

BY-LAW 2012-258

**A BY-LAW OF THE CITY OF GREATER SUDBURY TO
ADOPT THE COUNCIL EXPENSE AND HEALTHY
COMMUNITY INITIATIVE FUND POLICY**

WHEREAS Council of the City of Greater Sudbury wishes to adopt a
Council Expense and Healthy Community Initiative Fund Policy;

**NOW THEREFORE THE COUNCIL OF THE CITY OF GREATER SUDBURY
HEREBY ENACTS AS FOLLOWS:**

1. Council for the City of Greater Sudbury adopts the Council Expense and Healthy Community Initiative Fund Policy attached hereto as Schedule A.
2. This By-law shall come into force and effect upon passage.

READ AND PASSED IN OPEN COUNCIL this 11th day of December, 2012



Mayor



Clerk

SCHEDULE A TO BY-LAW 2012-258

Council Expense and Healthy Community Initiative Fund Policy

1.0 Introduction and Purpose

The City of Greater Sudbury provides resources and support to Mayor and Councillors through the following mechanisms:

- 1) Annual Office Expense Budget for each Councillor and Mayor's office
- 2) General Association Dues and related Travel Budget
- 3) Staffing Budget and use of other municipal resources
- 4) Healthy Community Initiative Budget for each Ward Councillor

This policy provides guidance and delegated authority to members of Council on allowable expenses to be funded from each of the above noted budgets. These budget allocations are provided in support of Mayor and Councillors performing their roles and in representing their constituents and wards. The budgets allow members of Council to:

- Communicate with their constituents about the services of the City, meetings and activities of the City, Council and its Committees
- Administer their offices and related expenses incurred in their role
- Represent the City at functions or events
- Enhance and promote harmonious community in their wards in support of advancing the Healthy Community priorities

1.1 Annual Budget Allocation

The annual budget allocations are prepared in accordance with the City's Base Budget Preparation Policy. This annual allocation is subject to annual budget deliberations and approvals.

1.2 Guiding Legislation and By-Laws

The Municipal Act, Section 23.1 outlines the delegation of powers and duties.

Section 23.1

Without limiting sections 9, 10 and 11, those sections authorize a municipality to delegate its powers and duties under this or any other Act to a person or body subject to the restrictions set out in this Part. 2006,c. 32 Schedule. A,s.15.

This policy delegates authority to the Mayor and individual Councillors to expend approved operating budgets and Healthy Community Initiatives Funds in accordance with this Policy.

The Municipal Act, Section 224 describes the role of council:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (e) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (f) to maintain the financial integrity of the municipality; and
- (g) to carry out the duties of council under this or any other Act. 2001, c. 25, s. 224; 2006, c.32, Schedule. A,s 99.

The Municipal Act, 2001 also sets out the authority for a municipality to pay the expenses of members of its Council.

Section 283 (1)

A municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board.

Section 283 (2) Limitation

Despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

- (a) the expenses are actually incurred; or
- (b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expense that would be incurred.

The Municipal Act, 2001 also sets out the authority for a municipality to pay grants and donations. This policy also delegates the authority to Mayor and individual Councillors to pay grants [Section 107(1)] and donations [Section 107(2)(e)] in accordance with Section 6.3.1 of this policy.

Section 107 (1)

Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality. 2001, c. 25, s. 107 (1).

Section 107 (2)

The power to make a grant includes the power,

- (a) to guarantee a loan and to make a grant by way of loan and to charge interest on the loan;
- (b) to sell or lease land for nominal consideration or to make a grant of land;
- (c) to provide for the use by any person of land owned or occupied by the municipality upon such terms as may be fixed by council;
- (c.1) to provide for the use by any person of officers, employees or agents of the municipality upon such terms as may be fixed by council;
- (d) to sell, lease or otherwise dispose of at a nominal price, or make a grant of, any personal property of the municipality or to provide for the use of the personal property on such terms as may be fixed by council; and
- (e) to make donations of foodstuffs and merchandise purchased by the municipality for that purpose. 2001, c. 25, s. 107 (2); 2006, c. 32, Schedule. A, s. 49.

Further guidance is obtained from:

- Municipal Elections Act, 1996
- Municipal Conflict of Interest Act
- CGS By-Law # 2007-299 Accountability and Transparency Policy
- CGS Purchasing By-Law
- CGS Remuneration By-Law
- CGS by-law #2007-299 Delegation of Powers and Duties

1.3 Guiding Principles

Since members of Council use public funds when they perform their duties, the public expects these funds to be used prudently. Members of Council are the stewards of City resources and are ultimately accountable to the public and their constituents for the type and level of expenses that they incur. In general terms, the City of Greater Sudbury will pay for Mayor and Councillor expenditures when they meet the following criteria:

- The expense is reasonable and incurred while carrying out the performance of their duties of the office of the Mayor or Council Member.

- The expense must clearly and directly relate to the business of the municipality and not be considered personal in nature.
- The expense is supported by an original receipt and the purpose of the expenditure is clearly indicated.
- The expense does not exceed the annual budget allocations.
- The use of municipal resources during an election year must be in accordance with Schedule E of the Remuneration By-law.
- The expense must be in compliance and not in conflict with Legislation and Municipal Policies and By-Laws.

Mayor and Councillors have discretion to expend the budgets, so long as the expenses are in accordance with this Policy.

2.0 Ineligible Expenses

Generally, Council expenses and Healthy Community initiative expenses which do not meet the purpose and principles of this policy are ineligible. Examples of ineligible expenses include, but not limited to:

- Expenses for goods and services of a personal nature.
- Election-related expenses, including expenses to produce and distribute campaign literature or materials, advertising etc. and as outlined in Schedule E of the Remuneration by-law.
- Political contributions including tickets to political fund raising events where the ticket price includes a donation.
- Donations to an individual, a group of individuals, for profit organization or a community group outside the boundaries of the City of Greater Sudbury.
- Entertainment expenses including theater, movies (either in-room or at the theatre), sporting events (including gym, massage and/or golf or tennis related expenses) or other cultural events (except as noted in 3.1.13).
- Non-mileage related personal automobile expenses, including repairs, insurance and car washes.
- Fines or tickets resulting from traffic, parking or other violations.
- Personal losses incurred while on City business.
- Expenses that have been or will be paid or reimbursed by an outside source.

3.0 Annual Office Expense Budget

- 3.1** The following Section outlines allowable expenses that can be charged to the annual Office Expense Budget. These expenses cannot be funded from the Healthy Communities Initiative Budget.

- 3.1.1** Out of town travel, registration fees, mileage, accommodation and meal expenses for conferences, seminars, education and business trips having a direct relationship to municipal concerns or interests and these expenses are in accordance with Schedule C of the Remuneration By-law and the City of Greater Sudbury Administrative Policy entitled "Travel Policy".
- 3.1.2** Mileage when traveling on City business, in accordance with Schedule C of the Remuneration By-Law.
- 3.1.3** Office supplies, computer equipment and furniture.
- 3.1.4** Postage and courier services.
- 3.1.5** Long distance telephone charges, monthly internet for home office, cellular phone charges, or monthly allowance for same.
- 3.1.6** Books, magazines, and periodicals that are related to the business of the City.
- 3.1.7** Memberships related to a Member of Council's work in the community where it advances City business.
- 3.1.8** The design, writing, copy-editing, printing, translation and distribution costs for a newsletter, flyer or other means of communications.
- 3.1.9** Publication of newspaper and other media notices to extend Season Greetings, advertise ward or neighbourhood meetings, extend congratulations to community organizations, and convey Council actions on matters of public interest.
- 3.1.10** Gifts and recognition awards for an individual (maximum of \$100 per individual).
- 3.1.11** Meeting expenses (excluding alcohol) such as snacks, venue set-up and external facilitators.
- 3.1.12** Business hospitality expenses for food and beverages (including alcohol) related to business meals, receptions with constituents, volunteers, business contacts, City staff, employees of a City agency or board, representatives of other levels of government, international delegations or visitors.
- 3.1.13** The expenses of a spouse or companion when claiming business expenses when such expense is considered to be necessary for the advancement of the City.
- 3.1.14** Event tickets or participation fees, to a maximum of two per event, (such as charitable events, fund-raising events, golf tournaments, walkathons).
- 3.1.15** A Community Action Network (CAN) is considered a Community Group, and thus reimbursement of CAN expenses is considered a donation, and subject to provisions in Section 6.3.1 of this policy.

3.2 Mayor's expenses

The Mayor is provided with an annual budget within the Mayor's Cost Centre in recognition of the Mayor's responsibilities as the Head of Council as set out in the *Municipal Act, 2001*. The Mayor may incur expenses in the Mayor's Cost Centre, which in the judgment of the Mayor are of relevance to the role/duties of the Mayor and may include but are not limited to:

- Office expenses
- Promotion
- Telephone and mobile communications
- Contracted services
- Communications
- Public relations
- Conferences and seminars

Eligible expenses from the Mayor's Cost Centre include items noted in Sections 3.1 to 3.1.14 and Donations to Community Groups, Community Event Expenses, and Gifts and Promotions to Community Events and Groups as noted in Sections 6.3.1, 6.3.2, 6.3.3.

4.0 General Association Dues and Related Travel

The budget for General Association Dues and Related Travel shall be used for City membership fees and association dues and related travel expenses, where the Member of Council has been nominated or endorsed by resolution of Council to sit on an association or organization's Board that is related to the Municipality and that meets away from our community.

Council resolution nominating a member of Council to a Board will provide the authorization for the Mayor or Councillor to travel to attend Board meetings, including Board meetings held in conjunction with a conference, with that travel related expenses paid from this "Council Travel" account.

Memberships include but are not limited to, the Association of Municipalities of Ontario, Federation of Canadian Municipalities, Federation of Northern Ontario Municipalities, Canadian Urban Transit Association Board.

5.0 Staffing Budget and Use of Other Municipal Resources

The base budget of the office of the Mayor includes the costs to fund up to four contract positions allocated to provide support to the Office of the Mayor.

The base budget of Councillors includes the costs to fund two full-time positions allocated to provide support to the twelve Councillors.

These staff assist Members of Council with items such as travel arrangements, purchasing, preparation of correspondence, scheduling of meetings, expense claims, communication material, support on constituent matters, monitoring and coordination of HCI expenditures/projects, and other administrative duties.

Additional temporary resources, such as summer students, can be hired if budget dollars are available.

5.1 Equipment will be provided to members of Council in accordance with the Remuneration By-law during their term of office, such as:

- Computer
- Printer/fax/copier (including supplies)
- Cellular device (Blackberry or standard cell phone)

5.2 The computer will be loaded with the City's standard software applications, including standard office applications and email. All software loaded on computers will have legal software licenses.

5.3 Members of Council will have access to the parking garage at Tom Davies Square and other City facilities for purposes of attending activities related to the duties of office, and a taxable benefit will be calculated.

5.4 Members of Council can book meeting rooms at any City facility at no charge for purposes of conducting business related to the duties of office. The booking of these facilities is dependent upon their availability, and in accordance with the facility specific policies.

5.5 In their capacity as members of Council, the City's insurance policy provides general liability, public officials' errors and omissions, 30 day travel and accidental death, injury insurance, and legal fees for conflict of interest allegations under the Municipal Conflict of Interest Act.

6.0 Healthy Community Initiative Ward Allocations

The annual budget includes an allocation per annum to advance projects that fund ward/community based Healthy Community Initiative (HCI) projects.

The Healthy Community Initiative funds have two primary goals

1. Completing or contributing to small scale City projects or acquisition of capital assets.
2. Providing a responsive method of providing donations or financial support to local neighbourhood or community organizations, and volunteer initiatives.

HCI funds are not eligible to be used to fund or supplement recurring operating costs that would otherwise be included in a City departmental operating budget.

Also, eligible expenses outlined in Section 6.3.1, Section 6.3.2, Section 6.3.3 and Section 6.3.4 cannot be funded from the individual Councillors' office expense budget.

6.1 Eligibility Test

Eligible expenses from the Healthy Community Initiative Fund must meet a three step test:

Step One:

The expense must positively advance the Healthy Communities Initiative Priorities and at least one Sustainable Development Challenge as per the Healthy Community Charter which is summarized in Section 6.2 below.

Step Two:

The expense must meet one of the four categories of expenses that are allowable expenses from the Healthy Community Initiatives funds, as outlined below:

1. Grants and donations to community groups (Section 6.3.1)
2. Community event expenses (Section 6.3.2)
3. Gifts and promotions for community events and community groups (Section 6.3.3)
4. Capital expenditures to purchase, build or replace municipally owned assets (Section 6.3.4)

Step Three:

The sum of eligible expenses in the categories of grants and donations (Section 6.3.1), community event expenses (Section 6.3.2), gifts and promotions for community events (Section 6.3.3) cannot exceed 25% of the HCI annual allocation per annum. The remaining 75% of the annual allocation is available only for eligible Capital projects as described under Section 6.3.4.

6.1.1 Approval of Healthy Community Initiative (HCI) expenses and budget

As part of the annual budget planning process, Councillors will be asked for a list of eligible Healthy Community Initiative expenses that are anticipated. Any remaining balance will be reflected as uncommitted. The list of eligible Healthy Community Initiative expenses will be approved by the Finance and Administration Committee as part of the annual budget process.

The operating budget impact as a result of the new infrastructure or expansion to the City's capital assets must be disclosed to Council in the Capital Budget. The base operating budget will be increased (decreased) when the asset is brought into service.

The HCI Application Form (attached) must be completed and submitted to the Executive Assistant in advance of expending any funds (see Section 6.1.2).

For any Grant and Donation (6.3.1), Community Event Expense (6.3.2) or Gift and Promotions expense (6.3.3) which was not included in the approved budget list, Finance and Administration Committee or City Council approval must be received in advance of expending any funds if the expenditure or project is anticipated to be greater than \$1,000.

If the expenditure is related to municipally owned capital assets (and in accordance with Section 6.3.4), the Finance and Administration Committee or City Council's approval is required if:

- (i) There is an annual operating budget impact greater than \$1000 as a result of the capital project, or
- (ii) If the eligible capital project is greater than \$5,000.

6.1.2 HCI Application Form

The application form must be completed to document that the Healthy Community Initiative expense conforms with this policy.

The application form must be signed by the Councillor in advance of the expenditure.

The Councillor is responsible to ensure that the expenditure is in accordance with this policy.

The form will be verified by the Executive Assistant, who will notify the Councillor if there are any discrepancies or missing information.

The expenditures related to municipally owned capital assets (Section 6.3.4), and any operating budget impact as a result of the new infrastructure or expansion to the City's capital assets, must also be signed off by the assigned operating department.

The Director of the department will assign an employee to each capital project and will sign off on the HCI application form, verify the budget and identify any annual operating budget impacts. The employee will be responsible for the capital project including but not limited to procurement, budget control, project management and implementation. The employee is responsible to keep the Councillor and the Executive Assistant informed if a budget variance of greater than 10% is anticipated. The Councillor must commit additional HCI funds to cover any over expenditure.

Once the Application Form is completed, the budgeted amount will be reflected as "committed" and will be encumbered with the Ward HCI budget.

6.2 Healthy Community Initiative Priorities and Sustainable Development Challenges (attached)

The Healthy Community Initiative is a community driven movement to improve the health, economic, social and environmental condition of Greater Sudbury. The sustainable development challenges were largely based on quantitative statistics that concretely substantiate the need for change in those areas. See attached for charter.

The following chart illustrates the Healthy Community Priorities and the eleven sustainable development challenges of the Healthy Community Initiative:

HCI Priorities	Sustainable Development Challenges
1) Human Health & Well-Being	1. Safety 2. Health Status
2) Environmental Sustainability	3. Ecosystems 4. Lake Water Quality
3) Economic Vitality	5. Youth Out-migration 6. Employment 7. Arts and Culture 8. Infrastructure
4) Civic Engagement/Social Capital	9. Homelessness 10. Poverty 11. Educational Attainment

An expenditure will pass Step One of the Eligibility Test if the expenditure is in support of at least one of the Healthy Community Initiative's strategic priorities, and the expenditure positively influences at least one of the sustainable development challenges identified as part of the Healthy Community Initiative, as outlined above.

6.3 Eligible Expenditure Categories

An expenditure will pass Step Two of the Eligibility Test if it fits within one of the following four categories of expenses and it is an allowable expense as outlined in Section 6.3.1 to 6.3.4 below:

1. Grants and donations to community groups
2. Community event expenses
3. Gifts and promotions for community events and community groups
4. Capital expenditures to purchase, build or replace municipally owned assets

An expenditure will pass Step Three of the eligibility test if the sum of eligible HCI expenses in categories 6.3.1 grants and donations, 6.3.2 community event expenses, 6.3.3 gifts and promotions do not exceed 25% of HCI annual budget allocation.

The following Section outlines the Allowable Expenses within each category that can be charged to the Healthy Community Initiatives Fund.

6.3.1 Grants and Donations to Community Groups

- Grants and donations to community groups are limited to \$1,000 per group per fiscal year.
- Grants and donations must be accompanied by a request from the organization with details about the group and the purpose of the donation.
- Grants and donations to an individual, group of individuals, a community group outside the boundaries of the City of Greater Sudbury or for profit entity are not eligible.
- Donation receipts should be addressed to the City of Greater Sudbury and forwarded to the Finance Department for safeguarding.

The community group must have a bank account with a recognized financial institution to be eligible for HCI funding.

Grants and donations to the same organization by one or more Members of Council that in total will exceed \$1,000 per group per fiscal year require advance approval from the Finance and Administration Committee or City Council.

Advances or loans to Community Groups are not eligible, unless approved in advance by Finance and Administration Committee or City Council.

The Ward Councillor, and the Executive Assistant, in consultation with Legal Services will determine whether a funding agreement is required to formalize any terms and conditions of the grant.

6.3.2 Community Event Expenses

Community events eligible for funding are those events:

- (a) Organized by a Councillor, or
- (b) Co-organized by a minimum of two of: City Department, Community Action Network (CAN), Councillor or Community Group, or
- (c) Organized by City Department at the request of a Councillor.

Eligible community event expenses include, but not limited to:

- Space rental fees or permit fees
- Venue decorations and set up

- Catering
- Supplies
- Equipment rental
- Giveaways and prizes (limited to \$500 per group per year)

Community Event expenses to the same community group by one or more Members of Council that in total will exceed \$1,000 per group per fiscal year require advance approval from the Finance and Administration Committee or City Council.

6.3.3 Gifts and Promotions for Community Events and Community Groups

- Eligible gifts and promotions expenses include: Promotional items such as pins, magnets, souvenirs, T-shirts, pens, CGS corporate wear, etc.
- Prizes for local community groups or events, not exceeding \$500 per group per year.

Gifts and Promotions to an individual are ineligible expenses from the Healthy Community Initiatives Fund.

Councillors must provide an original receipt or invoice detailing gift items, quantities and cost.

Gifts and Promotions to the same community group by one or more Members of Council that in total will exceed \$1,000 per group per fiscal year require advance approval from the Finance and Administration Committee or City Council.

6.3.4 Capital acquisitions to build, replace, repair or purchase municipally owned assets

At least 75% of the HCI budget allocation must be spent on capital projects to build, replace, repair or purchase municipally owned assets.

A capital asset or expenditure may be defined as any expenditure to acquire or improve parks, playgrounds, machinery and equipment, buildings, linear assets and other infrastructure.

If the capital asset or expenditure is not owned by the City of Greater Sudbury, the expenditure will be considered a "Donation to a Community Group" as outlined in Section 6.3.1.

An operating department staff member will determine if there is an operating budget impact as a result of the new infrastructure or expansion to the City's capital assets and will provide this estimate at the HCI application stage and it must be included on the HCI application form.

Capital projects greater than \$5000 or capital projects that have an operating budget impact greater than \$1000 require advance approval of the Finance and Administration Committee.

An operating department staff member will be assigned responsibility for each approved capital project. The assigned employee will be responsible for the planning, procurement, project management and implementation of the capital project. The Councillor and the Executive Assistant will be kept informed about the status of the project.

6.4 Donations Revenue

Cash and "gifts-in-kind" donations may provide an additional source of revenue for the City and to supplement the Councillor's Healthy Community Initiative funds. Where applicable, the City may provide an income tax receipt in the amount of the fair market value of charitable donations, which may be claimed by the donor to offset taxable income.

Donations received are public information and will be part of quarterly disclosure of Healthy Community Funds.

All donations and expenses paid for by donations are subject to this Council Expense Policy and subject to the same administration, accounting and disclosure requirements.

The Councillor and the operating department staff are responsible to inform the Councillors' Executive Assistant of the value of all in-kind donations received on a project by project basis.

All donation cheques should be made out to the City of Greater Sudbury, accounted through the Finance Department, and follow the City's procedures for donation receipts. Members of Council or third parties acting on behalf of members should not hold or administer donations in separate personal accounts.

Cash and cheque donations if applicable will be deposited in the Healthy Community Initiatives Capital Fund, and identified as a revenue source used to leverage the City's investment. If the donation is received in advance of the event or project, the funds will be non interest bearing and will be carried forward.

6.5 Carry Forward Capital Fund Balances

The HCI funds form part of the City's Capital Fund and therefore the unspent balance at the end of each fiscal year, can be carried forward to be spent in future years on eligible capital projects in accordance with Section 6.3.4.

The individual ward HCI funds cannot be overspent at the end of each fiscal year.

7.0 Purchasing, Accounting and Payment Procedures

7.1 Purchases shall be made in accordance with the Purchasing By-law.

7.2 All expenses eligible for payment must follow basic accounting and audit principles:

- Expenses must relate to the business of the City of Greater Sudbury.
- Expenses cannot be of a personal nature.
- A claim for expenses must be supported by the detailed original receipts. Credit card receipts or statements alone are not sufficient documentation and will not be accepted. In the case of any internet on-line purchases a copy of the confirmation must be attached to the claim.
- Invoices must include a description of the goods or services, the cost, applicable taxes and HST Registration Number.
- For meeting and meal expenses, the purpose of the meeting and the attendees should be noted on the back of the receipt.
- Expenses must be claimed in the year in which they occur.

7.3 Expenses will be paid or reimbursed through Accounts Payable.

8.0 Restrictions during an election year

The use of municipal resources during the year of an election must be in accordance with Schedule E of the Remuneration By-law, which provides examples of unacceptable use of municipal resources.

In addition, the following expenses by an individual Member of Council are deemed ineligible if they were incurred after June 30th of an election year.

- (1) The design, writing, copy-editing, printing, translation and distributions costs for a newsletter, flyer, newspaper or other media notices, unless it is a requirement of their duties as an elected official.
- (2) **Section 6.3.1**
Grants, donations to community groups.
- (3) **Section 6.3.2**
Community event expenses.
- (4) **Section 6.3.3**
Gifts and promotions for community events and community groups.

9.0 Reporting and Disclosure

The Municipal Act 2001, Section 284, requires that the Chief Financial Officer/ City Treasurer shall report to Council an itemized statement on the remuneration and expenses for Members of Council on or before March 31 of the following year. However, in congruence with the City's by-law on Transparency and Accountability, the City of Greater Sudbury will disclose an itemized statement on a quarterly basis.

The Finance Division will prepare and make public the following reports on a quarterly basis:

- 1) Statement of Council Expenses
- 2) Statement of Healthy Community Initiatives Expenses (including donations received)

9.1 Annual Statement of Remuneration and Council Expenses

In accordance with the Municipal Act, this annual statement shall include remuneration and expenses paid to:

- 1) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- 2) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- 3) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25; s. 284(1).

The annual Statement of Remuneration and Expenses shall include amounts paid from January 1 to December 31 related to the following items for each member of council:

- (a) Salary
- (b) Benefits
- (c) Stipends, per diems and other compensation received as a result of participation/membership on boards/committees at the request of City Council
- (d) Car Allowances / Mileage Reimbursements
- (e) All other expenses incurred in accordance with this Council Expense Policy

The Quarterly Statement of Council Expenses shall disclose:

- All expenses noted in Section 8.1 (d) to (e).
- Detailed transactions by Member of Council, including payee, date paid, amount, general description and name of benefitting organization if applicable.
- Year to date totals and remaining budget.

9.2 Statement of Healthy Community Initiative Expenses (including donations received)

The quarterly Statement of Healthy Community Initiative Expenses shall disclose:

- Detailed reporting for transactions by Ward and by eligible expenditure category, indicating the Sustainable Development Challenge it is intended to impact, the name of the benefiting community organization, payee, date paid, amount, and a general description.
- Year to date totals and carry forward balances by Ward and CGS totals.
- Donations (cash or in kind) received in support of eligible Healthy Community Initiatives.
- Any future commitments against carry forward HCI balance.
- A by-law will also be prepared to approve the grants and donations to community groups.

9.3 Responsibilities

The Finance Department will prepare a quarterly Statement of Council Expenses, the Annual Statement of Remuneration and Expenses, and the quarterly Statement of Healthy Community Initiative Expenses and provide a draft of the information to be reported to each member of Council and the Executive Assistants prior to public release.

It is the responsibility of each member of Council to review the draft quarterly Statements and report any changes to the Finance Division.

HCI Application Form



Date of Application

Member of Council/Ward:

Amount of Request:

Date of Activity / Event:

Purpose of Request:

Organization Name

Address:

Main Contact Person:

Main Contact Phone #:

Main Contact Email:

Name of Financial Institution:

Name on Bank Account:

HCI Priorities / Sustainable Development Challenge

The request must positively advance at least one of the HCI priorities and at one Sustainable Development Challenge:

Must check at minimum one in each column and complete sections 1 and 2

1. Healthy community initiative priorities	Please Check <input type="checkbox"/>		Sustainable Development Challenge	Please Check <input type="checkbox"/>
a. Active Living/Healthy Lifestyle	<input type="checkbox"/>		Health Status	<input type="checkbox"/>
			Health and Safety	<input type="checkbox"/>
b. Civic Engagement / Social Capital	<input type="checkbox"/>		Homelessness	<input type="checkbox"/>
			Family poverty	<input type="checkbox"/>
			Educational attainment	<input type="checkbox"/>
c. Environmental Sustainability	<input type="checkbox"/>		Impaired ecosystem	<input type="checkbox"/>
			Lake water quality	<input type="checkbox"/>
d. Economic Vitality	<input type="checkbox"/>		Out-migration	<input type="checkbox"/>
			Unemployment	<input type="checkbox"/>
			Arts and culture (facilities / promotions)	<input type="checkbox"/>
			Infrastructure deficit	<input type="checkbox"/>

Eligible Expenditure Categories

Must select one of the major categories and a minor

2. Eligible expenditure categories:	Please Check <input type="checkbox"/>		Sustainable Development Challenge	Please Check <input type="checkbox"/>
a. Grants and donations to community groups	<input type="checkbox"/>		Limit of \$1,000 per group per fiscal year verified by: _____	<input type="checkbox"/>
	<i>Required</i> _____		Request attached:	<input type="checkbox"/>
	<i>Must be Yes</i> _____		Eligible organization:	Y <input type="checkbox"/> N <input type="checkbox"/>
	<i>As required</i> _____		Advance or loan:	Y <input type="checkbox"/> N <input type="checkbox"/>
	<i>If answer above is YES, is required</i> _____		Council approval required for advance/loan:	Y <input type="checkbox"/> N <input type="checkbox"/>
	<i>As required</i> _____		Council approval required in advance if contribution is more than \$1,000	<input type="checkbox"/>
b. Community event expenses <i>Select ONE that applies</i>	<input type="checkbox"/>		Organized by Councillor	<input type="checkbox"/>
			Co-organized by 2 of CGS department, CAN, Councillor or Community Group	<input type="checkbox"/>
			Organized by CGS department as per Councillor request	<input type="checkbox"/>
	<i>As required</i> _____		Council approval required in advance if contribution is more than \$1,000	<input type="checkbox"/>
	<i>As required</i> _____		If giveaway / prize not to exceed \$500 per group per year	<input type="checkbox"/>
c. Gifts and promotions for community events and groups <i>Select ONE that applies</i>	<input type="checkbox"/>		Promotional item	<input type="checkbox"/>
			Prizes, not to exceed \$500 per group per year	<input type="checkbox"/>
	<i>As required</i> _____		Council approval required in advance if contribution is more than \$1,000	<input type="checkbox"/>
d. Capital expenditures to purchase, build or replace municipally owned assets	<input type="checkbox"/>		Council approval required in advance if contribution is more than \$1,000	<input type="checkbox"/>
			<i>As required</i>	

APPROVAL SECTION

SELECT one or the other

APPROVED

DENIED

Approved by Councillor: _____ Date: _____

Verified By: _____ Date: _____

This section required to be completed for Capital expenditures to purchase, build or replace municipally owned assets.

Sign off on Capital Budget by staff (Print)	Date	Sign off on Operating Budget by staff (Sign)	Date
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Staff assigned to capital project	Date	Estimated annual operating budget impact	Date
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RESET

PRINT