



**VAUGHAN**

C 1  
Communication

memorandum

**Council Expenditure & Code of  
Conduct Review Task Force  
November 4, 2015**

DATE: OCTOBER 5, 2015      Item- 1

TO: COUNCIL EXPENDITURE AND CODE OF CONDUCT REVIEW TASK FORCE

FROM: LAURA MIRABELLA-SIDDALL, CHIEF FINANCIAL OFFICER & CITY TREASURER  
LLOYD NORONHA, DIRECTOR OF FINANCIAL PLANNING, ANALYTICS AND  
DEVELOPMENT FINANCE & INVESTMENTS

RE: COUNCIL EXPENDITURE AND CODE OF CONDUCT REVIEW TASK FORCE -  
OCTOBER 13, 2015, ITEM 1  
COUNCIL OFFICE EXPENDITURES 2010-2014 AND PROPOSED AMENDMENT TO  
THE COUNCIL DISCRETIONARY EXPENSE FORMULA

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**Purpose**

The purpose of this Communication is to present the Internal Survey Responses from the Internal Questionnaire, with responses split between Local and Regional Councillors.

**Attachment**

1. Internal Survey Responses

Prepared by,

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

Respectfully Submitted,

Laura Mirabella-Siddall, CPA, CA  
Chief Financial Officer & City Treasurer

Copy To: Steve Kanellakos, City Manager  
Lloyd Noronha, Director of Financial Planning, Analytics and Development Finance & Investments

## Internal Survey - Responses

		Local Councillors	Regional Councillors																																																																
Q1	Is your global budget (not including permanent salaries for yourself and your CEA) sufficient for your purposes?	100% No	100% Yes																																																																
Q2	If not, what goods or services have you foregone in order to meet your budget?	Majority have stated that they would like more funds for Community hosting events, and communications																																																																	
Q3	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 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  Total	<table><tr><th colspan="2">Average</th></tr><tr><th colspan="2">% Budget</th></tr><tr><td>15%</td><td></td></tr><tr><td>3%</td><td></td></tr><tr><td>5%</td><td></td></tr><tr><td>43%</td><td></td></tr><tr><td>2%</td><td></td></tr><tr><td>22%</td><td></td></tr><tr><td>13%</td><td></td></tr><tr><td>5%</td><td></td></tr><tr><td>1%</td><td></td></tr><tr><td>5%</td><td></td></tr><tr><td>4%</td><td></td></tr><tr><td>2%</td><td></td></tr><tr><td>2%</td><td></td></tr><tr><td>121%</td><td></td></tr></table>	Average		% Budget		15%		3%		5%		43%		2%		22%		13%		5%		1%		5%		4%		2%		2%		121%		<table><tr><th colspan="2">Average</th></tr><tr><th colspan="2">% Budget</th></tr><tr><td>22%</td><td></td></tr><tr><td>6%</td><td></td></tr><tr><td>2%</td><td></td></tr><tr><td>40%</td><td></td></tr><tr><td>3%</td><td></td></tr><tr><td></td><td></td></tr><tr><td>13%</td><td></td></tr><tr><td>5%</td><td></td></tr><tr><td>2%</td><td></td></tr><tr><td>2%</td><td></td></tr><tr><td>1%</td><td></td></tr><tr><td></td><td></td></tr><tr><td>5%</td><td></td></tr><tr><td>100%</td><td></td></tr></table>	Average		% Budget		22%		6%		2%		40%		3%				13%		5%		2%		2%		1%				5%		100%	
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Q4	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	<table><tr><th colspan="2">% Time</th></tr><tr><td>65%</td><td></td></tr><tr><td>9%</td><td></td></tr><tr><td>26%</td><td></td></tr><tr><td>100%</td><td></td></tr></table>	% Time		65%		9%		26%		100%		<table><tr><th colspan="2">% Time</th></tr><tr><td>35%</td><td></td></tr><tr><td>45%</td><td></td></tr><tr><td>20%</td><td></td></tr><tr><td>100%</td><td></td></tr></table>	% Time		35%		45%		20%		100%																																													
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Q5	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	<table><tr><th colspan="2">% Time</th></tr><tr><td>76%</td><td></td></tr><tr><td>8%</td><td></td></tr><tr><td>16%</td><td></td></tr><tr><td>100%</td><td></td></tr></table>	% Time		76%		8%		16%		100%		<table><tr><th colspan="2">% Time</th></tr><tr><td>25%</td><td></td></tr><tr><td>35%</td><td></td></tr><tr><td>40%</td><td></td></tr><tr><td>100%</td><td></td></tr></table>	% Time		25%		35%		40%		100%																																													
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Q6	If available, would you use volunteer labour in your office?	60% Yes, 40% No	100% Yes																																																																
Q7	What considerations would you consider to be important with respect to the use of volunteer labour?	Reliability, confidentiality, accountability, willingness to learn, dedication, mature																																																																	
Q8	What proportion of time is spent by your staff at meetings or events occurring outside City Hall?  Offsite - meeting  Offsite - event	<table><tr><th colspan="2">% Time</th></tr><tr><td>17%</td><td></td></tr><tr><td>18%</td><td></td></tr></table>	% Time		17%		18%		<table><tr><th colspan="2">% Time</th></tr><tr><td>averg. of 12 hrs./month</td><td></td></tr><tr><td>averg. of 2 hrs/month</td><td></td></tr></table>	% Time		averg. of 12 hrs./month		averg. of 2 hrs/month																																																					
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Q9	a. Would you prefer: i. Full-time and part-time staff be funded from the same source? ii. What should that source be:  Full-time  Part-time  b. What best describes the job classifications/salary bands for the positions in your office?  c. Is the formula (population + business) to allocate discretionary budgets fair?  If "No", please indicate which of the following would be fairer:	80% responded Yes  <table><tr><td>60% Clerk's Budget &amp; 40% Council Budgets</td></tr><tr><td>60% Council Budget, 40% Clerk's &amp; Council</td></tr></table>  80% Just Right, 20% Too Low  50% No, 20% Yes  <table><tr><td>For No, Population + Business@different rates</td></tr></table>	60% Clerk's Budget & 40% Council Budgets	60% Council Budget, 40% Clerk's & Council	For No, Population + Business@different rates	100% responded No  <table><tr><td>100% Clerk's budget</td></tr><tr><td>100% council budget</td></tr></table>  100% Just Right  100% Yes	100% Clerk's budget	100% council budget																																																											
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## Internal Survey - Responses

Q10 Name three aspects of the Council Expenditure Policy you would change if you had the power to do so:

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### Local Councillors

### Regional Councillors

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
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 Community Events
Advertising
Increase Toner Allocation (more Corp.Support)