

Policy and Guidelines for Eligible Expenses for Elected Officials:**~~Budget for the Office of the Mayor, Legislative Budget~~
and Councillor Ward Office Budgets****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, <u>as well as an alternative proof of payment (eg. Payment card statement)</u> <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>

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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> <p><u>Elected officials' budgets shall not be used to provide a personal benefit to specific individual citizens or businesses (examples: payment of tax penalties, parking tickets, sponsorship of personal travel, etc.);</u></p>
ELECTION CAMPAIGN EXPENSES	<p>Expenses incurred to produce or distribute election campaign literature, or materials, or any election campaign communication <u>(eg. Newsletters, social media or search engine advertisements, video advertising, SMS marketing)</u> will not be paid for by the City. <u>No Elected Official, including candidates for election and those acclaimed to office, may distribute newsletters after August 31 of an election year.</u></p> <p><u>Requirements and restrictions relating to the use of city resources and city financial or in-kind contributions to election campaigns are outlined in Use of City Resources During an Election Policy.</u> In addition, newsletters may not be distributed after August 31 of an election year.</p>
<u>Sponsorship/Donations Tickets</u>	<p>Expenses related to sponsorships and donations (including the purchase of event tickets) will be paid by the <u>CityElected Officials' Budget</u>.</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 <u>for 2023</u> per named organization per year. <u>The \$350 maximum will be adjusted annually per the Ontario all items Consumer Price Index.</u></p> <p><u>Participation in charitable/community events through the purchase of tickets is limited to two tickets per</u></p>

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	<p><u>charitable/community organization per year, excluding any events led by the City (eg. Senior Awards Gala).</u></p> <p><u>Donations to charitable organizations in lieu of floral tribute for a funeral will be paid by the City.</u></p> <p><u>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.</u></p> <p><u>Events/programs that occur during the election period (from the first day that nominations can be filed for candidates until the day after the election) will not be eligible for funding as a sponsorship from the Elected Official's operating budget (even if the request is submitted prior to the first day that nominations can be filed).</u></p> <p><u>Donations to organizations from Elected Official's operating budget will be allowed with the provision that there is no public acknowledgement or recognition of the Elected Official's contribution to the organization.</u></p> <p><u>Tickets purchased from Elected Official's operating budget for an event in the election period (from the first day that nominations can be filed for candidates until the day after the election) will be allowed, provided that no activities described as campaign activities take place while attending the event.</u></p>
<u>CAPITAL RELATED OFFICE EQUIPMENT EXPENSES</u>	<p>Expenses for minor capital<u>office</u> equipment (office furniture and furnishings, computer and communications equipment) are provided for the Councillors' reception area and to elected officials' offices within City <u>Hall facilities</u>.</p> <p><u>Furniture repairs and replacements will be funded from Corporate Budgets upon assessment from Facilities and approval by the General Manager of Finance & Corporate Services.</u></p> <p>Each elected official is provided with a computer (either desktop, laptop, tablet and / or smartphone), <u>other electronic equipment as required</u> 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</p>

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	<p>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 <u>all</u> equipment must be returned to the City per Procurement Policy.</p>
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	<p>Requests for reimbursement of out-of-pocket expenses <u>and mileage should will</u> be submitted by using the Statement of Mileage and Other Expenses Form <u>through the online expense portal</u>. 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 <u>or through reimbursement requests if purchased online</u>. <u>Where the expense includes an overnight stay, the travel form/portal should be used.</u></p>
Supporting Documentation	<p>Original Scanned receipts and supporting documentation are to be provided with the request for reimbursement indicating:</p> <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. 3.4. <u>Number of attendees.</u>
Cheque Requisition <u>Petty Cash</u>	<p><u>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. The receptionist (for the Councillors' offices) and the Mayor's administrative staff are responsible for administering the petty cash for their</u></p>

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	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.

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SECTION 2 – GUIDELINES

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Councillor Ward Budget Process and Guidelines	N/A	<u>N/A</u>	<p>For Thereference, 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(ad))</p> <p>Councillors may submit requests for access to the Legislative Contingency Fund <u>within the Legislative budget</u> 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>

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<u>Workplace Technology and Operational Resources Office Equipment and Operating Supplies</u> (Note 1)	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.). Common office equipment (shredder, fax machine, photocopier, printer) in accordance with corporate standards. <u>Computer hardware (in accordance with corporate standards) for the Mayor and staff.</u>	Expenses for shared office consumables (stationery, office supplies, etc.). Shared office equipment (shredder, one fax machine, photocopier, printer). Computer hardware (in accordance with corporate standards) for the <u>Councillors</u> . receptionist .	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.). Computer hardware (in accordance with corporate standards) for the Councillors, and all staff of the Councillor's office.
Staffing (Note 2)	Compensation costs for all staff in the Office of the Mayor.	Compensation costs for one shared receptionist and associated vacation coverage.	Compensation costs for all staff in the Councillor's office. Costs of vacation coverage for staff of the Councillor's office. 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

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			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.
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Parking: <ul style="list-style-type: none"> Parking for elected officials is provided free of charge. Parking for <u>elected officials</u> 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, <u>excluding training costs reflected under the Legislative budget.</u> 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. <u>Training costs for Elected Officials that meet the criteria of the City's Tuition Reimbursement Policy Require City Manager approval.</u>	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.

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<p>Communication with Constituents:</p> <p>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 <u>Facility Costs</u></p>	<p>N/A</p>	<p>N/A <u>Facility costs associated with offices within City facilities for all elected officials. Expenses for external facilities are allowed in cases where City facilities are unavailable, but a satellite office is necessary. The qualifying wards for external facilities include 9, 10, 11, 12, 13, and 15.</u></p>	<p>All costs associated with a constituency office outside of City Hall, 71 Main Street West.</p>

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DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Promotion	Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the Mayor. Staff of the Office of the Mayor are responsible for maintaining the inventory of these items for the Office of the Mayor.	N/A	Costs for City souvenir items (mementoes) <u>which</u> are available for distribution at the discretion of the individual Councillor. Staff of the Councillor's Ward Office will be responsible for maintaining the inventory of these items for the Councillors.
Business Entertainment / Staff Recognition	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. <u>Original-Scanned</u> 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. The purchase of alcohol is strictly prohibited _for promotion and entertainment purposes_.	N/A	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. <u>Original-Scanned</u> 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. The purchase of alcohol is strictly prohibited for promotion and entertainment purposes_.

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DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Local Travel Allowance	<p>Mileage and parking for the Mayor's <u>Office staff</u> for attendance at events and other meetings at locations other than City Hall, 71 Main Street West, Hamilton.</p> <p><u>The Mayor can choose between utilizing a City-provided vehicle or receiving a vehicle allowance.</u></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><u>Original-Scanned</u> 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><u>Original-Scanned</u> receipts and supporting documentation are to be as outlined above.</p> <p><u>Expenses to attend political fundraisers will be reimbursed if they advance the interests of the City.</u></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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Attendance at Functions / Conferences (Cont'd)	<p>Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.</p> <p><u>All other expenses incurred to attend functions and / or conferences.</u></p> <p>Expenses will be reimbursed in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p>	<p>WhenWhere the an elected official is represents ing the City as a member of a board (excluding local boards such as Police Board), and council has <u>authorized</u> expenses incurred to attend functions and / or conferences related to this membership, as follows:</p> <ul style="list-style-type: none"> • <u>Federation of Canadian Municipalities (FCM)</u> (2 members of Council) • <u>Association of Municipalities of Ontario</u> (2 members of Council) • Other (<u>eg.</u> 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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Meeting Expenses	Expenses for meetings involving staff in the Office of the Mayor. <u>Meeting expenses incurred by the Mayor's Office in the course of doing City business.</u>	<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>	<p>Expenses for community meetings. These expenses can include meeting room rentals (if applicable), refreshments, preparation and distribution of meeting notices, etc.</p> <p><u>Meeting expenses incurred by the Councillors in the course of doing City business.</u></p>

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		Expenses for use of City Hall by community groups, <u>inclusive of facility costs</u> . 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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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~~City purchased 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 Ward Office 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.