

Mayor and Councillors' Expense Policy - Council Workshop



September 27th, 2021

Background

- Comprehensive update to Policy Dec-1-2018
 - Incorporated feedback from Members of Council
 - Addressed key KPMG/Internal Audit findings/comments
 - Performed benchmarking
 - New Policy template
- Various amendments and updates made during 2019/2020
- CW162-2021:
 - That staff be requested to report on options with respect to the processes of expense approvals and posting timings

Mayor and Councillors' Expense Policy – Current Proposed Changes

- Expense reporting and approvals (update for CW162-2021)
 - Monthly and annual reporting only
 - Monthly statements will be sent by the 15th working day of the following month
 - Monthly statements should be approved and returned within 15 days of receipt
 - Limited number of transactions per month
 - YTD for 2021 - on average 4 transactions per month per Councillor
 - Monthly statements to be posted to the City's website within 30 days of receipt from Finance

Mayor and Councillors' Expense Policy – Current Proposed Changes

- Community Involvement

- To establish linkage between report presented annually to Council by Strat Comm titled 'Important and Commemorative Dates and Destination Bus Signage 2021' and community involvement as per expense policy
- General communication with constituents related to advertising in programs for local/community special events :
 - Advertising must be related to specific community programs or local special events (e.g. Spring clean-up, Town Hall, etc.) ***including initiatives and events as per the annual Council approved listing for Important and Commemorative Dates***

Mayor and Councillors' Expense Policy – Current Proposed Changes

- Budget administration in an election year
 - Members of Council who are candidates as of the end of Nomination Day:
 - Restricted to 11/12ths of the approved budget
 - Newly elected Members of Council are allocated a budget equal to 1/12th of the approved budget for the month of December
 - Re-elected Members of Council will have access to the remainder of the year's approved budget on the day after Voting Day