

**CITY OF HAMILTON**

**CORPORATE SERVICES**  
*Treasury Services Division*

<b>TO:</b> Chair and Members Audit, Finance and Administration Committee	<b>WARD(S) AFFECTED:</b> CITY WIDE
<b>COMMITTEE DATE:</b> December 7, 2011	
<b>SUBJECT/REPORT NO:</b> Clarification of Councillor Sponsorships and Related Expenditures (FCS11108) (City Wide) (Outstanding Business List Item H)	
<b>SUBMITTED BY:</b> Antonio D. Tollis Treasurer Corporate Services Department	<b>PREPARED BY:</b> Tony Tollis 905-546-2424 ext. 4549
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That the Sponsorship section (refer to page 2 of Appendix "A" "Policy for Eligible Expenses: Budget for the Office of the Mayor, Legislative Budget and Ward Budget" of report FCS11108, be renamed "Sponsorships/Donations" and read as follows:

"Expenses related to sponsorships and donations (including the purchase of event tickets) will be paid by the City. No sponsorships/donations will be allowed after August 31 of an election year. 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";

- (b) That the Donations section (refer to page 9 of Appendix "A" "Policy for Eligible Expenses: Budget for the Office of the Mayor, Legislative Budget and Ward Budget" of report FCS11108, be adjusted to read as follows:

"Donations to charitable organizations in lieu of floral tribute for a funeral will be paid by the City.";

- (c) That Outstanding Business Item H respecting the Mayor's \$10,000 Donation to the United Way be considered completed and removed from the Audit, Finance and Administration Committee Outstanding Business List.

### **EXECUTIVE SUMMARY**

Earlier this year, Council directed staff to report back to the Audit, Finance & Administration Committee with clarification of the Sponsorship Policy as outlined in the current Ward Budget Policy. Often, interpretation is required to differentiate between Sponsorships and Donations. As such, staff is recommending that the policy be revised to include either Sponsorship or Donations up to \$350 per organization.

***Alternatives for Consideration – See Page 4.***

### **FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)**

**Financial: N/A**

**Staffing: N/A**

**Legal: N/A**

### **HISTORICAL BACKGROUND (Chronology of events)**

Earlier this year, Council directed staff to report back to Audit, Finance & Administration Committee with clarification of the Sponsorship policy as outlined in the current Ward Budget Policy.

The current Policy, under consideration, is attached as Appendix "A" of this report FCS11108. Council approval is required for any change in this policy or any change in the interpretation of this policy.

### **POLICY IMPLICATIONS**

The recommendation, if approved, will change the current City of Hamilton Policy entitled "Policy for Eligible Expenses: Budget for the Office of the Mayor, Legislative Budget and Ward Budget".

**RELEVANT CONSULTATION**

Corporate Services Department, Treasury Services Division.

**ANALYSIS / RATIONALE FOR RECOMMENDATION**

(include Performance Measurement/Benchmarking Data, if applicable)

The attached Appendix "A" "Policy for Eligible Expenses: Budget for the Office of the Mayor, Legislative Budget and Ward Budget" of report FCS11108 refers to Sponsorships as follows:

Page 2 – "Formal Sponsorships of Groups or Organizations is available through the External Grant Program. Other expenses related to sponsorships will be paid by the City. No Sponsorships will be allowed after August 31 of an election year. Sponsorships are not to be provided for any amounts levied in respect of any tax or user fees".

Further to this, at their meeting of February 25, 2004, Council approved the following:

"That sponsorships provided by Members of Council through their Ward Budget be reimbursed by the City at an upset limit of \$350 per Sponsorship".

Page 9 of Appendix "A" of report FCS11108 refers to Donations as follows:

"Donations to charitable organizations in Lieu of a floral tribute for a funeral will be paid by the City. All other donations are not eligible for reimbursement by the City unless approved through the External Grant Program."

The above references are the only ones that refer to Sponsorships and Donations.

Sponsorships normally refer to a contribution for which something is gained in terms of advertising or acknowledgement. Many instances have arisen where it was very difficult for staff to interpret whether a contribution was in fact a Sponsorship or a Donation. Interpretations have allowed donations as sponsorships as the definition was not clear.

For clarification, staff are recommending that the "Sponsorship" section of the Policy be re-worded as follows:

**SPONSORSHIP / DONATIONS:**

Expenses related to Sponsorships and Donations will be paid by the City. No Sponsorships/donations will be allowed after August 31 of an election year. 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 charitable or not-for-profit organization.

For the purposes of this Policy named charitable or not-for-profit organizations shall include any charitable or not-for-profit organization that operate under a separate name whether or not they are affiliated.

As well, staff are recommending changes to the “Donations” section referred to on page 9 of the current Policy to remove any ambiguity. This section will now read as follows:

**DONATIONS:** Donations to Charitable or Not-for-Profit Organizations in Lieu of a floral tribute for a funeral will be paid by the City.

#### **ALTERNATIVES FOR CONSIDERATION**

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

An alternative would be to leave the wording as is. The current language could lead to misinterpretation as it does not clearly articulate differences between a sponsorship and a donation.

#### **CORPORATE STRATEGIC PLAN (Linkage to Desired End Results)**

Focus Areas: 1. Skilled, Innovative and Respectful Organization, 2. Financial Sustainability, 3. Intergovernmental Relationships, 4. Growing Our Economy, 5. Social Development, 6. Environmental Stewardship, 7. Healthy Community

##### ***Skilled, Innovative & Respectful Organization***

- ◆ A culture of excellence

##### ***Financial Sustainability***

- ◆ Financially Sustainable City by 2020

##### ***Intergovernmental Relationships***

- ◆ N/A

##### ***Growing Our Economy***

- ◆ N/A

##### ***Social Development***

- ◆ N/A

***Environmental Stewardship***

- ◆ N/A

***Healthy Community***

- ◆ N/A

**APPENDICES / SCHEDULES**

Appendix "A" - Policy for Eligible Expenses: Budget for the Office of the Mayor,  
Legislative Budget and Ward Budget.

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

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 monthly variance reporting process.
PURPOSE	This policy establishes types of expenses, which will be paid by the City from the Council budgets. Specific restrictions identify those expenses which will not be paid by the City
SCOPE	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.
	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 line account. This policy is intended to provide flexibility to elected officials in managing their own budgets and programming.
	Supporting documentation required for payment for services or goods provided is: 1. The original invoice identifying the goods or services and for what purpose they were provided if not obvious from the information, or 2. If there is no invoice, a short description of the good or service and its use is required.
	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.

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

CURRENT BUDGET	<p>As part of the annual current budget, Council establishes a budget for expenses for elected officials. A statement of account is provided to the councillors on a monthly basis and is reported to Council quarterly (included in the Corporate Budget Variance Report). Councillors will be required to provide explanations of any variances at the aggregate level in accordance with corporate standards for reporting.</p> <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>
Campaign Literature	<p>Expenses incurred to produce or distribute campaign literature or materials will not be paid for by the City. In addition, newsletters may not be distributed after August 30 of an election year.</p>
Sponsorship	<p>Formal sponsorship of groups or organizations is available through the External Grant Program. Other expenses related to sponsorships will be paid by the City. No sponsorships will be allowed after August 31 of an election year. Sponsorships are not to be provided for any amounts levied in respect of any tax or user fees.</p>
CAPITAL EXPENSES	<p>Minor capital equipment (office furniture and furnishings, computer and communications equipment) is provided for the councillors’ reception area and to elected officials’ offices within City Hall.</p>

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

<p>CAPITAL EXPENSES (continued)</p>	<p>Each elected official is provided with a computer (either notebook or desktop) 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 Services Division, Corporate Services Department. Dial-up access to the corporate network will be provided in accordance with City standards.</p> <p>When the elected official is no longer in office, capital equipment must either be returned to the City or purchased at a depreciated value to be determined by the Financial Services Division, Corporate Services Department, where allowable.</p>
<p>HOW TO CLAIM</p>	<p>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.</p>



**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

Reimbursement	Requests for reimbursement of out-of-pocket expenses may be made using the Mileage Allowance & Other Expense Form. Out-of-pocket expenses include such items as business meals, parking, and the purchase of maps, directories, or tickets to community events.
Supporting Documentation	Receipts and supporting documentation are to be provided with the request for reimbursement indicating: <ol style="list-style-type: none"> <li>1. the type of expense</li> <li>2. date and purpose of event attended (if applicable) and,</li> <li>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.</li> </ol>
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. 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 Accounts Payable with supporting documentation, as described above.

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Ward Budget Process / Guidelines	N/A	N/A	<ul style="list-style-type: none"> <li>• The allocation of the inner-city allowance is to be determined by the councillors from Wards 2, 3, 4 &amp; 5 in January of each year and submitted to Council for approval.</li> <li>• Councillors may submit requests for access to the Legislative Contingency Fund to Council for approval during the course of the year.</li> <li>• Councillors will be required to reimburse the City for any expenditures exceeding their approved ward budget.</li> </ul>

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Office Equipment & Operating Supplies	<ul style="list-style-type: none"> <li>• Office expenses, including all office consumables (stationery, office supplies, organizers, briefcases, etc.), office accessory items (desk lamps, picture/certificate framing, etc.), letterhead and business cards, and purchased publications (maps, magazines, newspapers, etc.)</li> <li>• Common office equipment (shredder, fax machine, photocopier in accordance with corporate standards)</li> </ul>	<ul style="list-style-type: none"> <li>• Expenses for shared office consumables (stationery, office supplies, etc.)</li> <li>• Shared office equipment (shredder, 1 fax machine, photocopier)</li> <li>• Computer hardware (in accordance with corporate standards) for the receptionist.</li> </ul>	<ul style="list-style-type: none"> <li>• Office expenses for organizers, briefcases, office accessory items (desk lamps, picture/certificate framing, etc.), letterhead and business cards, and individual purchased publications (maps, magazines, newspapers, etc.)</li> <li>• Computer hardware (in accordance with corporate standards) for the councillors, and all staff of the councillor’s office.</li> </ul>

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Staffing	Compensation costs for all staff in the Office of the Mayor.	Compensation costs for one shared receptionist and associated vacation coverage.	<ul style="list-style-type: none"> <li>• Compensation costs for all staff in the councillor’s office.</li> <li>• Costs of vacation coverage for staff of the councillor’s office.</li> </ul>
Parking: <ul style="list-style-type: none"> <li>• Parking for elected officials is provided free of charge.</li> <li>• Parking for staff must be obtained or purchased in accordance with the corporate policy for parking.</li> </ul>	Parking expenses for qualifying staff of the Office of the Mayor.		Parking expenses for any qualifying staff of the councillor’s office.

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Training / Strategic Planning	Training costs for staff in the Office of the Mayor.	<ul style="list-style-type: none"> <li>• Costs for Council orientation, strategic planning and professional development.</li> <li>• Training costs for one shared receptionist.</li> </ul>	Training costs for all staff of the councillor’s office.
<p>Communication with Constituents:</p> <p>Expenses incurred in the communication of City and/or ward issues or items of interest to constituents</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>		<ul style="list-style-type: none"> <li>• 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.</li> </ul>

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD BUDGET</b>
Communication with Constituents (continued)	<ul style="list-style-type: none"> <li>Costs of communications lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.</li> </ul>	<ul style="list-style-type: none"> <li>Costs of one telephone line for the receptionist.</li> <li>Costs of one shared fax line for all councillors will be paid when the use is for City business</li> </ul>	<ul style="list-style-type: none"> <li>Costs of all communications lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business</li> </ul>
Constituency Office	N/A	N/A	All costs associated with a constituency office outside of City Hall, 71 Main Street West.
Donations	Donations to charitable organizations in lieu of a floral tribute for a funeral will be paid by the City. All other donations are not eligible for reimbursement by the City unless approved through the External Grant Program.	N/A	Donations to charitable organizations in lieu of a floral tribute for a funeral will be paid by the City. All other donations are not eligible for reimbursement by the City unless approved through the External Grant Program.

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Compassionate Grants	The budget for the Office of the Mayor includes an allocation for the provision of nominal grants (\$25.00 or less) where a hardship case can be identified in respect of the payment of various penalties and/or fines. This specifically excludes any amounts levied in respect of any tax or user fees.	N/A	N/A
Promotion	<ul style="list-style-type: none"> <li>• Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the Mayor.</li> <li>• Staff of the Office of the Mayor are responsible for maintaining the inventory of these items for the Office of the Mayor.</li> </ul>		<ul style="list-style-type: none"> <li>• Costs for City souvenir items (mementoes) are available for distribution at the discretion of the individual councillor.</li> <li>• The receptionist will be responsible for maintaining the inventory of these items for the councillors.</li> </ul>

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
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. Receipts and supporting documentation are to be provided as outlined above.	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. Receipts and supporting documentation are to be provided as outlined above.



**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Local Travel Allowance	The budget for the Office of the Mayor includes an allocation for the cost of a chauffeur and vehicle. This allocation is intended to cover expenses such as parking and travel for attendance at meetings other at City Hall and other locations within the City of Hamilton.	N/A	<ul style="list-style-type: none"> <li>• Mileage and parking for councillors for attendance at constituency and other meetings at locations other than City Hall, 71 Main Street West, Hamilton.</li> <li>• Mileage to and from the elected official’s home and City Hall will not be paid by the City.</li> </ul>
Attendance at Functions / Conferences	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.)	N/A	<ul style="list-style-type: none"> <li>• 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.)</li> </ul>

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Attendance at Functions / Conferences (continued)	<ul style="list-style-type: none"> <li>• Receipts and supporting documentation are to be provided as outlined above.</li> <li>• Expenses to attend political fundraisers will be reimbursed if they advance the interests of the City.</li> <li>• Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.</li> </ul>		<ul style="list-style-type: none"> <li>• Receipts and supporting documentation are to be as outlined above.</li> <li>• Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.</li> </ul>

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Attendance at Functions / Conferences (continued)	<ul style="list-style-type: none"> <li>Expenses will be reimbursed in accordance with the City’s Policy for Business Travel, Seminars and Conferences</li> </ul>	Where the elected official is representing the City as a member of a board (excluding local boards such as Police, HECFI), expenses incurred to attend functions and / or conferences related to this membership, as follows: <ul style="list-style-type: none"> <li>FCM (2 members of Council)</li> <li>AMO (2 members of Council)</li> <li>Other (International Children’s Games)</li> </ul>	<ul style="list-style-type: none"> <li>All other expenses incurred to attend functions and / or conferences.</li> <li>Expenses will be reimbursed in accordance with the City’s Policy for Business Travel, Seminars and Conferences.</li> </ul>
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

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Meeting Expenses	Expenses for meetings involving staff in the Office of the Mayor.	<ul style="list-style-type: none"> <li>• Expenses for meetings of Council as a whole. The Office of the City Clerk will be responsible for arranging for any refreshments and set up requirements for these meetings and administering this budget allocation.</li> <li>• Expenses for meetings of committees established by Council. The Office of the City Clerk will be responsible for arranging for any refreshments and set up requirements for these meetings and administering this budget allocation.</li> </ul>	Expenses for ad hoc meetings involving two or more councillors. These expenses can include meeting room rentals (if applicable), refreshments, preparation and distribution of meeting notices, etc.

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Meeting Expenses (continued)		<ul style="list-style-type: none"> <li>Expenses for use of City Hall by community groups. The Corporate Buildings Division, Public Works Department, will be responsible for arranging for any refreshments and set up requirements for these functions and administering this budget allocation.</li> </ul>	
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

**POLICY FOR ELIGIBLE EXPENSES:  
BUDGET FOR THE OFFICE OF THE MAYOR,  
LEGISLATIVE BUDGET AND WARD BUDGET**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD BUDGET</b>
Internal Charge-backs	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 & 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 budget provided with the requisition, if required, and no additional reporting is required.