

# Memorandum to Council

Financial Services Department



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**To:** Mayor and Members of Council  
**CC:** Jacqueline Long, Head of Organizational Effectiveness  
**From:** Fuwing Wong, Commissioner, Financial Services / Treasurer  
**Date:** March 15, 2023  
**File #:**  
**Subject:** Council Expense Policy Correction – Revised March 20, 2023

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**Acknowledged by M. Gaskell,  
Chief Administrative Officer**

Please note that an earlier version of this memorandum indicated that edits and updates were made on Page 5 of the Corporate Expenses section of the Council Expense Policy Guideline document. In fact, these edits were made on Page 3 of the document.

At the March 6, 2023 Committee of the Whole agenda, a revised Council Expense Policy (Policy G 050) was included as part of Staff Report FS 10-23.

The March 6, 2023 Policy inadvertently omitted wording related to a past practice of Members of Council retaining Town-issued phones and portable computing devices at the end of a Council term for personal use with the residual value of the equipment being a taxable benefit for the Member.

References to a taxable benefit was previously included on the following pages of the March 6, 2023 Policy Guideline document (Attachment 2):

- Page 3 as part of the Corporate Expenses section;
- Page 10 as part of the Mobile Phone Expenses section; and
- Page 11 as part of the Computer Hardware, Software and Accessories section.

To avoid confusion and duplication, references to a taxable benefit have been removed from pages 10 and 11 and Page 3 has been updated to read as follows:

(note: redline and bolded text below are to emphasize the changes, specifically text added or deleted. The revised Council Expense Policy, attached to this memo, does not include the emphasis):

- Any Member who resigns, is disqualified, not re-elected, ~~or~~ dismissed from Office, **or has otherwise not opted to purchase their mobile phone and/or portable computing device by the end of the Council term**, shall have the option of transferring ownership of Town issued computing device(s) and/or mobile phone, eligible software and accessories as a taxable benefit, calculated as outlined above, at that time. **Costs to transfer the corporate phone number and/or plan shall be paid for by the Member.**

For completeness, a full copy of the corrected copy of Policy G 050 is attached:

Attachment 1 – Council Expense Policy (G 050) – not changed from March 6;

Attachment 2 – Guidelines for Expenses for members of Council – changes to pages 3, 10, and 11 as outlined in this memo.