31, 2019								

<div>  <div> Appointed Members of Local Boards & Committees Statement of Remuneration & Expenses For The Period of January 1 to December 31, 2019 </div> </div>								
	Period	By-law #	Salary	Benefits	Total of Salary & Benefits	Car Allowance / Expense	Business Office Expense	Total of Expenses
					-			-
Basavaraj Toranagal	Effective May 22, 2019	By-law # C196-2019			-			-
Douglas McLeod	Effective May 22, 2019	By-law # C196-2019			-			-
Janet Millington	Effective May 22, 2019	By-law # C196-2019			-			-
Judith Wilde	May 22, 2019 to Nov 19,2019	By-law # C196-2019			-			-
Ken Wilde	Effective May 22, 2019	By-law # C196-2019			-			-
Palvinder Gill	Effective May 22, 2019	By-law # C196-2019			-			-
Paul Willoughby	Effective May 22, 2019	By-law # C196-2019			-			-
Peter Dymond	Effective May 22, 2019	By-law # C196-2019			-			-
Peter Robertson	Effective May 22, 2019	By-law # C196-2019			-			-
Robert Crouch	May 22, 2019 to Oct 15,2019	By-law # C196-2019			-			-
Stephen Collie	Effective May 22, 2019	By-law # C196-2019			-			-
Vipul Shah	Effective May 22, 2019	By-law # C196-2019			-			-
Yugeshwar Singh Kaushal	Effective May 22, 2019	By-law # C196-2019			-			-
BRAMPTON HERITAGE BOARD - TOTAL			-	-	-	-	-	-
Brampton School Traffic Safety Council								
Daminder Ghumman	Jun 4, 2015 to May 21,2019	By-law # C82-2015			-			-
Charles Gonsalves	Jun 4, 2015 to May 21,2019	By-law # C82-2015			-			-
Patrick Doran	Jun 4, 2015 to May 21,2019	By-law # C82-2015			-			-
Rakesh Joshi	Jun 4, 2015 to May 21,2019	By-law # C82-2015			-			-
Max Kazman	Jun 4, 2015 to May 21,2019	By-law # C82-2015			-			-
Michael Lobraico	Jun 4, 2015 to May 21,2019	By-law # C82-2015			-			-
Stephane Mukendi	Jun 4, 2015 to May 21,2019	By-law # C82-2015			-			-
Dhanwant Singh Kainth	Jun 2017 to May 21,2019	By-law # C82-2015			-			-
Wendell Cole	Feb 7, 2018 to May 21,2019	By-law # C25-2018			-			-
Albert Maish	Apr 2017 to May 21,2019	By-law # C46-2017			-			-
					-			-
Abdul Rashid	Effective May 22, 2019	By-law # C196-2019			-	163.90		163.90
Albert Masih	May 22, 2019 to Oct 3,2019	By-law # C196-2019			-			-
Baljit Mand	Effective May 22, 2019	By-law # C196-2019			-			-
Charles Gonsalves	Effective May 22, 2019	By-law # C196-2019			-	143.29		143.29
Damindar Ghumman	May 22, 2019 to Oct 3,2019	By-law # C196-2019			-			-
Jashandeep Singh	Effective May 22, 2019	By-law # C196-2019			-			-
Max Kazman	Effective May 22, 2019	By-law # C196-2019			-	666.40		666.40
Mazhar Khan	Effective May 22, 2019	By-law # C196-2019			-	75.21		75.21
Michael Gyovai	Effective May 22, 2019	By-law # C196-2019			-			-
Mohan Balasubramaniam	Effective May 22, 2019	By-law # C196-2019			-			-
Pathik Shukla	Effective May 22, 2019	By-law # C196-2019			-	33.43		33.43
Patrick Doran	Effective May 22, 2019	By-law # C196-2019			-			-
Renee Crone	Effective May 22, 2019	By-law # C196-2019			-	339.88		339.88
Totaram Tulshi	Effective May 22, 2019	By-law # C196-2019			-			-
Trustee Darryl D'Souza DPCDS	Effective May 22, 2019	By-law # C196-2019			-			-
Trustee Kathy Mcdonald PDSB	Effective May 22, 2019	By-law # C196-2019			-			-
Wendell Cole	Effective May 22, 2019	By-law # C196-2019			-			-
Zeenath Singh	Effective May 22, 2019	By-law # C196-2019			-	31.86		31.86
								-
BRAMPTON SCHOOL TRAFFIC SAFETY COUNCIL - TOTAL			-	-	-	1,453.97	-	1,453.97
GRAND TOTAL			9,625.00	-	9,625.00	2,963.91	-	2,963.91