



DATE: SEPTEMBER 16, 2015

Item- 1

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: LAURA MIRABELLA-SIDDALL, DIRECTOR OF FINANCIAL PLANNING & ANALYTICS

RE: COUNCIL EXPENDITURE AND CODE OF CONDUCT REVIEW TASK FORCE –  
SEPTEMBER 21, 2015  
COUNCIL EXPENDITURE BUDGETS, ITEM 1

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#### **Recommendation**

The Director of Financial Planning and Analytics recommends:

1. That the following communication be received for information purposes.

#### **Background - Analysis**

This communication is to provide the members of the Task Force with a summary of the responses received from:

1. Internal Survey: Council Office Budgets
2. Council Budget Survey: Comparative Overview

#### Internal Survey: Council Office Budgets

Responses were received from six of nine Council offices. A summary of the responses is found on Attachment 1.

#### Council Budget Survey: Comparative Overview

The external survey was emailed by the Clerks' Office to twelve municipalities, seven responses were received:

- Barrie
  - London
  - Mississauga
  - Newmarket
  - Oakville
  - Richmond Hill
  - Toronto
- (Non-respondents: Aurora, King, Markham, Brampton, Caledon)

Attachment 2 provides a summary of the responses received for questions 1-6 on the external survey:

1. Are Members of Council considered full time or part time?
2. Does your Municipality have a Deputy Mayor
3. Is your Municipality a single tier, lower tier or upper tier?
4. How many Local Councilors does your municipality have? How many Regional?
5. Is there a Policy that outlines procedures for Council Corporate expenses?
6. Is there a council expense policy?



The final survey question requested information regarding the where Council expenditures are budgeted in the municipalities' budget. The responses received indicate that there is no one way in which a municipality budgets for Council member's budgets. Municipalities use Council Members' discretionary budgets, the City Clerk's Office budget and a Council corporate budget to allocate budget to Council Members. The nature of expense captured in each area is varied between the municipalities. Attachment 3 provides examples of some of the responses received from respondents.

### **Conclusion**

This communication summarizes information received from the internal and external survey regarding Council office budgets. This information will be shared with the responding municipalities.

### **Attachments**

1. Internal Survey – Responses
2. Municipal Comparators – Survey Responses
3. Municipal Comparators – Examples of Responses Regarding Council Budgets

### **Prepared by:**

Jackie Lee Macchiusi, CPA, CGA  
Senior Manager, Corporate Financial Planning and Analytics

Respectfully submitted,

A handwritten signature in black ink, reading "Laura Mirabella-Siddall". The signature is written in a cursive, flowing style.

Laura Mirabella-Siddall, CPA, CA  
Director of Financial Planning and Analytics



# Internal Survey - Responses

## Summary of 6 Responses

Q 1 Is your global budget (not including permanent salaries for yourself and your CEA) sufficient for your purposes?

100% Responded No

Q 2 If not, what goods or services have you foregone in order to meet your budget?

Majority stated that they would like more funds for Community hosting events, and communications (newsletters)

Q 3 What percentage of your discretionary budget is spent on:

- a. Mail outs
- b. Town Hall meetings (i.e. consultations; excludes community events)
- c. Community events
- d. Part time labour
- e. Supplies
- f. Travel (including mileage)
  - i. Within the City boundaries
  - ii. Beyond the City's boundaries
- g. Professional Development or Training
- h. Cell/Telecommunication Charges
- i. Other Technology
- j. Entertainment
- k. Other (please specify)
- Advertising / Subscriptions

Average
% Budget
16%
4%
4%
43%
2%
22%
13%
5%
1%
5%
3%
2%
3%

\*Please note: the answers to this question may not total 100% as not all respondent may have allocated 100% of their budgets

Q 4 Please estimate the proportion of time you spend as a Member of Council on:

- a. Local matters
- b. Regional matters
- c. Corporate matters (City administration issues not directly affecting a constituent)

Total

% Time
60%
15%
25%
100%



Q

5 What portion of your staff's time is spent on:

- a. Local matters
- b. Regional matters
- c. Corporate matters (City administration issues not directly affecting a constituent)

Total

% Time
68%
13%
20%
100%

Q 6 If available, would you use volunteer labour in your office? 80% Responded Yes

Q 7 What considerations would you consider to be important with respect to the use of volunteer labour?

Reliability, confidentiality, accountability, willingness to learn, dedication, maturity

Q 8 What proportion of time is spent by your staff at meetings or events occurring outside City Hall?

Offsite – meeting

Offsite - event

% Time
17%
18%

Q

9

- a Would you prefer:  
Full-time and part-time staff be funded from the same source?
- i
- ii What should that source be:

80% Responded Yes

Full-time

All responded Clerk's Budget

Part-time

All responded Clerk's Budget

- b What best describes the job classifications/salary bands for the positions in your office?

100% Responded Just Right

- c Is the formula (population + business) to allocate discretionary budgets fair?

80% Responded No

If "No", please indicate which of the following would be fairer:

Majority answered Population & business at different rates



Q Name three aspects of the Council  
 10 Expenditure Policy you would change if you  
 had the power to do so:

Rates for formula should increase with cost of living
Increase Part time salary (perform a review on other municipalities)
Remove the salary budget from Council budget in order to allocate to other expenditures
Increase Community Event tickets budget and advertising
Community Event Tickets – Who can use the tickets – clarification needed and tickets should only be transferable in specific circumstances
Travel Forms – Clarification on their use – I don't believe they are ever really submitted for FCM or Trade Missions but as per policy they should be. Perhaps needs to be re-evaluated
Hosting Community Events – Clarification on the \$1500 per event. Most events Council members run cost more than this and the previous auditor explained that if we F/R additional monies we can go above this threshold but this is not clear in the policy.
Ability to move funds from one category to another
Separate Community hosting events from Town Hall - add another budget line for THM
Community Events
Advertising
Increase Toner Allocation (more Corporate Support)



## Municipal Comparators - Survey Responses

	Oakville	Toronto	London	Newmarket	Richmond Hill	Barrie	Mississauga
Q1 Are Members of Council Considered full time or part time?							
Mayor	FT	FT	FT	FT	FT	FT	FT
Regional Councilor	PT	N/A	N/A	FT	FT	N/A	FT
Local Councilor	PT	FT	PT	PT	FT	PT	N/A
Q2 Does your municipality have a Deputy Mayor?	NO	YES	NO	YES	YES	NO	NO
Q3 Is your municipality a single tier, lower tier or upper tier?	LOWER	SINGLE	SINGLE	LOWER	LOWER	SINGLE	LOWER
Q4 How Many Local Councilors does your municipality have? How may Regional?							
Regional Councilor	6	N/A	N/A	2	2	N/A	12
Local Councilor	6	44	14	7	6	10	
Q5 Is there a Policy that outlines procedures for Council Corporate expenses?	Yes	Yes	Yes	Yes	Yes	Yes	No
Q6 Is there a council expense policy?		Yes	Yes	Yes	Yes	Yes	Yes



**Municipal Comparators – Examples of Responses Regarding Council Budgets**

- Oakville councilors do not have office space at City Hall, and it is indicated that all spending is funded from an area called Political Governance
- Remaining municipalities fund various expenses through Council budgets, Corporate and City Clerk's
  - Toronto Councilors funds most of their expenses through the Councilor members own budget, however there are also expenses funded from a Corporate account if they meet criteria set in their policy
  - Newmarket funds almost all expenses through the Councilor budgets
  - Richmond Hill funds Councilor specific items through the Council budget; however expenses that are considered corporate in nature (FT staffing, trade missions, conferences, printing and training) or community related (Community events) are covered through a corporate budget.
  - Barrie charges most of the Council member expenses to a corporate account, with the exception of copier expenses, additional office equipment and councilor specific training. These are charged to the Council budgets.
  - Mississauga funds the majority of the council expenses through the Council budget. Office equipment and furniture is funded from Corporate
- Discretionary Budget setup
  - London provides a flat amount for each Councilor of \$15K regardless of ward size
  - Barrie provides a formula based on ward population size, however it is not indexed by CPI, and business population is also not factored in.
  - Vaughan's formula accounts for ward population size and business size and is indexed by CPI.
  - Brampton provides a flat amount of \$45K per term of Council