

Council Expenses and Use of Corporate Resources – Election Years

Town of Markham
General Committee
May 15, 2006

Purpose of Today's Presentation

- To review Council discretionary budgets and items within the Town of Markham Business Expense & Conference Policy that pertain to election years.

Background

- The Town of Markham's "Business Expense and Conferences Policy" sets out the Town's policy with respect to business and conference expenses for both Council Members and employees
- Council members have discretionary budgets each year.

Councillor's Budget

Councillor Budget for Expenditures

- Annual budget of \$6,500 for each Council Member (other than the Mayor) for discretionary expenditures
- During election years, current Council Members can spend up to 11/12ths (up to end of November) or \$5,958

Business Expenses and Conferences Policy

Councillor Newsletters

“The Town Print Shop will provide printing services to the Members of Council, for two newsletters annually with a four page limit,” with several criteria:

Councillor Newsletters - Criteria

- 4 working days notice to print shop
- Standard paper sizes (letter or legal)
- White or coloured paper
- Cost 3.9 cents per double sided copy
- Cost 7.5 cents for walking route distribution
- Costs charged to Clerk's cost centre
- Production cut off April 30th in election year
- Content reviewed by Clerk

Use of Cell Phones

- **Business Expenses and Conferences Policy includes the clause:**

“Additional costs incurred by Councillors for personal use of PDA’s and Cell Phones be reimbursed to the Town of Markham”

Use of Corporate Resources – Election Purposes

- **Staff of Members of Council may not canvas or actively work in support of a municipal...candidate during normal working hours, unless they are on a leave of absence without pay, lieu time or vacation leave.**

Use of Corporate Resources – Election Purposes – Cont'd

Services discontinued beginning nomination day and ending on election day:

- All forms of advertising
- All printing, high-speed photocopying and distribution
- Ordering of office furniture and furnishings, except emergency
- Ordering of stationery

Use of Corporate Resources – Election Purposes – Cont'd

- Town of Markham funded websites or domain names may not include any election-related campaign material, or be used for advertising between nomination day and ending Election Day.
- Members of Council may not use the Town's voice mail system to record election related messages.

Use of Corporate Resources – Election Purposes – Cont'd

- **Members of Council must ensure that the content of any communication material funded by the Town for the operation of each Councillor's office is not election related**
- **Public information notices regarding specific issues will not be distributed under a Councillor's name between Nomination Day and Election day.**

Questions
