



**Report**  
**Governance and Council Operations**  
**Committee**  
**The Corporation of the City of Brampton**  
**2021-11-22**

**Date:** 2021-10-25

**Subject:** **Mayor and Councillors' Expense Policy - Update**

**Contact:** Nash Damer, Treasurer,  
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**Report Number:** Corporate Support Services-2021-1227

**Recommendations:**

1. That the report titled: **Mayor and Councillors' Expense Policy – Update (CW162-2021)**, to the Governance and Council Operations Committee Meeting of November 22, 2021, be received; and
2. That the updated Mayor and Councillors' Expense Policy (the "Policy") attached to the subject report be approved, effective December 1, 2021.

**Overview:**

- At its meeting on March 31, 2021, Committee of Council (the "CoC") requested staff to report on options with respect to the process of Mayor and Councillors' monthly expense approvals and posting timings, to the Governance and Council Operations Committee (the "GCOC").
- A Council workshop was also held on September 27, 2021, whereby staff received further feedback on the Policy as well as on other staff recommended options and administrative changes with respect to the Policy.
- This report provides the updates to the Mayor and Councillors' Expense Policy as requested as well as other administrative updates.

## **Background:**

The CoC, at its March 31, 2021 meeting, requested staff to report on options with respect to the process of Mayor and Councillors' monthly expense approvals and posting timings, to the GCOC (CW162-2021).

A Council workshop was also held on September 27, 2021, whereby staff received further feedback with respect to Mayor and Councillors' expense reporting as well as other staff recommended options and administrative changes to the Policy.

## **Current Situation:**

Staff have performed benchmarking with Councillor Expense policies of various other Municipalities, reviewed best practises as recommended in previous years by KPMG and Internal Audit and also incorporated feedback received at the Council workshop.

Based on this, Staff recommend the following updates to the current Policy:

### *Budget administration in an election year (under Section 4.2 of the Policy – 'Term of Council Expense Account Budget'*

In an election year, Members of Council shall be:

- Restricted to 11/12ths of the approved annual budget
- Newly elected Members of Council are allocated a budget equal to 1/12th of the approved annual 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

### *Community Involvement (under Section 6.3 of the Policy – 'Eligible Expenses – Community Involvement'*

To better establish a linkage between the report presented annually to Council by Strategic Communications titled 'Important and Commemorative Dates and Destination Bus Signage' that highlights significant cultural events and celebrations in the Community, Staff recommend the following update to the 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 items as per the annual Council approved listing for Important and Commemorative Dates***

Expense reporting and approvals (under Appendix C of the Policy – ‘Remuneration & Expenses Reporting’)

As part of the City’s commitment to accountability and transparency, Staff recommend with the continued monthly disclosure and reporting of Mayor and Councillor expenses. The pro-active and routine disclosure of Mayor and Councillor expenses enhances the transparency of the administration of each Member of Council’s office budgets.

- Monthly and annual reporting only (*quarterly reporting no longer applicable*)
- 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

**Corporate Implications:**

Financial Implications:

There are no direct financial implications related to this report.

Other Implications:

There are no other implications resulting from this report.

**Term of Council Priorities:**

This report fulfils the Council Priority of a Well-Run City, through the strong foundation of Good Government and the principles of accountability and transparency.

**Conclusion:**

We recommend that the updated Policy attached to this report be approved, effective December 1, 2021.

Authored by:

Reviewed by:

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Zeeshan Majid,  
Senior Manager, Accounting Services  
and Deputy Treasurer, Corporate  
Support Services

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Nash Damer,  
Treasurer, Corporate Support  
Services

Approved and Submitted by:

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David Barrick,  
Chief Administrative Officer

**Attachments:**

Appendix 1 – Update to Mayor and Councillors' Expense Policy (with track changes)