

Parameters for Councillor Constituency Offices

As adopted by City Council at its meeting on November 1, 2012

1. PREAMBLE

The parameters for Councillor Constituency Offices have been developed by the City Clerk's Office in consultation with Facilities Management and Real Estate Services staff.

The policy is in response to City Council's decision at its meeting on July 11, 12 and 13, 2012 on EX21.9, "Policy Changes to Facilitate Councillor Office Operations" on:

"the provision of a constituency office, within a civic centre (including City Hall) or within the Councillors' respective Wards, to be funded from the General Council Account, and further, that staff develop appropriate parameters for these spaces."

These parameters will be added to Appendix 1 – Resources Available/Allocated to Councillors of the Constituency Services and Office Budget Policy.

2. GENERAL PRINCIPLES

2.1 Accessibility

- 2.1.1 The constituency office must be reasonably accessible by public transit.
- 2.1.2 The constituency office must be in full compliance with all legislative requirements, including the Building Code, the Fire Code and the Accessibility for Ontarians with Disability Act (AODA).

2.2 Fiscal Prudence

- 2.2.1 The City will provide constituency offices for Councillors in the most cost-effective manner.
- 2.2.2 The costs from the Council General Expense Budget to provide constituency offices for Councillors will be monitored by the City Clerk and any budget impacts will be reported for consideration by City Council through the annual operating budget process.

2.3 Space Availability

- 2.3.1 In order to balance Councillors' right to locate in their respective wards and the principles in this policy, staff will recommend available locations to Councillors in the following order:
 - 2.3.1.1 Councillors whose ward includes City Hall, East York Civic Centre, Etobicoke Civic Centre, North York Civic Centre or Scarborough

Civic Centre will be strongly encouraged to locate their constituency offices in one of these buildings.

- 2.3.1.2 For Councillors whose ward does not include City Hall or one of the civic centres, City staff will investigate the availability of other City-owned space first before investigating potential locations in private sector space.

2.4 Transparency and Accountability

- 2.4.1 Constituency office expenses paid for Councillors from the Council General Expense Budget will be disclosed through the Annual Remuneration and Expenses for Members of Council report and on the internet, similar to Councillor expenses paid for from the Constituency Services and Office Budget.
- 2.4.2 City staff may consult with the Integrity Commissioner and the Lobbyist Registrar if they have questions arising out of negotiations to secure private sector space for constituency offices.
- 2.4.3 To protect the Councillor from the appearance of undue influence or conflict of interest or the Councillor receiving a benefit, all negotiations will be conducted by City staff.

3. POLICY

3.1 Only One Constituency Office Funded from Council General Expense Budget

- 3.1.1 Each Councillor has the option to have one constituency office funded from the Council General Expense Budget.
- 3.1.2 Councillors can choose not to operate a constituency office.
- 3.1.3 Space above the standard City Hall allocation is considered a constituency office.
- 3.1.4 If a Councillor already has a constituency office as expanded space at City Hall and wishes to have a second constituency office in the Councillor's ward, the Councillor is operating two constituency offices. The Councillor must declare and select one constituency office to be funded from the Council General Expense Budget. Expenses from the second constituency office will be paid from the Councillor's Constituency Services and Office Budget in accordance with the Constituency Services and Office Budget Policy.
- 3.1.5 A Home Office is not considered a constituency office. Parameters for eligible expenses for Home Offices are included in the Councillor Constituency Services and Office Budget Policy.

3.2 No Additional Staffing

- 3.2.1 Council staff who work at constituency offices are part of the complement of Council staff hired within the Councillor Staffing Budget. There is no additional funding for constituency office staff.

3.3 Personal Furniture and Equipment

The conditions regarding personal furniture and equipment as stated in Section 4.6 of the Constituency Services and Office Budget Policy apply.

http://www.toronto.ca/city_council/pdf/office-budget-policy.pdf

3.4 All Negotiation by City Staff

In order to ensure full compliance with the Council accountability framework, including the Code of Conduct for Members of Council and the Lobbying By-law, the following will apply:

- 3.4.1 All leases for constituency offices must be negotiated and administered by City staff.
- 3.4.2 All leases for constituency offices must be in the name of the City of Toronto.
- 3.4.3 The City may enter into a subletting arrangement to acquire private-sector space for a Councillor constituency office.
- 3.4.4 Councillors cannot sublet part of their constituency office to another organization or individual, or provide part of their constituency office free for use by another organization or individual.
- 3.4.5 City Staff will directly negotiate leases or leasehold improvements and conduct all communications for Councillor constituency offices in private sector space with the landlord.

3.5 No Election-Related Usage

- 3.5.1 Constituency offices are a city resource and cannot be used for any election-related purposes, in accordance with the *City of Toronto Policy on Use of City Resources during an Election*, approved by City Council at its meeting on July 11, 12 and 13, 2012.

3.6 Transition between Council Terms

- 3.6.1 In a new term of Council, if the incoming Councillor wishes to keep the constituency office at the same location as the outgoing Councillor, staff will negotiate the renewal of the lease. Alternatively, if the incoming Councillor wishes to locate the constituency office at a different location, City staff will begin the search process.
- 3.6.2 If a Councillor is returning for a new term of Council and already has a constituency office set up in private sector space, the returning Councillor can request City staff to renew the lease for the constituency office or terminate the lease and set up a new constituency office at City Hall or a Civic Centre.
- 3.6.3 Because of the potential for higher costs of setting up a constituency office in private sector space, a returning Councillor who already has a constituency office in private sector space cannot request a new constituency office at another private sector location, unless the landlord terminates the lease or the lease rate has risen significantly as determined by Real Estate Services staff.
- 3.6.4 If a Councillor is returning for a new term of Council and already has a constituency office set up at City Hall or a civic centre, the Councillor can request a new constituency office to be set up in their ward, and if no City-owned space is available, have the constituency office located in private sector space.
- 3.6.5 Councillors who currently have a constituency office in private sector space are provided a one-time exemption, as no set-up costs were incurred initially with their constituency offices. In the 2014 Council term transition, these Councillors can request to move their constituency office to another location in private sector space.

3.7 Constituency Office Size, Configuration and City Furniture and Equipment

- 3.7.1 All furniture provided by the City for Councillor constituency offices must comply with the Furniture, Configuration and Equipment Standard for Councillor Offices, approved by City Council at its meeting on July 11, 12 and 13, 2012.
- 3.7.2 All equipment provided by the City for Councillor constituency offices must comply with corporate standards.
- 3.7.3 Furniture and equipment at Councillor constituency offices provided by the City are City property and must be returned to the City at the end of the term or when the Councillor leaves office.
- 3.7.4 The average size of a constituency office will be approximately 600 sq. ft. The final leased space, however, may vary in size dependent upon space availability.
- 3.7.5 As a general guideline, a Councillor constituency office will comprise the following:

Space	Furniture	Equipment
Councillor private office	1 desk 1 task chair 1 round conference table 4 visitor chairs 1 book case or 1 file cabinet	1 docking station for Councillor laptop 1 telephone
Staff Work Space (up to 2 staff)	2 work stations (with 1 pedestal and 1 keyboard tray each) 2 task chairs	2 desktop workstations 2 telephones
General space	1 file cabinet 1 printer stand Coat hooks	1 printer/fax/scanner multi-functional unit and fax line For constituency offices located at non-City networked facilities, the following may also be provided: • Network cabling • Internet/network service • Wireless router

3.8 Expenses for Constituency Offices

3.8.1 The Council General Expense Budget will cover the following costs for constituency offices:

Type of Expense	Details	One-Time or Ongoing	Allocation Limit
Leasing Costs	All rental costs, including operating costs (custodial, security, maintenance and utilities) and property taxes.	Ongoing	For City Hall and civic centres, lease rate as approved by City Council at 80 cents per square foot up to a maximum of \$400 per month. For other City-owned space and private sector space, up to \$18,000 per year. There will be an annual inflationary adjustment.
Leasehold Improvements	Minor renovations including new carpet, painting, minor demolition and construction. Includes basic exterior signage for office.	One-time	Up to a maximum of \$25,000 per Councillor. Ongoing maintenance will be in accordance with Section 8 "Maintenance Standards" in the Furniture, Configuration and Equipment Standard for Councillor Offices.
Moving and Haulage	Move of furniture or files	One-time	Up to \$1,500 per Councillor for move-in costs.
Furniture and equipment	Includes furniture, computers and equipment as detailed in 3.7, including installation and set-up costs	One-time	Approximately \$17,000 per Councillor. Available existing surplus furniture will be reused where possible. Computers will be subject to normal sustainment and

			replacement program. Replacement of furniture will be done if required to meet health and safety and ergonomic requirements. Unified Communications telephones will be provided where the system is in place for City buildings. Regular land-lines will be installed in all other locations.
Fees	Includes building permit fees, consultant fees and project management fees for leasehold improvements.	One-time	Internal charges processed by Facilities Management Division, up to \$6,200 per Councillor.
Office expenses	Internet Telephone	Ongoing	Approximately \$5,000 per Councillor. Limit of 4 phone lines and 1 internet connection per office.
Office supplies	Pens, pencils, writing pads, file folders, post-it notes etc.	Ongoing	Basic stationery can be picked up from the City Hall stationery supply cabinet.
End of lease/term demobilization	Includes removal of furniture and other expenses	One-time	Up to a maximum of \$5,000 per Councillor.

3.8.2 The Council General Expenses Budget will not pay for the following expenses. Councillors can charge these expenses to the Constituency Services and Office Budget per the parameters set out in the Constituency Services and Office Budget Policy:

- Advertising signage lease

- Advertising signage production
- Parking
- Furniture not included in 3.7
- Office Decoration
- Small appliances
- Ink Cartridge for printer
- Other office supplies not provided by the City Hall Stationery Supply Cabinet

3.8.3 In accordance with the Constituency Services and Office Budget Policy, the following are not eligible expenses:

- Outside landscaping costs
- Plants
- Purchase or rental of artwork

4. PROCESS

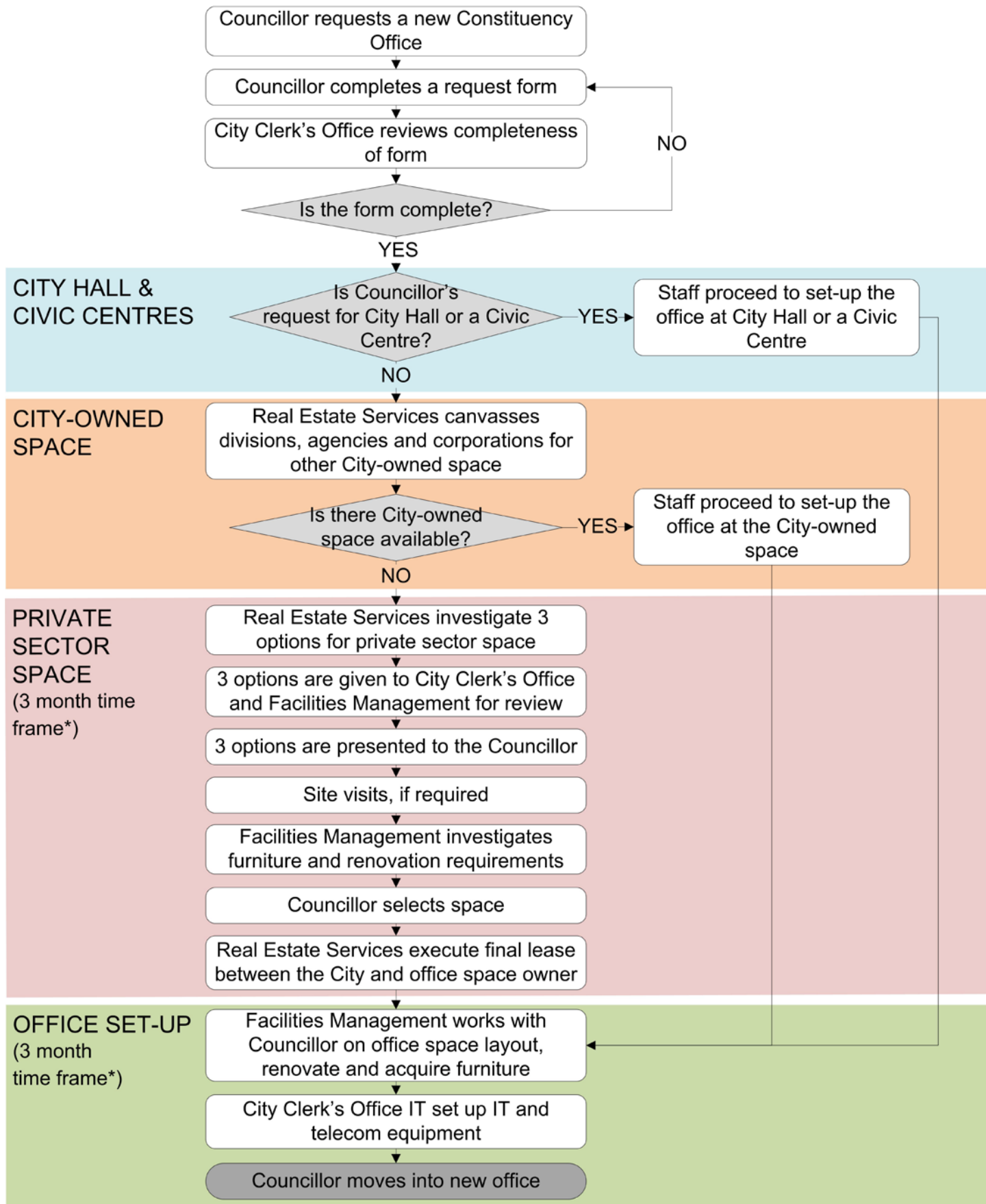
4.1. Finding and setting up a new Constituency Office

- 4.1.1. Please see Appendix A for the process flow chart.
- 4.1.2. Councillors who require a constituency office will complete a Constituency Office Request Form to provide their requirements.
- 4.1.3. Real Estate Services staff will search and provide 3 potential sites for selection by the Councillor.

4.2. Issue Resolution

- 4.2.1. Question and issues concerning computers, telephones and printers should be directed to the Council Helpdesk.
- 4.2.2. Questions and issues concerning all other aspects of the constituency office should be directed to the City Clerk's Office, Council and Support Services staff. City Clerk's Office staff will contact either Facilities Management or Real Estate Services staff to resolve the issue.

APPENDIX A - New Constituency Office Procedures



* Time frame for these two phases may overlap and be reduced to less than 6 months