



City of Hamilton

GOVERNANCE REVIEW SUB-COMMITTEE REVISED

Meeting #: 21-006

Date: August 24, 2021

Time: 9:30 a.m.

Location: Due to the COVID-19 and the Closure of City Hall (CC)

All electronic meetings can be viewed at:

City's Website:

<https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas>

City's YouTube Channel:

<https://www.youtube.com/user/InsideCityofHamilton> or Cable 14

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

1. CEREMONIAL ACTIVITIES

2. APPROVAL OF AGENDA

(Added Items, if applicable, will be noted with *)

3. DECLARATIONS OF INTEREST

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

4.1. July 14, 2021

5. COMMUNICATIONS

*5.1. Correspondence from Viv Saunders, respecting Ward Office Budgets and Policy Guidelines

Recommendation: Be received and referred to consideration of Item 10.1, Councillor Ward Office Budgets and Policy Guidelines for Eligible Expenses for Elected Officials (FCS18083(c)) (City Wide).

6. DELEGATION REQUESTS

- *6.1. Cameron Kroetsch, respecting the Proposed Amendment to the Procedural By-law Referred by Council on August 13, 2021 to the Governance Review Sub-Committee, regarding Special Meetings of Council (For today's meeting)

7. CONSENT ITEMS

8. STAFF PRESENTATIONS

9. PUBLIC HEARINGS / DELEGATIONS

10. DISCUSSION ITEMS

- 10.1. Councillor Ward Office Budgets and Policy Guidelines for Eligible Expenses for Elected Officials (FCS18083(c)) (City Wide) - REVISED

- *10.2. Proposed Amendment to the Procedural By-law Referred by Council on August 13, 2021 to Governance Review Sub-Committee, respecting Special Meetings of Council

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT



Hamilton

GOVERNANCE REVIEW SUB-COMMITTEE

MINUTES 21-005

Friday, July 14, 2021

1:30 pm

Council Chambers

Hamilton City Hall

Present: Councillors M. Wilson (Vice-Chair), B. Clark, L. Ferguson, and A. VanderBeek

Absent: Councillors M. Pearson – City Business, T. Whitehead – Leave of Absence

THE FOLLOWING ITEMS WERE REFERRED TO THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE FOR CONSIDERATION:

1. 2022 Municipal Election: Voting Methods and Tabulating By-law (FCS21073) (City Wide) (Outstanding Business List Item) (Item 10.1)

(Clark/VanderBeek)

- (a) That the draft By-law attached as Appendix “A” to Report FCS21071, to permit the continued use of optical scanning vote tabulators for the purpose of counting votes in municipal elections, and to permit the use of a special vote by mail as an alternative voting method that does not require electors to attend at a voting place in order to vote, which has been prepared in a form satisfactory to the City Solicitor, be approved;
- (b) That a one-time increase of \$125,000 to the Election Expense Reserve (112206) be funded through the Tax Stabilization Reserve, to support a special vote-by-mail initiative for the 2022 municipal election; and,
- (c) That the annual contribution to the Election Expense Reserve (112206) be increased by \$31,250 to cover the increased costs to deliver a special vote-by-mail for future municipal elections, be referred to the 2022 Operating Budget deliberations for consideration.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Councillor Maureen Wilson
NOT PRESENT - Chair Terry Whitehead
YES - Councillor Arlene VanderBeek
YES - Councillor Lloyd Ferguson
NOT PRESENT - Councillor Maria Pearson
YES - Councillor Brad Clark

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

The Committee Clerk advised that there were no changes to the agenda.

(Clark/VanderBeek)

That the July 14, 2021 Agenda of the Governance Review Sub-Committee be approved, as presented.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Councillor Maureen Wilson
NOT PRESENT - Chair Terry Whitehead
YES - Councillor Arlene VanderBeek
YES - Councillor Lloyd Ferguson
NOT PRESENT - Councillor Maria Pearson
YES - Councillor Brad Clark

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) APPROVAL OF MINUTES (Item 4)

(i) June 25, 2021 (Item 4.1)

(Ferguson/VanderBeek)

That the Minutes of the June 25, 2021 meeting of the Governance Review Sub-Committee be approved, as presented.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Councillor Maureen Wilson
NOT PRESENT - Chair Terry Whitehead
YES - Councillor Arlene VanderBeek
YES - Councillor Lloyd Ferguson
NOT PRESENT - Councillor Maria Pearson
YES - Councillor Brad Clark

(d) GENERAL INFORMATION / OTHER BUSINESS (Item 13)

(i) Amendment to the Outstanding Business List (Item 13.1)

(Ferguson/VanderBeek)

That the following amendment to the Governance Review Sub-Committee's Outstanding Business List, be approved:

- (a) Item Considered Complete and Needing to be Removed:

2022 Municipal Elections: Alternative Voting Options (FCS20081)
(City Wide) (Item 9.7)

Added: At GIC on December 9, 2020 - Item 9.7

Removed: At Governance Review on July 14, 2021 - Item 10.1

OBL Item: 20-G

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Councillor Maureen Wilson

NOT PRESENT - Chair Terry Whitehead

YES - Councillor Arlene VanderBeek

YES - Councillor Lloyd Ferguson

NOT PRESENT - Councillor Maria Pearson

YES - Councillor Brad Clark

- (e) **ADJOURNMENT (Item 15)**

(Clark/Ferguson)

That, there being no further business, the Governance Review Sub-Committee meeting be adjourned at 2:22 p.m.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Councillor Maureen Wilson

NOT PRESENT - Chair Terry Whitehead

YES - Councillor Arlene VanderBeek

YES - Councillor Lloyd Ferguson

NOT PRESENT - Councillor Maria Pearson

YES - Councillor Brad Clark

Respectfully submitted,

Councillor M. Wilson, Vice-Chair
Governance Review Sub-Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk

From: [REDACTED]
To: [McRae, Angela](#)
Subject: Re: Ward Office Budgets & Policy Guidelines
Date: August 21, 2021 9:46:11 AM

Angela, can you please add this correspondence to the Agenda for the 24th.

Dear Governance Committee Members,

I'm providing you with a link to the City of Burlington's Use of Corporate Resources during a Municipal Election (page 3) which is a comparable that is fairly consistent throughout other municipalities. [Corporate Policy \(burlington.ca\)](#)

Please consider the following amendments to the Staff Recommendation:

1. No sponsorships after the first day an election campaign period opens (Report states May 31st, body of policy states May 1st?)
2. No newsletters after the first day an election campaign period opens (policy states August, other muni's are May 1st)
3. Any other amendments you might notice where Hamilton significantly deviates from comparable muni which might be perceived by the public as providing incumbent municipal candidates with an unfair advantage/municipal campaign contributions (including, but not limited to Advertising).

Respectfully,

Viv Saunders

Submitted on Friday, August 20, 2021 - 11:42am Submitted by anonymous user: 172.70.126.98 Submitted values are:

==Committee Requested==

Committee: Other Advisory/Sub-Committee

Specify which Advisory/Sub-Committee: Governance Review

Sub-Committee

==Requestor Information==

Name of Individual: Cameron Kroetsch

Name of Organization:

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request: To speak at the August 24, 2021 meeting to Item 10.2 on the Addendum to the Agenda

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No

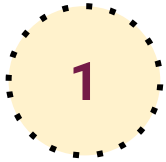
Changes to Sections 3.4 and 3.5 of the City's Procedural By-law

Governance Review Sub-Committee

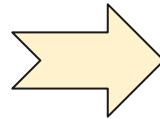
August 24, 2021

Cameron Kroetsch

3.4 - Special Meetings of Council



It's clear that the Procedural By-law can *limit* the ways in which the Mayor can call a "special meeting"; those limits should remain in place and should be more clearly defined



Why does this matter?

If the Procedural By-law is written too broadly it will be interpreted in a way that serves to *permit* rather than *limit* "special meetings"

What the *Municipal Act* says

Calling of meetings

240 Subject to the procedure by-law passed under section 238,
(a) the head of council may at any time call a special meeting; and
(b) upon receipt of a petition of the majority of the members of council, the clerk shall call a special meeting for the purpose and at the time mentioned in the petition. 2001, c. 25, s. 240.

What the *Procedural By-law* says

1. In addition to scheduled Council meetings, the Mayor may, at any time, summon a special meeting of Council **by giving written direction to the Clerk stating the date, time, and purpose of the special meeting.**

What the *Procedural By-law* says

2. **The Clerk shall summon** a special meeting of Council when requested to do so in writing by a majority of Members of Council.

What the *Procedural By-law* says

3. **The Clerk** shall give each Member of Council, or their designated staff, notice of a special meeting of Council **at least 2 days before** the time appointed for such meeting ...

What today's proposal says

7. Notwithstanding subsection 3.4(3), on **urgent and extraordinary occasions**, with the consent of the majority of all the Members of Council, recorded in the Minutes, a special meeting of the Council may be called by the Mayor **without notice** to consider and deal with such **urgent and extraordinary** matters.

Why this should be reconsidered

- One-off rules to address individual circumstances make for **bad policy**; policy should be based on sound research and should be evidence-based; there is no evidence, that I have seen, that demonstrates why this policy should be implemented

Why this should be reconsidered

- There is already a provision for "urgent" and "extraordinary" circumstances; it's called an **emergency meeting** and it is also already provided for in the *Municipal Act*

Why this should be reconsidered

- Creating another class of "emergency" weakens the legal definition of an emergency and requires additional definitions to outline how "urgent" and "extraordinary" differ; it dilutes the seriousness of an emergency and **limits the public and Council's access** to "urgent" and "extraordinary" matters

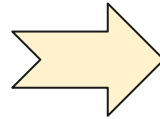
Why this should be reconsidered

- By removing the timeline for notice, this will allow the Mayor to call a meeting that may exclude some from attendance due to it being called immediately; this power should only be employed for *bona fide* emergencies and nothing else

3.5 - Meetings of Council for Emergencies

2

The definition of an "emergency" in the City's Procedural By-law is not adequate and does not clearly outline the context for an emergency and when an emergency meeting is needed



Why does this matter?

Because there are no limits placed on the **timing** around an emergency or language that would limit any abuse of this provision

What the *Procedural By-law* says

“emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; (“situation d’urgence”) - **this is from the *Emergency Management and Civil Protection Act* (though this is not stated in the By-law)**

What the *Procedural By-law* says

1. Despite any other provisions of this By-law, a meeting of Council for an emergency may be called by the Mayor, without written notice, to deal with an emergency, **provided that an attempt has been made by the Clerk to notify Members of Council about the meeting as soon as possible and in the most expedient manner available.**

Why this should be reconsidered

- There is a limit on the meeting in the By-law that currently states, based on a broad interpretation, that an emergency meeting can be called **provided** that the Clerk has notified people in the most expedient way possible; **great** but there is no other limit placed on this

Why this should be reconsidered

- While the definition in the by-law is good, it's in the bylaw without context and without a suggestion about its **proximity to the next Council meeting – i.e. is it necessary to call a Monday emergency meeting when there's a regular meeting on a Friday**

Why this should be reconsidered

- While the definition is clear, who makes the call as to whether or not the **subject of the emergency meeting** conforms to the definitions? **Who determines** if something is a *bona fide* emergency? Shouldn't Council be able to nullify such a called meeting if it can accurately determine it's not an emergency?

Summary

- While the definition in the by-law is good, and I personally recommended it when I submitted my suggested revisions, it's in the bylaw without context and without providing a suggestion about the **proximity to the next Council meeting**



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
Financial Planning, Administration and Policy Division

TO:	Chair and Members Governance Review Sub-Committee
COMMITTEE DATE:	August 24, 2021
SUBJECT/REPORT NO:	Councillor Ward Office Budgets and Policy Guidelines for Eligible Expenses for Elected Officials (FCS18083(c)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Amanda Thind (905) 546-2424 Ext. 4522
SUBMITTED BY:	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department
SIGNATURE:	

RECOMMENDATION(S)

That Appendix “A” to Report FCS18083(c) Policy and Guidelines for Eligible Expenses for Elected Officials: Budget for the Office of the Mayor, Legislative Budget and Councillor Ward Office Budget be approved.

EXECUTIVE SUMMARY

At its December 19, 2018 meeting, Council approved Appendix “B” to Report FCS18083(a) which outlined the guidelines for Eligible Expenses for Elected Officials.

Report FCS18083(c) seeks to amend the eligible expenses related to the following:

- Sponsorships – Sponsorships and donations will not be allowed from the first day that nominations can be filed for candidates, until the day after the election
- Capital Related Expense – All capital purchases must adhere to the City’s Procurement Policy
- Councillor Ward Budget Process and Guidelines / Staffing – Expenses for sick time and maternity leave are not required to be reimbursed if the Ward budget is exceeded

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

SUBJECT: Councillor Ward Office Budgets and Policy Guidelines for Eligible Expenses for Elected Officials (FCS18083(c)) (City Wide) (City Wide) – Page 2 of 4

- Meeting Expenses – Clarify who is responsible for meeting setup

The amendments are reflected in Policy and Guidelines for Eligible Expenses for Elected Officials attached as Appendix “A” to Report FCS18083(c).

Alternatives for Consideration – See Page 3

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: N/A

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

The Councillor Ward Office Budgets are calculated using several categories including population, number of households and ward-specific challenges. These categories and factors have been developed over many years and have been approved by Council primarily through the Governance Review Sub-committee and Audit, Finance and Administration Committee (AF&AC).

Ward Budgets Report FCS04039, approved by Council in 2004, established some of the initial budget methodology and the policy for eligible expenses for elected officials. Council approved changes to the Policy in:

- 2011 – Report FCS11108 clarified Councillor sponsorships and donations
- 2012 – AF&AC Report 12-002 provided updates on the administration coverage, seasonal information mailings, Inner-City Fund, geographic factor and population factor
- 2014 – AF&AC Report 14-008 provided updates on the Inner-City Fund and the Student Accommodation Factor
- 2016 – AF&AC Report 16-015 provided information on the Ward Budgets.
- 2017 – AF&AC Report 17-003 provided information on the Ward budgets and updates on the administration coverage.

SUBJECT: Councillor Ward Office Budgets and Policy Guidelines for Eligible Expenses for Elected Officials (FCS18083(c)) (City Wide) (City Wide) – Page 3 of 4

- 2018 – AF&AC Report 18-014 provided Budget changes and amendments to the Policy and Guidelines for eligible expenses

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The amendments required in Report FCS18083(c) are reflected in the Policy and Guidelines for Eligible Expenses for Elected Officials attached as Appendix “A” to Report FCS18083(c).

RELEVANT CONSULTATION

Staff in the Office of the City Clerk were consulted on the amendments to the Policy and Guidelines.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

The policy and guidelines for eligible expenses for elected officials requires updating to allow for costs relating to short and long-term sick absences and maternity leave and benefit costs.

As these costs are charged directly to the Ward Office Budget, it could result in a negative variance, thereby requiring Councillors to reimburse the City. In recent times, a few requests have been approved to provide additional funding from the Contingency fund and Tax Stabilization reserve. By removing these costs when calculating a variance, it will eliminate the need for such requests, while still maintaining the expenses within the Ward Operating budget for analytical purposes.

Other minor areas of the policy were also updated including Capital Related Expenses and Meeting Expenses.

ALTERNATIVES FOR CONSIDERATION

Maintain status quo thereby requiring Councillors to request funding, as needed, to cover sick leave and maternity costs.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement and Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

SUBJECT: Councillor Ward Office Budgets and Policy Guidelines for Eligible Expenses for Elected Officials (FCS18083(c)) (City Wide) (City Wide) – Page 4 of 4

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS18083(c) – Policy and Guidelines for Eligible Expenses for Elected Officials: Budget for the Office of the Mayor, Legislative Budget and Councillor Ward Office Budget

OUR Vision: To be the best place to raise a child and age successfully.
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**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

SECTION 1 – POLICY FOR ELIGIBLE EXPENSES FOR ELECTED OFFICIALS

POLICY STATEMENT	Expenses incurred by elected officials, while acting as members of Council, are paid by the City.
APPROVAL	Once Council has approved the annual budget, specific approval of individual expenditures is not required. Elected officials are responsible for monitoring their own budgets through the operating budget variance reporting process.
PURPOSE	This Policy establishes types of expenses, which will be paid by the City from the Council approved budgets. Specific restrictions identify those expenses which will not be paid by the City.
SCOPE	<p>This Policy applies to all expenses incurred annually, unless otherwise noted in this Policy, by the elected officials while conducting official City business and performing their duties as elected officials.</p> <p>Valid municipal expenditures will be paid by the City and should be charged to the correct account, regardless of whether there is a budget for that account. Elected officials are accountable for their expenditures, in aggregate, not by individual account line. This Policy is intended to provide flexibility to elected officials in managing their own budgets and programming.</p> <p>Supporting documentation required for payment for services or goods provided is:</p> <ol style="list-style-type: none"> 1. The original invoice identifying the goods or services and the purpose of the purchase, if not obvious from the invoice, or 2. If there is no invoice, a short description of the good or service and purpose of the purchase is required. <p>Expenses for goods or services of a personal nature are the responsibility of the individual elected official and will not be paid by the City.</p>
CURRENT BUDGET OR OPERATING BUDGET – APPROVAL, MONITORING AND REPORTING	<p>As part of the annual current budget or operating budget, Council establishes a budget for expenses for elected officials.</p> <p>A statement of the expenses and revenues is available to the Councillors on a monthly basis and is reported to Council with the Corporate Operating Budget Variance Reports. Councillors will be required to provide explanations of any variances at the aggregate level in accordance with corporate standards for reporting.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

CURRENT BUDGET OR OPERATING BUDGET – APPROVAL, MONITORING AND REPORTING (Cont'd)	<p>Current budget expense accounts are intended to cover all expenses incurred by elected officials, while conducting City business or promoting the City, including: expenses related to the management of the elected official's office; communication with constituents; business entertainment and staff recognition; promotion; local travel; and attendance at functions on City business.</p> <p>Inventories of furniture, fixtures and equipment (FFE) purchased using City budgets are maintained by the Administrative Assistants.</p>
Election Campaign Expenses	<p>Expenses incurred to produce or distribute election campaign literature or materials will not be paid for by the City. In addition, newsletters may not be distributed after August 31 of an election year.</p>
Sponsorship	<p>Expenses related to sponsorships and donations (including the purchase of event tickets) will be paid by the City.</p> <p>Sponsorships / donations are not to be provided for any amounts levied in respect of any tax or user fees. Sponsorships / donations are limited to \$350 per named organization per year.</p> <p>During an election year, sponsorships and donations will not be allowed from the first day that nominations can be filed for candidates, until the day after the election.</p>
CAPITAL RELATED EXPENSES	<p>Expenses for minor capital equipment (office furniture and furnishings, computer and communications equipment) are provided for the Councillors' reception area and to elected officials' offices within City Hall.</p> <p>Each elected official is provided with a computer (either desktop, laptop, tablet and / or smartphone) and access to a printer. The Councillors' Administrative Assistants and staff in the Office of the Mayor are each provided with a computer and access to a printer in accordance with City standards. Any additional computer equipment may be ordered through the Information Technology Division, Corporate Services Department.</p> <p>All capital purchases must adhere to the City's Procurement Policy.</p> <p>When the elected official is no longer in office, capital equipment must be returned to the City per Procurement Policy.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

REIMBURSEMENT OF CITY EXPENSES PAID BY PERSONAL ACCOUNTS (HOW TO CLAIM)	Detailed procedures for accessing the City's PeopleSoft financial system and for submitting incidental expense claims are available from the Financial Services Division, Corporate Services Department.
Reimbursement	Requests for reimbursement of out-of-pocket expenses should be submitted by using the Statement of Mileage and Other Expenses Form. Out-of-pocket expenses include items such as business meals and parking. Purchase of tickets to community events should be requested through a Cheque Requisition payable to the event organization and not through reimbursement requests.
Supporting Documentation	Original receipts and supporting documentation are to be provided with the request for reimbursement indicating: <ol style="list-style-type: none"> 1. the type of expense; 2. date and purpose of event or meeting attended (if applicable); and 3. identification of all individuals whose expenses are being reimbursed. The appropriate account number within the applicable current budget must be provided with the request.
Petty Cash	The receptionist (for the Councillors' offices) and the Mayor's administrative staff are responsible for administering the petty cash for their respective offices in accordance with the corporate procedures for petty cash. Original receipts and supporting documentation must be provided with the request for reimbursement as outlined above.
Cheque Requisition	Goods or services that are not ordered through the City's PeopleSoft financial system (such as registrations, subscriptions, etc.) may be paid for by cheque issued directly to the vendor. A cheque requisition must be submitted to Finance and Administration staff with supporting documentation, as described above.

**Policy and Guidelines for Eligible Expenses for Elected Officials:
 Budget for the Office of the Mayor, Legislative Budget
 and Councillor Ward Office Budget**

SECTION 2 – GUIDELINES

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Councillor Ward Budget Process and Guidelines	N/A	N/A	<p>The methodology for developing the Councillor Ward Office Budgets is included in a separate document, "Methodology for Developing Elected Officials Office Budget and Ward Councillor Office Budget." (Appendix "A" to Report FCS18083(a))</p> <p>Councillors may submit requests for access to the Legislative Contingency Fund to Council for approval during the course of the year.</p> <p>Councillors will be required to reimburse the City for any expenditures exceeding their approved Ward budget. This excludes costs of backfilling for sick absences and maternity / parental leave and associated benefit costs. Those costs associated with backfilling sick absences and maternity / parental leave will not be required to be reimbursed as per the Staffing description within this policy.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Office Equipment and Operating Supplies (Note 1)	<p>Office expenses, including all office consumables (stationery, office supplies, organizers, etc.), office accessory items (desk lamps, pictures / certificate framing, etc.), letterhead and business cards and purchased publications (maps, magazines, newspapers, etc.).</p> <p>Common office equipment (shredder, fax machine, photocopier) in accordance with corporate standards.</p>	<p>Expenses for shared office consumables (stationery, office supplies, etc.).</p> <p>Shared office equipment (shredder, one fax machine, photocopier).</p> <p>Computer hardware (in accordance with corporate standards) for the receptionist.</p>	<p>Office expenses, including all office consumables (stationery, office supplies, organizers, etc.), office accessory items (desk lamps, pictures / certificate framing, etc.), letterhead and business cards and purchased publications (maps, magazines, newspapers, etc.).</p> <p>Computer hardware (in accordance with corporate standards) for the Councillors, and all staff of the Councillor's office.</p>
Staffing (Note 2)	Compensation costs for all staff in the Office of the Mayor.	Compensation costs for one shared receptionist and associated vacation coverage.	<p>Compensation costs for all staff in the Councillor's office.</p> <p>Costs of vacation coverage for staff of the Councillor's office.</p> <p>Costs of backfilling sick absences and maternity / parental leave, as well as, associated benefit costs will not be budgeted and actual backfilling expenses incurred will be excluded from overall expenditures in the Councillor's Office Ward Budget. In the case of such absences, the replacement must provide a similar level of service and as such the costs of backfilling should be comparable to the original costs.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
 Budget for the Office of the Mayor, Legislative Budget
 and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Parking: <ul style="list-style-type: none"> • Parking for elected officials is provided free of charge. • Parking for staff must be obtained or purchased in accordance with the corporate policy for parking. 	Parking expenses for qualifying staff of the Office of the Mayor.		Parking expenses for any qualifying staff of the Councillor's office.
Training / Strategic Planning	Training costs for staff in the Office of the Mayor. Courses that meet the criteria of the City's Tuition Reimbursement Policy require Council approval.	Costs for Council orientation, strategic planning and professional development. Training costs for one shared receptionist.	Training costs for all staff of the Councillor's office. Courses that meet the criteria of the City's Tuition Reimbursement Policy require Council approval.

**Policy and Guidelines for Eligible Expenses for Elected Officials:
 Budget for the Office of the Mayor, Legislative Budget
 and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
<p>Communication with Constituents: Expenses incurred in the communication of City and / or ward issues or items of interest to constituents</p>	<p>Eligible expenses include, but are not limited to: mailings (printing, copying, postage, address lists); advertisements and inserts; room rentals; newspaper columns and television appearances; community association memberships; floral tributes or charitable donations in lieu of a floral tribute; greeting cards; etc.</p> <p>Costs of communication lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.</p>	<p>Costs of one telephone line for the receptionist.</p> <p>Costs of one shared fax line for all Councillors will be paid when the use is for City business.</p>	<p>Eligible expenses include, but are not limited to: mailings (printing, copying, postage, address lists); advertisements and inserts; room rentals; newspaper columns and television appearances; community association memberships; floral tributes or charitable donations in lieu of a floral tribute; greeting cards; etc.</p> <p>Costs of all communications lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.</p>
<p>Constituency Office</p>	<p>N/A</p>	<p>N/A</p>	<p>All costs associated with a constituency office outside of City Hall, 71 Main Street West.</p>
<p>Donations</p>	<p>Donations to charitable organizations in lieu of floral tribute for a funeral will be paid by the City.</p>	<p>N/A</p>	<p>Donations to charitable organizations in lieu of floral tribute for a funeral will be paid by the City.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Promotion	<p>Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the Mayor.</p> <p>Staff of the Office of the Mayor are responsible for maintaining the inventory of these items for the Office of the Mayor.</p>	N/A	<p>Costs for City souvenir items (mementoes) are available for distribution at the discretion of the individual Councillor.</p> <p>Staff of the Councillor's Ward Office will be responsible for maintaining the inventory of these items for the Councillors.</p>
Business Entertainment / Staff Recognition	<p>Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches or tickets to events, will be reimbursed when such entertainment is considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. Original receipts and supporting documentation are to be provided as outlined above and in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>The purchase of alcohol is strictly prohibited for promotion and entertainment purposes.</p>	N/A	<p>Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches or tickets to events, will be reimbursed when such entertainment is considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. Original receipts and supporting documentation are to be provided as outlined above and in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>The purchase of alcohol is strictly prohibited for promotion and entertainment purposes.</p>

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 Budget for the Office of the Mayor, Legislative Budget
 and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Local Travel Allowance	<p>Mileage and parking for the Mayor for attendance at events and other meetings at locations other than City Hall, 71 Main Street West, Hamilton.</p> <p>Mileage to and from the Mayor's home and City Hall will not be paid by the City.</p>	N/A	<p>Mileage and parking for Councillors for attendance at constituency and other meetings at locations other than City Hall, 71 Main Street West, Hamilton.</p> <p>Mileage to and from the elected official's home and City Hall will not be paid by the City.</p>
Attendance at Functions / Conferences	<p>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>Original receipts and supporting documentation are to be provided as outlined above.</p> <p>Expenses to attend political fundraisers will be reimbursed if they advance the interests of the City.</p>	N/A	<p>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>Original receipts and supporting documentation are to be as outlined above.</p> <p>Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.</p>

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 Budget for the Office of the Mayor, Legislative Budget
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DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
	Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.		
Attendance at Functions / Conferences (Cont'd)	Expenses will be reimbursed in accordance with the City's Policy for Business Travel, Seminars and Conferences.	<p>Where the elected official is representing the City as a member of a board (excluding local boards such as Police Board), expenses incurred to attend functions and / or conferences related to this membership, as follows:</p> <ul style="list-style-type: none"> • FCM (2 members of Council) • AMO (2 members of Council) • Other (International Children's Games). 	<p>All other expenses incurred to attend functions and / or conferences.</p> <p>Expenses will be reimbursed in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p>
Memberships	N/A	The cost of memberships for Council as a whole (i.e., Federation of Canadian Municipalities, Association of Municipalities of Ontario, etc.).	N/A

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DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Meeting Expenses	Expenses for meetings involving staff in the Office of the Mayor.	<p>Expenses for meetings of Council as a whole. The receptionist (for the Councillors' offices) will be responsible for arranging for any refreshments for these meetings and administering this budget allocation.</p> <p>Expenses for meetings of committees established by Council. The receptionist (for the Councillors' offices) will be responsible for arranging for any refreshments for these meetings and administering this budget allocation.</p> <p>The Office of the City Clerk will be responsible for set up requirements for meetings of Council and Committee meetings.</p>	Expenses for community meetings. These expenses can include meeting room rentals (if applicable), refreshments, preparation and distribution of meeting notices, etc.

**Policy and Guidelines for Eligible Expenses for Elected Officials:
 Budget for the Office of the Mayor, Legislative Budget
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DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
		Expenses for use of City Hall by community groups. Staff in the Facilities Section of the Public Works Department will be responsible for arranging for any refreshments and set up requirements for these functions and administering this budget allocation.	
Hosting of Conferences with Municipal Subject Content	N/A	Expenses representing contributions to events hosted by organizations with a municipal affiliation as approved by Council.	N/A

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DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Internal Charge-backs or Cost allocations	Expenses related to services provided in-house, such as printing and photocopying and the purchase of items through the City's PeopleSoft financial system will be charged to the account number in the budget for the Office of the Mayor provided with the requisition, if required, and no additional reporting is required.	Costs of liability insurance for general public liability, errors and omissions liability, comprehensive crime and conflict of interest for elected officials	Expenses related to services provided in-house, such as printing, photocopying, office space outside of City Hall (71 Main Street West) and the purchase of items through the City's PeopleSoft financial system will be charged to the account number in the individual Councillor's ward office budget provided with the requisition, if required, and no additional reporting is required.

Note 1: Office related furniture, fixtures, and equipment (FFE) including electronics purchased or reimbursed from the City Budget must remain the property of the City. An inventory of office related FFE must be maintained and tracked by the Administrative Assistant. At the end of every Council term, the completed list must be submitted to the Office of the City Clerk.

Note 2: Contracts including offers of employment can only be signed by the Mayor and Elected Officials once they are sworn in.

The following amendment to the Procedural By-law was referred by Council on August 13, 2021 to Governance Review Sub-Committee for further discussion:

3.4 Special Meetings of Council

- (1) In addition to scheduled Council meetings, the Mayor may, at any time, summon a special meeting of Council by giving written direction to the Clerk stating the date, time, and purpose of the special meeting.
- (2) The Clerk shall summon a special meeting of Council when requested to do so in writing by a majority of Members of Council.
- (3) The Clerk shall give each Member of Council, or their designated staff, notice of a special meeting of Council at least 2 days before the time appointed for such meeting by:
 - (a) delivering a written notice personally;
 - (b) delivering such notice at their residence or place of business; or
 - (c) facsimile transmission or electronic mail to such residence or place of business.
- (4) The written notice to be given under subsection 3.4(3) shall state the nature of the business to be considered at the special meeting of Council and no business other than that which is stated in the notice shall be considered at such meeting.
- (5) Notwithstanding subsection 3.4(4), other business may be considered at a special meeting with at least two-thirds of the Members of Council present and voting in the affirmative.
- (6) The Clerk shall prepare the Order of Business for a special meeting of Council with the appropriate selection of agenda categories from subsection 3.11.
- (7) ***Notwithstanding subsection 3.4(3), on urgent and extraordinary occasions, with the consent of the majority of all the Members of Council, recorded in the Minutes, a special meeting of the Council may be called by the Mayor without notice to consider and deal with such urgent and extraordinary matters.***