



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Detailed Hospitality Expenditures Report
From April 1, 2016 to March 31, 2017

The *Members' Expenditures Report* for 2016-2017 outlines Members' expenditures processed by the House Administration between April 1, 2016 and March 31, 2017. The expenditures incurred by Members to carry out their parliamentary functions are published within three months of the end of each quarter. These expenditures are subject to the policies of the Board of Internal Economy in effect when the expenses are incurred. For current policies, refer to the *Members' Allowances and Services Manual* on the Parliament of Canada Web site.

The *Members' Expenditures Report* presents year-to-date expenditures by budget and expense category.

Each budget is presented in a separate **column**, explained below:

- **Member's Budgets:** This column presents two budgets to which Members may charge expenses.
 - **Member's Office Budget:** Members are provided with an annual office budget to pay for employee salaries, service contracts, hospitality and advertising expenses, other printing services, constituency office leases, office operating costs, transportation expenses (when no travel points are used), as well as other travel-related expenses. View the Member's office Budget by Constituency.
 - **Travel Status Expenses Account:** Members are provided with an annual allocation to pay for the per diem and accommodation expenses that they personally incur while in travel status, as well as expenses related to a declared secondary residence.
- **Resources Provided by the House:** This column presents the costs incurred by the House Administration to support Members in the discharge of their parliamentary functions, as well as the costs related to travel points and booked tickets for which a claim has not yet been processed by the House Administration.
- **Travel Points:** This column presents travel points used by Members and their authorized travellers in the support of Members' parliamentary functions. Members are provided with travel points at the beginning of each fiscal year, regardless of where their constituency is located in Canada. A travel point is equivalent to one return trip and a trip means a direct trip, by any means, to one destination for a particular purpose.
 - **Regular:** The number of points used by Members and their authorized travellers when travelling between the constituency and Ottawa.
 - **Special:** The number of points used by Members and their authorized travellers when travelling within Canada, other than for trips between the Member's constituency and Ottawa.
 - **U.S.A.:** The number of points used by Members when travelling to Washington D.C. or New York City.

The *Detailed Travel Points Report* provides information about Members' and authorized travellers' trips processed between April 1, 2016 and March 31, 2017 for which travel points were used.

Members' expenditures are presented in eight categories explained below:

- 1 **Employees' salaries:** This category includes the salaries of Members' employees.
- 2 **Service contracts:** This category includes the cost of professional, technical or administrative services or expertise provided to Members.
- 3 **Travel:** This category includes the travel costs of Members and their authorized travellers and is sub-divided as follows:
 - **Member:** This sub-category includes Members' transportation expenses when travelling in support of their parliamentary functions.
 - **Designated traveller:** This sub-category includes the transportation expenses incurred by Members' designated travellers who, under specific conditions, may also be reimbursed per diem and accommodation expenses when representing the Member at an event. A designated traveller is a person designated by the Member, other than the Member's employees or another Member who is not their spouse. For the list of current designated travellers, see the Public Registry of Designated Travellers.

- **Dependants:** This sub-category includes the transportation expenses incurred by Members' dependants who, under specific conditions, may also be reimbursed per diem and accommodation expenses when representing the Member at an event. Dependants refer to the Member's children who are one of the following:
 - under the age of 21;
 - between the age of 21 and 25 and in full-time attendance at a recognized educational institution; or
 - regardless of age, wholly dependent upon the Member by reason of physical or mental disability.
 - **Employees:** This sub-category includes transportation, accommodation and per diem expenses incurred by Members' eligible employees when travelling in support of the Member's parliamentary functions.
 - **Member's accommodation expenses:** This sub-category includes accommodation expenses incurred by Members when travelling in support of their parliamentary functions.
 - **Member's per diem expenses:** This sub-category includes per diem expenses incurred by Members when travelling in support of their parliamentary functions.
 - **Member's secondary residence expenses:** This sub-category includes the rental cost and basic utility fees if the secondary residence is rented by the Member, or the accommodation rate for each day the residence is available for the Member's occupancy and is not rented to any other person if the Member owns the residence along with any related relocation expenses. In addition, it includes the costs associated with the Member's stay in a hotel or private accommodation if the Member does not own or rent a secondary residence.
- 4 **Hospitality:** This category includes the cost of food, beverages, catering services, equipment rentals and/or live entertainment for meetings, non-partisan events and other functions hosted by Members, as well as ticket costs for meals at community activities or events attended by Members.

The *Detailed Hospitality Expenditures Report* provides information about Members' hospitality expenditures processed between April 1, 2016 and March 31, 2017.

- 5 **Gifts:** This category includes the following:
- cost of gifts given as a matter of protocol to recognize the value and importance of a person, an event or an organization from the Member's constituency; and
 - cost of gifts given to a civic leader or dignitary, as well as small token items in the discharge of the Member's parliamentary functions.
- 6 **Advertising:** This category includes the cost of print and other media sent to a Member's constituents to advertise the Member's name and contact information, assistance and services provided, as well as constituency meetings, and to share congratulatory messages, seasonal greetings, partisan opinions or advocacy statements.
- 7 **Printing:** This category includes the cost of printing and photocopying services and is sub-divided as follows:
- **Householders:** This sub-category includes the production costs of printed materials sent by Members to households located in their constituency to inform constituents about parliamentary activities and issues.
 - **Ten percenters:** This sub-category includes the production costs of printed or photocopied materials used to communicate with constituents and reproduced in quantities not exceeding 10% of the total number of households in a Member's constituency.
 - **Other printing-related expenses:** This sub-category includes the cost of all other printing services.
- 8 **Offices:** This category is sub-divided as follows:
- **Constituency office leases, insurance and utilities:** This sub-category includes the cost of office leases and liability insurance, as well as the cost of utilities (e.g. hydro and gas) and relocation for Members' constituency offices.
 - **Furniture, furnishing and equipment purchases:** This sub-category includes the cost of furniture and office equipment purchased by Members for their constituency offices.

- **Equipment rentals:** This sub-category includes the cost of rental agreements for equipment, such as photocopiers.
- **Informatics and telecommunication equipment purchases:** This sub-category includes the cost of computers, laptops, tablet devices, printers and other related equipment, as well as smartphones and related devices.
- **Telecommunication services:** This sub-category includes the cost of voice and data plans for various mobile devices.
- **Repairs and maintenance:** This sub-category includes the maintenance and repair costs of Members' offices or assets, such as equipment maintenance and office renovations.
- **Postage and courier services:** This sub-category includes the cost of postage and courier services.
- **Materials and supplies:** This sub-category includes the cost of materials, paper and office supplies.
- **Training:** This sub-category includes training costs incurred by Members, their spouse and their employees, subject to certain conditions.

For more information about the *Members' Expenditures Report*, refer to Frequently Asked Questions. Questions about this report should be directed to the Board of Internal Economy spokespersons or to the particular Member.

Detailed Hospitality Expenditures Report

From April 1, 2016 to March 31, 2017

Member	Status	Constituency name	Constituency size	Number of electors
O'Toole, Hon. Erin	Active	Durham	953 km ²	94,069

Date of event	Type of event	Purpose of event	Location	Guests	Claim ID	Supplier	Total
2016-04-01	Hosting a meeting	To meet visitors of Member's office	Bowmanville	0	M0083663	Metro	\$8.99
					M0087702	Bulk Barn	\$6.03
					M0110454	Freshco	\$39.98
					M0111671	Home Town Variety	\$3.99
					M0113090	Metro store	\$9.98
					walmart	\$23.94	
Subtotal							\$92.91
2016-04-01	Hosting a meeting	To meet visitors of Member's office	Ottawa	0	M0083663	Shoppers Drug Mart	\$11.83
					M0084141	Independent	\$58.06
					M0086474	Staples	\$39.84
					M0087702	Sobeys	\$21.87
					M0089190	independent	\$22.47
						independent	\$31.95
					M0095384	Parliamentary Restaurant	\$7.05
					M0097673	Tim Hortons	\$27.84
					M0101615	Shoppers Drug Mart	\$8.96
					M0110454	Store #3947	\$26.97
	Shoppers Drug Mart	\$29.01					
		M0113090	Shoppers Drug Mart	\$4.88			
Subtotal							\$290.73
2016-04-14	Meal at a gala, reception or ceremony	To discuss constituency issues with stakeholders	Toronto	1	M0083663	CJPAC	\$90.00
Subtotal							\$90.00
2016-04-16	Meal at a gala, reception or ceremony	To celebrate a significant event	Uxbridge	1	M0083663	Uxbridge Secondary School	\$150.00
Subtotal							\$150.00
2016-04-22	Meal at a gala, reception or ceremony	To discuss constituency issues with stakeholders	Ajax	2	M0084141	Durham Region Autism Ontario	\$54.93
Subtotal							\$54.93
2016-04-23	Meal at a gala, reception or ceremony	To celebrate a significant event	Bowmanville	1	M0084141	Rotary Club of Courtice	\$187.50
Subtotal							\$187.50
2016-04-23	Meal at a gala, reception or ceremony	To celebrate a significant event	Port Perry	2	M0084141	Rotary Club of Port Perry	\$250.00
Subtotal							\$250.00
2016-04-27	Hosting a meeting	To plan Member's priorities and activities	Bowmanville	2	M0084695	Three Six Kitchen & Lounge	\$76.84
Subtotal							\$76.84
2016-04-28	Hosting a town hall or community event	To celebrate a significant event	Port Perry	100	M0085075	independent	\$94.13
						The Piano Cafe	\$163.89
Subtotal							\$258.02
2016-05-04	Hosting a meeting	To discuss business of the House, caucus and committees	Ottawa	1	M0086474	Parliamentary Restaurant	\$50.87
						Subtotal	
2016-05-07	Hosting a reception or open house	To meet constituents	Bowmanville	700	M0085303	Metro	\$23.94
						Walmart	\$31.52
						Walmart	\$73.18
						Bulk Barn	\$46.60

STATUS: **Active** - Member throughout fiscal year; **DE** - Deceased; **NR** - Not re-elected; **NE** - Newly elected; **NSR** - Not seeking re-election; **RS** - Resigned; **NEB** - Newly elected in by-election

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O'Toole, Hon. Erin	Active	Durham	953 km ²	94,069			
Date of event	Type of event	Purpose of event	Location	Guests	Claim ID	Supplier	Total
						Freshco	\$41.88
Subtotal							\$217.12
2016-05-12	Hosting a meeting	To meet constituents	Ottawa	40	M0086474	Tim Hortons	\$8.99
Subtotal							\$8.99
2016-05-26	Meal at a gala, reception or ceremony	To celebrate a significant event	Port Perry	0	M0084724	Community Living Durham North	\$125.00
Subtotal							\$125.00
2016-06-14	Hosting a reception or open house	To meet constituents	Ottawa	20	M0089190	urban fresh	\$68.53
Subtotal							\$68.53
2016-06-15	Hosting a staff event	To attend staff events including training	Ottawa	7	M0089192	L3B Sparks	\$109.61
						Parliamentary Restaurant	\$197.47
Subtotal							\$307.08
2016-06-17	Hosting a reception or open house	To celebrate a significant event	Bowmanville	20	M0089239	KCC Gourmet & Catering	\$132.98
Subtotal							\$132.98
2016-06-28	Hosting a staff event	To attend staff events including training	Bowmanville	6	M0090349	A-One Delight	\$53.98
Subtotal							\$53.98
2016-07-19	Hosting a meeting	To discuss constituency issues with stakeholders	Bowmanville	1	M0092521	Boston Pizza	\$48.67
Subtotal							\$48.67
2016-07-21	Hosting a staff event	To discuss business of the House, caucus and committees	Ottawa	1	M0092892	Wasabi	\$55.20
Subtotal							\$55.20
2016-10-15	Hosting a town hall or community event	To celebrate a significant event	Bowmanville	2500	M0099510	KCC Gourmet and Catering Inc.	\$1,500.00
Subtotal							\$1,500.00
2016-11-05	Meal at a gala, reception or ceremony	To meet constituents	Bowmanville	2	M0104581	Big Brothers Big Sisters of Clarington	\$180.00
Subtotal							\$180.00
2016-12-21	Hosting a staff event	To plan Member's priorities and activities	Bowmanville	6	M0106616	That's My Spot	\$190.74
Subtotal							\$190.74
2017-01-06	Hosting a staff event	To discuss constituency issues with stakeholders	Port Perry	3	M0107389	Piano Cafe	\$68.09
Subtotal							\$68.09
2017-01-06	Hosting a town hall or community event	To meet constituents	Port Perry	100	M0107389	Tim Hortons	\$35.96
					M0107532	TOWNSHIP OF SCUGOG	\$118.00
						TOWNSHIP OF SCUGOG	\$324.22
Subtotal							\$478.18
2017-01-07	Hosting a town hall or community event	To meet constituents	Oshawa	100	M0105807	City of Oshawa	\$600.00
					M0107396	Cashew and Clive Catering Corporation	\$321.30
Subtotal							\$921.30
2017-01-08	Hosting a town hall or community event	To meet constituents	Bowmanville	100	M0105828	Municipality of Clarington	\$510.00

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					M0107534	KCC GOURMET AND CATERING INC.	\$200.00
Subtotal							\$710.00
2017-03-03	Meal at a community activity or event	To celebrate a significant event	Newcastle Village	1	M0113843	Bowmanville Rotary Club	\$125.00
						Bowmanville Rotary Club	\$125.00
Subtotal							\$250.00
2017-03-06	Hosting a meeting	To discuss constituency issues with stakeholders	Ottawa	14	M0113090	Tim Horton's	\$46.69
						Subway	\$56.85
Subtotal							\$103.54
Total							\$6,921.20

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