Minute No. 610
Report – Governance Committee of Council – September 19, 2011

Item No. 2 Councillors' Representation Allowance (CRA) Fund Policy

COUNCIL DECISION:

Council concurred in the recommendation of the Governance Committee of Council and adopted the following:

1. That the Councillors' Representation Allowance (CRA) Fund Policy dated September 2011, as amended, be approved and implemented on January 1, 2012.

2. That the Proper Officers of the City be authorized to do all the things necessary to implement the intent of the forgoing.

Report – Governance Committee of Council – September 19, 2011

DECISION MAKING HISTORY:

Moved by Councillor Nordman,
That the recommendation of the Governance Committee of Council be adopted.

Carried

Councillors Fielding and Havixbeck asked to be recorded as having voted against the item in accordance with Rule 47.7 of the Procedure By-law.

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On September 21, 2011, the Executive Policy Committee concurred in the recommendation of the Governance Committee of Council and submitted the matter to Council.

COMMITTEE RECOMMENDATION:

On September 19, 2011, the Governance Committee of Council recommended that the Councillors' Representation Allowance (CRA) Fund Policy dated September 2011, as amended, be approved for implementation on January 1, 2012 and forwarded the matter to the Executive Policy Committee and Council.

On January 17, 2011, the Governance Committee of Council received as information the Review of the Councillors' Representation Allowance Fund – Policy Requirements Supplementary Report dated June 2010 and directed the City Clerk to arrange a meeting for all members of Council to review the Councillors' Representation Allowance Policy with the intention of bringing a new policy to Council for adoption at its meeting of March 23, 2011.

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On July 14, 2010, the Executive Policy Committee referred the 2009 CRA Audit Report Update submitted by the City Auditor back to the Council Secretariat Committee for a definitive recommendation.

COMMITTEE RECOMMENDATION:

On July 6, 2010, the Council Secretariat Committee received as information the 2009 CRA Audit Report Update submitted by the City Auditor and referred the matter to the Executive Policy Committee for information.

Report – Governance Committee of Council – September 19, 2011

DECISION MAKING HISTORY (continued):

COUNCIL DECISION:

On April 28, 2010, Council concurred in the recommendation of the Executive Policy Committee and adopted the following:

1. That the matter be laid over pending the forthcoming supplementary report from the City Auditor.

COMMITTEE RECOMMENDATION:

On April 12, 2010, the Council Secretariat Committee recommended that the matter be laid over until the Provincial Government's Michael Werier report on MLA expenses is tabled and the Province identifies its direction.

COUNCIL DECISION:

On February 24, 2010, Council concurred in the recommendation of the Executive Policy Committee and adopted the following:

1. That an extension of time of up to 60 days be granted to allow the Council Secretariat Committee to explore changes to the expenditure policy that all members of Council are required to follow.

COMMITTEE RECOMMENDATION

On February 8, 2010, the Council Secretariat Committee recommended that an extension of time of up to 60 days be granted to allow the Council Secretariat Committee to explore changes to the expenditure policy that all members of Council are required to follow, and submitted the matter to the Executive Policy Committee and Council.

COUNCIL DECISION:

On December 16, 2009, Council referred the item to the Secretariat Committee.

Report – Governance Committee of Council – September 19, 2011

DECISION MAKING HISTORY (continued):

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On December 9, 2009, the Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service, as amended, and submitted the following to Council:

1. That Councillor's expenditures incurred under the Councillors Representation Allowance Fund Policy be disclosed on the City's website on a quarterly basis. Disclosure should include identifying the vendor, date and amount of each expenditure.

2. That Secretariat Committee amend Section E of the Councillors Representation Allowance Fund Policy to include the referral of unusual (potentially non-compliant) expenditures to the City Auditor for review and disposition. This responsibility currently resides with Secretariat Committee. The City Clerk and City Auditor should review and approve the disclosure of the expenditures on the City's website on a quarterly basis.

3. That the Councillors Representation Allowance Fund Policy be amended to remove the requirements for the Audit Department to conduct an annual audit of each Councillor's fund. The audit should be conducted at the discretion of the City Auditor or at the request of Secretariat Committee, Audit Committee or Council.

4. That the Secretariat Committee be directed to implement the recommendations of the City Auditor.

5. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

AUDIT COMMITTEE RECOMMENDATION:

On November 26, 2009, the Audit Committee referred the City Auditor's Councillors' Representative Allowance Fund Policy Audit dated September 2009 to the Executive Policy Committee.



THE COUNCILLORS' REPRESENTATION ALLOWANCE (CRA) FUND POLICY

September 2011

The Councillors' Representation Allowance (CRA) Fund Policy

Section One: PURPOSE OF ALLOWANCE

The Councillors' Representation Allowance (CRA) Fund Policy provides rules, guidelines, responsibilities and procedures with regard to the expenditure of funds from the CRA by Councillors.

Section Two: PRINCIPLES

This policy is intended to reflect the following fundamental principles:

Autonomy of Council

- City Council, as the decision-making body of the City, is separate and distinct from the City Administration.
- The Autonomy of Council is provided for in *The City of Winnipeg Charter.*

Integrity of Council

- The integrity of City Council as a whole and the offices of the Councillors must be protected.
- The interest of City Council as a whole takes precedence over the personal interest of individual Members of Council.

Accountability

- Councillors must ensure prudent utilization of the public monies utilized to perform duties while in office.
- Councillors are stewards of City resources and are ultimately accountable to the public and their constituents for the type and level of expenses they incur.
- Councillor's expenses must be reasonable and reflect what the public expects of an elected official.
- Councillor's business expenses and personal expenses must be kept separate.

Transparency

- The public has a right to know how public funds allocated to Councillors are spent

- The public's right to Councillors' expense information must be balanced against the need to protect privacy and personal information, and allow time for proper accounting and reconciliation of expenses

Flexibility and Limits

- Councillors require flexibility to perform their roles, operate their offices and pursue their interests.
- Councillors engage their communities differently.
- Expenditures must not conflict with rules set out in Election legislation, and other legislation.
- All accounting, audit and Income Tax principles and rules must be followed.

Section Three: ROLES AND RESPONSIBILITIES

COUNCILLORS

- Authorize expenditures from their CRA.
- Meet all financial, legal and Legislative requirements including Income tax obligations
- Stay within budget guidelines and expenditure categories outlined in this Policy.
- Keep safe and maintain all equipment and furniture provided by the City.
- Keep safe and maintain all equipment and furniture purchased with City funds.
- Ensure that all purchases are appropriate and that invoices are authorized after orders have been received or services rendered.
- Complying with purchasing, accounting and financial policies approved for Councillors.
- Contact the Deputy City Clerk to seek advice on all aspects on the Administration of this Policy.

CITY CLERK'S DEPARTMENT

- Provide accounting and financial support to Councillors by directing payment of expenditures, preparing financial management reports and providing advice on handling difficult or unusual transactions.
- Provide purchasing support to Councillors with vendor lists, obtaining quotations, issuing purchasing documents and developing formal agreements.
- Provide staffing support to Councillors by preparing payroll documentation.
- Advise Councillors of the status of their budgets and expenditures.
- Advise Councillors if any item appears to breach the Councillors' Representation Allowance (CRA) Policy or is inappropriate.
- Refer unusual transactions in dispute to the Governance Committee of Council for review and disposition
- Make sure that supporting documentation is in place and that expenditures conform with-Councillor policies

- The Deputy City Clerk must suspend processing of expenses if a Councillor fails to comply with any portion of this policy. The Governance Committee of Council will review the suspension and make a decision on further action.
- Monitor changes in City policies and procedures and review relevance of these changes for the CRA Policy and related procedures.
- Provide training and orientation for Councillors and their staff at the beginning of each term and when required or as requested during the term from time to time.
- Assist Corporate Finance to disclose the CRA expenditures on the City's website on a monthly basis.

AUDIT DEPARTMENT

- Provide an annual audit of the CRA to Council for its June meeting, through the Governance Committee of Council.

GOVERNANCE COMMITTEE OF COUNCIL

- Review amendments to the CRA policy brought forward by the City Clerk.
- Recommend amendments to the CRA policy to Council.
- Review and provide disposition on unusual expenditures, in open session.
- Review a suspension of account processing and direct subsequent action, including re-instatement of expense privileges, continued suspension of expenditure privileges and or request repayment of expenses from the Councillor.

CORPORATE FINANCE DEPARTMENT

- Payment of expenditure on direction of the City Clerk's Department.
- Monthly posting of CRA expenditures by ward.

Section Four: PROCESSES

EXPENDITURES

An expenditure from the CRA can be made by purchasing card or by purchase request or purchase reimbursement.

DOCUMENTATION

- A Councillor must submit appropriate documentation when requesting a payment or reimbursement for expenditures.
- All authorized expenditures from the CRA shall be submitted on the expense form (attached as Appendix A), with appropriate receipts attached and authorization for payment by the Councillor. No payment shall be processed until appropriate documentation has been provided.
- Copies of appropriate receipts are to be maintained on file to support these business expenditures.

REVIEW PROCESS

- Councillors are responsible for authorizing all expenditures.
- Councillors must bring unusual expenditures to the Governance Committee of Council for direction.
- The Deputy City Clerk will review all expenses submitted by Councillors to determine that proper documentation is in place and the expenditure is in compliance with the CRA.
- The Deputy City Clerk must suspend processing of expenditures if a Councillor fails to comply with any portion of the CRA policy.
- The Governance Committee of Council must review each suspension of expenditures and direct subsequent action.

NON-COMPLIANT OR OVER-EXPENDITURES

- Each Councillor is personally responsible for reimbursing any non-compliant or over-expenditure of their CRA.
- Reimbursement for any over-expenditure must be remitted to the City Clerk for return to General Revenue within 30 days of being notified of the non-compliance or over-expenditure by the Deputy City Clerk.

PURCHASING CARDS

- Councillors may utilize City of Winnipeg purchasing cards to make CRA expenditures.
- Each Councillor must enter into an agreement for the use of a purchasing card.
- Each Councillor must comply fully with the terms of the agreement and the purchasing card program procedures (attached as Appendix B).
- Each Councillor must provide receipts and expense descriptions to the City Clerk's Department within two months of the statement for processing.
- The Deputy City Clerk must suspend purchasing card privileges if a Councillor fails to comply with any portion of the purchasing card or CRA policy.

ELECTION YEAR

In the year of a general municipal election:

- The incumbent Councillor shall only be authorized to expend funds for that portion of the year that the Councillor is in office.
- Councillors shall not use CRA funds to purchase any furnishings and/or office equipment after the day wherein Councillor candidates are allowed to register for civic office.
- Councillors shall not use CRA funds to prepare and/or distribute any advertising, newsletters, etc. after the day wherein Councillor candidates are allowed to register

for civic office. However, the Councillor may communicate with his/her constituents on specific issues during this period. Pre-paid annual advertising expenses incurred prior to this period, not pertaining to the election, are allowed.

- Councillors shall not use city purchased equipment or office space or CRA funds to pay for any services performed in support of Councillor's campaign for re-election.

DISCLOSURE

The Corporate Finance Department will post Councillors' expenses, including year-to-date expenditure details, by transaction, on the City's website within 30 days of the end of each month. Disclosure details should include identifying the vendor, the account, description of purchase, date and amount of each expenditure.

ACCOUNTING PROCEDURES

Councillors claim for expenses must follow basic accounting and audit principles:

- The City's accounting system will be utilized and all expenditures will be posted to the related account.
- Expenses must relate to the business of the City of Winnipeg
- Councillors or their staff must incur the expenses. Expenses incurred by third parties cannot be claimed.
- Councillors and their staff cannot claim expenses of a personal nature. Where an invoice contains expenses of a personal nature, Councillors or their staff must reimburse the City for those personal expenses when they submit the request for reimbursement or payment of the expense to the Deputy City Clerk.
- Councillors and their staff must provide proper documentation, including receipts showing a detailed tax breakdown, for all expense claims. Credit card receipts or statements alone are not sufficient 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 purchased or services rendered, the cost, applicable taxes and GST Registration Number.
- Equipment purchased with City funds are considered City property and must be returned to the City at the end of a term or such earlier time as the Councillor leaves office.
- Councillors or their authorized staff must sign off all receipts or invoices.
- Expenses must be charged to the year in which they occurred. Expenses cannot be carried forward to different years.
- Councillors who charge for goods against the current year must have received the goods and/or services from the vendor before December 31 of the year.
- At the end of the year, when expenses have been incurred but invoices are not yet received, Councillors must inform the Deputy City Clerk so that a proper liability can be set up. Invoices from previous years that have not been set up as liabilities will not be paid or reimbursed from the previous year's budget. Payment may be made against the current year's budget.

PURCHASING PROCEDURES
Purchases to comply with Materials Management Policy.

YEAR-END

- Each Councillor shall have until January 15 of the following year to submit all receipts for the preceding year for payment. Any authorized expenditures submitted after January 15 will be a first charge on the current year's expenses.
- There shall be no carry over of monies from year to year. Monies not expended in the calendar year shall be returned to General Revenues at the end of the calendar year, unless specifically authorized by the Governance Committee for special projects. Funds appropriated for special projects shall be disclosed in the Auditor's Annual Report.

ANNUAL REPORT

- The City Auditor will prepare an annual audit of the CRA and report through the Governance Committee to Council for its July meeting. The audit will identify the remaining balance, if any, returned to General Revenue and disclose any special projects.

Section Five: ALLOWABLE EXPENSES

The allowable expenses for the CRA are as follows:

ADVERTISING & PROMOTIONS

Proposed Account **Advertising and Promotion**	**Allowable Expense Categories** **Advertising & Promotion** **Newsletters & Flyers**
Advertising and Promotion	
Eligible expense: • Paid advertising that is related to the business of the City and the office of the Councillor in all types of media; Advertising examples include Seasons Greetings and Councillor's office location and contact numbers • Advertising that supplements advertisements that City Departments place to promote specific programs, or specific events, such as a park opening • Design and production costs for the advertising • Promotional items such as fridge magnets, souvenir T-shirts, promotional chocolates, pens, etc.	**Ineligible expense:** • Advertising that a Councillor places after the cut-off date during an election year • Advertising that promotes for-profit organizations, third parties, other levels of government, political parties, or candidates in any election campaigns
Conditions: • City election policies limit Councillors in placing advertising during an election year. Councillors cannot place advertising after the cut-off date that City Council determines. • In order to be reimbursed, the Councillor must provide the itemized original invoice from the media organization stating	

the name of the publication, the date that the print ad appeared or that a television or radio ad aired.

Newsletters & Flyers	
Eligible expense: • Design, writing, copy-editing, printing costs • Distribution costs, either through Canada Post Ad-mail or by private distribution firms • Translation fees • Clip art or stock photo fees	**Ineligible expense**: • Printing and distributing newsletters after cut-off date during an election year

BUSINESS MEETINGS & HOSPITALITY

Proposed Account **Business Meeting and Hospitality**	**Allowable Expense Categories** **Business Meeting and Hospitality**
Business Meeting and Hospitality	
Eligible expense: • Councillors' expenses for food and beverage (including alcohol), facility rental, venue set-up, audio visual for receptions with constituents, business contacts, representatives of other levels of government, international delegations or visitors • Meals expenses related to o Meetings with City employees, Councillors' staff, other Members of Council or employees of a City agency, board, commission or special purpose body; o Meals consumed by Councillors prior to attending evening functions or events; and o In-town conference/seminar at which meals are not provided and where no per diem may be claimed. o Sporting events and concert tickets limited to two per event	**Ineligible expense:**
Conditions: • Councillors must identify business purpose for the expense. • Councillors must identify reason why meeting cannot be accommodated during normal office hours. Other information: • Councillors must provide o Receipt showing total amount charged and detailing taxes charged; o Full name of all participants attending meeting; and o Date and purpose of meeting.	

COMMUNITY EXPENSES

Proposed Account **Community Expense**	**Allowable Expense Categories** **Community Expense – Donations to Community Groups,** **Community Expense – Event Tickets**
Community Expense – Donations to Community Groups	
Eligible expense: • Donations to community groups • Limit of $5,000 per group per year • Community Public Meeting expenses • Recognition of commemorative events / occasions in the community (Limit of $250 per commemorative event / occasion per year) •	**Ineligible expense:** • Donation to an individual or a group of individuals or trust fund not in keeping with the eligible expenses guidelines. • Gifts for Council staff or other employees of the City, agencies, boards, commissions and special purpose bodies
Conditions: • Donations must be accompanied by a request from the organization with details about the group and the purpose of the donation. • Donations should be made via City of Winnipeg cheques to the community group. Personal cheques should not be used. • Donation receipts must be addressed to the City of Winnipeg. • Donation receipts received by Councillors must be forwarded to the City Clerk's Office.	
Community Expense – Event Tickets	
Eligible expense: • Tickets per charitable event within ward or City-wide event or function • Participant fees for charitable or fund-raising events such as golf tournaments, walkathons organized by non-profit organizations, etc.	**Ineligible expense**: • Raffle tickets, silent auctions, table prize tickets at events, unless tickets winnings are donated back to the community organization
Conditions: • For charitable events or dinners, event organizers must make out charitable receipts to the City of Winnipeg, where applicable. • Councillors must identify full name of all participants attending an event.	

COUNCILLOR'S ASSISTANTS

Proposed Account Councillors' Assistants' Services	Allowable Expense Category Councillors' Assistants' Services
Eligible expense • Councillors may engage staff to assist them on a full-time or part-time basis • Staff employed are considered political appointments and are not employees of the City of Winnipeg • Councillor's Assistants will be governed by the Councillors' Secretariat Code of Conduct (Appendix F) • All assistants must be retained under the terms of the employment contract (Appendix G) • Appointments cannot extend beyond the term of the Councillor • All assistants shall be employed pursuant to the CRA policy and shall execute the employment contract prior to commencement of employment • The employment contract will be between the Councillor and the assistant. Neither the employment contract nor the CRA policy shall in any sense be construed so as to create the relationship of employer and employee between the City of Winnipeg and the assistant. • Access to the Councillor's office shall be by access card and limited to regular office hours. Access on weekends will be by arrangement with the City Clerk • A severance allowance of one week's pay per year of service, up to a maximum of eight weeks pay will be provided as required.	**Ineligible expense** • Individuals holding elected political office shall not be eligible for employment as a Councillor's assistant • Councillors cannot employee a relative (husband or wife, including common law spouse, child parent, brother, sister (including foster and step), parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law; nephew or niece • An assistant cannot be any person employed or contracted by the City of Winnipeg • An assistant involved in litigation with the City of Winnipeg must advise the Councillor and the matter must be brought forward to the Governance Committee • An Assistant cannot perform political duties, including attending meetings of boards or commissions to which the Councillor has been appointed by Council • An assistant shall not be eligible for appointment by Council to boards, commissions or committees

OFFICE EQUIPMENT

Proposed Account **Office Equipment**	**Allowable Expense Categories** **Computer Hardware, Software & Accessories,** **Office Equipment,** **Office Furniture**
Computer Hardware, Software & Accessories	
Eligible expense: • Computer hardware, software and peripherals	**Ineligible expense**: • Gaming or other personal software or hardware not required for an office environment
Conditions: • Councillors must identify the business requirement for the equipment for City Hall, community or home office. • All computer hardware, software and peripherals that Councillors or their staff buy with City funds becomes City of Winnipeg property and must be returned at the end of the term. • All computer hardware, software and peripherals purchased will be recorded in the asset inventory. • Councillors must sign off on this inventory annually.	
Office Equipment	
Eligible expense: • Fax machines, shredders, audio-visual equipment, cameras, video cameras and small appliances • Maintenance contracts for equipment • Carrying case for equipment • Peripherals for equipment	
Conditions: • Councillors must identify the business requirement for equipment for City Hall, community or home office. • All equipment purchased with City funds becomes property of the City and Councillors must return all equipment to the City at the end of the term. • Any lease agreement to acquire office equipment shall not extend beyond the date that the term for office ends. If a Councillor exercises a "buy-out" option in which CRA Funds have been used for all or part of the payments, that office equipment becomes City of Winnipeg property and must be returned at the end of the term. • All equipment purchased will be inventoried and Councillors are required to sign off on the inventory annually.	
Office Furniture	
Eligible expense: • Standard office furniture, including chairs, desks, work stations, file cabinets, book shelves, sofas, conference tables, side tables, stands • Moving costs for City furniture at other storage locations • Transportation costs from vendor • Costs for refurbishing or repairing furniture • One-time cost to move personal furniture from home to City Hall	**Ineligible expense:** • Furniture not required for an office environment, such as a bed

Proposed Account Office Equipment	Allowable Expense Categories Computer Hardware, Software & Accessories, Office Equipment, Office Furniture
Conditions: • Councillors must identify the business requirement for equipment for City Hall, community or home office. • All furniture purchased with City funds is considered City property and are inventoried. • The Deputy City Clerk is responsible for coordinating the disposing of furniture and updating the furniture inventory accordingly. • The Councillor must sign off on his/her furniture inventory annually. • Councillors can bring personal furniture to the office. • Councillors must return all items on the furniture inventory to the City at the end of the term.	

OFFICE SUPPLIES

Proposed Account Office Supplies	Allowable Expense Category Office Supplies
Office Supplies	
Eligible expense: • Pens, pencils, post-it notes, writing pads, folders, toners, labels, paper and general office supplies	
Conditions: • Councillors can buy from the City's vendor or directly from other vendors.	

PERIODICALS & SUBSCRIPTIONS

Proposed Account **Periodicals & Subscriptions**	**Allowable Expense Categories** **Books, Magazines, and Newspaper Subscriptions** **Cable Television**
Books, Magazines and Newspaper Subscriptions	
Eligible expense: • Books, magazines and periodicals that are related to the business of the City • Annual subscriptions to daily, weekly and monthly newspapers, news, trade and business magazines, ethnic publications and other periodicals	**Ineligible expense**: • Lifestyle / entertainment magazines
Conditions: • Name of book or magazine must be included on the invoice.	
Cable Television	
Eligible expense: • Monthly fee for basic cable and news channels for Councillor's Office and home office • Installation charge for cable connection at Councillor's Office • Cable equipment purchase or rental for Councillor's Office	**Ineligible expense:** • Movie/entertainment channel programming.
Proposed Account **Telephone and Communications**	**Allowable Expense Categories** **Telephone** **Internet Services** **Websites** **Wireless products and services**
Telephone	
Eligible expense: • Monthly fees, including fees for specialty features such as call display, call waiting, messaging • Fees for conference calls • Business-related long-distance charges • Basic telephone equipment • Fax machine • Peripherals such as headsets, etc.	**Ineligible expense**: • Personal long-distance calls • 1-900 calls • Novelty phones
Conditions: • If a Councillor is claiming the cost of a telephone line in a Home Office, that telephone line must be dedicated for City business only. • Councillors must reimburse the City for any personal long-distance calls at the same time as they submit the monthly bill for reimbursement or payment to the vendor directly.	

Proposed Account **Periodicals & Subscriptions**	**Allowable Expense Categories** **Books, Magazines, and Newspaper Subscriptions** **Cable Television**
Internet Services	
Eligible expense: • High-speed internet connection for Home Office • Installation costs • Modem rental fees	
Provided by Corporate Support Services: • Internet access through the City's network at City Hall, civic centres and other City buildings Conditions: • Councillors may order directly from any internet supplier. • If a Councillor chooses to install a high-speed internet connection at his or her Home Office with City funds, it must be dedicated primarily for City business usage.	
Websites	
Eligible expense: • Design, web development, writing, domain name registration, web-hosting fees • Database creation and management fees	
Provided by Corporate Support Services: • A page on the City's internet site Conditions: • The personal website of each Councillor hosted outside of the City's internet URL address is entirely the responsibility of the Councillor. • City staff cannot provide any advice related to these external sites, including wording for disclaimers. • The City recommends that Councillors choose a web-hosting company operating from Canada to reduce the risk of breaching the privacy of constituents under the United States Patriots Act requirements. • The Councillors' own internet site cannot advocate for a political party, other levels of government, for-profit organizations or individuals not related to the business of the City, or candidates in any election campaign. • Councillors can link their personal sites to the City's internet site.	
Wireless Products and Services	
Eligible expense: • Cost of equipment, such as blackberries, cell phones or other Personal Digital Assistants (PDAs)	**Ineligible expense:** • Personal long-distance calls • 1-900 calls • Personal messaging / downloads
Conditions: • Councillors are recommended to use the corporate vendor and corporate contract for better rates. They can choose from various phone types and monthly plans from the corporate vendor. • Councillors can choose a vendor other than the corporate vendor based on his/her coverage / service needs. • Councillors must reimburse the City for any personal long-distance calls at the same time as when they submit a monthly bill for the City to reimburse the Councillor or pay the vendor directly. • Councillors must provide only the front pages of the monthly bill itemizing the services and charges. Back-up pages containing a detailed list of telephone calls is not required and will be returned if submitted.	

POSTAGE & COURIER SERVICES

Proposed Account Postage & Courier Services	Allowable Expense Category Postage & Courier Services
Postage & Courier Services	
Eligible expense: • Canada Post regular and premium mail services • Courier delivery costs • Stamps	

PRINTING, BINDING & PHOTOCOPYING

Proposed Account Print, Binding & Photocopying	Allowable Expense Categories Printing Services and Photocopying, Photographic Supplies and Services
Printing and Photocopying	
Eligible expense: • Stationery including envelopes, letterheads, business cards • Photocopying charges • Printing	
Photographic Supplies and Services	
Eligible expense: • Professional photographer fees • Processing and digital print fees • Frames, CDs, and other output devices • Film or other storage mechanisms	
Conditions: • Councillors cannot use photographs or materials that were taken by the City photographers for election-related purposes.	

PROFESSIONAL & CONSULTING SERVICES

Proposed Account **Professional & Consulting Services**	**Allowable Expense Categories** **Consulting Expenses** **Professional and Contracted Services**
Consulting Expenses	
Eligible expense: • Consulting Services may be contracted for the purpose of research related to City business	
Conditions: • An individual holding elected public office (i.e., federal, provincial, municipal or school board) is not eligible to be engaged to provide consulting services. • A Councillor may not engage a relative as a consultant. A relative is defined as: a spouse, child, parent, brother, sister, parent-in-law, brother-in-law, sister-in-law, son-in law, daughter-in-law, nephew and niece. • A Councillor may not engage an employee of the City of Winnipeg as a consultant. • Councillors must sign a contract or formal agreement with the consultant which sets out the terms and conditions in detail. • For consultants that Councillors engage on a long-term basis, a blanket contract will be set up. • The consultant's monthly invoice must identify the hours worked and the deliverables.	
Professional and Contracted Services	
Eligible expense: • Firms or individuals whom Councillors or their staff retain for specific business purposes with clear deliverables, fee structures and timelines	
Conditions: • An individual holding elected public office (i.e., federal, provincial, municipal or school board) is not eligible to provide professional and/or contracted services. • A Councillor may not contract with a relative as a consultant. A relative is defined as: a spouse, child, parent, brother, sister, parent-in-law, brother-in-law, sister-in-law, son-in law, daughter-in-law, nephew and niece to provide professional services. • A Councillor may not contract with an employee of the City of Winnipeg to provide professional services. • Councillors must provide an original itemized invoice from the contractor, stating the number of hours worked, the work performed and the outcomes the contractor delivered.	

TRAINING

Proposed Account	Allowable Expense Section
Training	
Eligible expense: • Training for Councillors or their staff that meets specific business requirements • Tuition reimbursement for college or university programs or courses related to City business	**Ineligible expense**: • Training unrelated to City business • Physical fitness, sports, arts programs • Councillors or staff cannot claim city-paid tuition fees on personal income tax
Conditions: • Training must meet business requirements. • To be reimbursed for tuition fees, Councillors and their staff must provide proof that they have completed the course or program, and submit an original fee receipt from the college/university.	

TRANSPORTATION

Proposed Account Transportation Allowance	Allowable Expense Categories Transportation - Mileage & Parking Transportation –Taxi
Transportation - Mileage & Parking	
Each Councillor will receive a monthly transportation allowance of $550 per month, a parking space in the City Hall Parkade, and an annual surface parking card, all to be provided by the City of Winnipeg outside of the CRA Fund, **Eligible expense:** • Councillors can receive a reimbursement for mileage to offset gas costs. • Councillors and staff must identify business purpose for the trip. o The rate of reimbursement per mileage will be at $0.15/km and adjusted from time to time accordingly. o Councillors are accountable for the accuracy of the mileage claimed. o Councillors must provide original receipts from parking operators indicating date, time and parking location. Credit card receipts will not be accepted. o Reimbursement for kilometres traveled will appear on the Councillor or staff's paycheque. o The monthly transportation allowance and the parking space provided in the City Hall parkade may be considered taxable benefits as per income tax legislation.	**Ineligible expense**: • Traffic and parking fines • Tow and impound fees • Normal daily travel between home and the normal work location. For Councillors, City Hall is considered their normal work location. • Personal vehicle maintenance and repair costs • Vehicle licensing fees • Car-wash fees
Other information: • Councillors and their staff filing mileage and parking claims must report the date, start and end points, the number of kilometres traveled and the purpose of the trip according to established categories (e.g., business meeting, ward meeting, constituency meeting and special event). Reimbursement will not take place without this information.	

• Detailed municipal addresses are not required. Intersection information or building names (e.g., City Hall) are acceptable for security and privacy protection reasons. • Councillors / their staff should submit claims for mileage / parking expense to the Deputy City Clerk at least once a month.

Transportation – Taxi	
Eligible expense: • Councillor and their staff trips throughout the city of Winnipeg • Tips (If Councillors receive a monthly transportation allowance then this section pertains to staff only.)	**Ineligible expense:** • Rides in cabs or other modes of transportation between home and the normal work location; for Councillors, City Hall is their normal work location
Conditions: • Councillors and their staff must identify business purpose for the trip according to established categories (e.g., business meeting, ward meeting, constituency meeting, and special events). Other information: • Councillors must provide an original receipt with the date and the "to" and "from" destinations. Credit card receipts and statements will not be accepted. • The City does not require exact municipal address on reimbursement forms. For security and privacy reasons, building names (e.g., City Hall) or intersection details are acceptable. • Councillors or their staff should submit claims for taxi reimbursement and other transportation fees to the Deputy City Clerk at least once a month.	

TRAVEL

Proposed Account **Travel - City Business**	**Allowable Expense Category** **Travel – City Business**
Travel – City Business	
Eligible expense: • Conference registration • Transportation (air, train or bus) or kilometrage (if driving) • Ground transportation (between home and the terminal and between the terminal and a hotel or conference facility) • Hotel • Per diem • Taxi expenses related conference/business related functions or meetings • Hospitality expenses • Business telephone calls • Vehicle rental	**Ineligible expense**: • Personal expenses • Sightseeing expenses
Conditions: • Must be related to the business of the City of Winnipeg • Economy class for airfare or train • Per Diem as set by the City of Winnipeg • Councillors can request cash advances for hotel and per diem costs	

ADDITIONAL REFERENCES

Equipment Form
Appendix D: Telephone Accounts Form
Appendix E: Car Allowance Form
Appendix F: Elected Officials' Council Secretariat Committee Code of Conduct
Appendix G: Elected Official's Assistant Agreement and Schedule of Benefits
Code of Conduct for Members of the City of Winnipeg Council
Policy on Employee Transportation
Policy on Purchasing Procedures and the Disposal of Surplus Supplies
Policy on Travel
Community Incentive Grant and Per Capita Grant Policies and Programs

1 APPENDICES

Appendix A: Expense Policy for Elected Officials Expense Form
Appendix B: Expense Policy for Elected officials Purchasing Card Program Procedures
Appendix C: Donation of Surplus Furnishings and Office