
TO: GENERAL COMMITTEE

SUBJECT: QUARTERLY REPORTING OF COUNCIL EXPENSES

WARD: ALL

PREPARED BY AND KEY CONTACT: L. JERMEY, MANAGER OF ACCOUNTING (ACTING), (EXTENSION 4530)

SUBMITTED BY: C. MILLAR, DIRECTOR OF FINANCE *cm*

GENERAL MANAGER APPROVAL: P. ELLIOTT-SPENCER, GENERAL MANAGER OF COMMUNITY & CORPORATE SERVICES *PES*

CHIEF ADMINISTRATIVE OFFICER APPROVAL: C. LADD, CHIEF ADMINISTRATIVE OFFICER *CL*

RECOMMENDED MOTION

1. That on a quarterly basis, a Statement of Expenses for Members of Council (including all relevant appendices) be prepared by the Director of Finance and Treasurer and posted on the City's external website no later than two weeks after the end of the month following the quarter end.

PURPOSE & BACKGROUND

Report Overview

2. Council requested Finance Department staff to prepare a report to General Committee regarding implementation of quarterly reporting of Council Expenses (14-G-088). The purpose of this staff report is to provide the framework for that quarterly reporting.

ANALYSIS

3. Section 284 of the *Municipal Act, 2001* requires annual reporting for remuneration and expenses paid to each member of Council by March 31 of the following year. The City of Barrie currently provides the municipally legislated reporting in the form of a Council Memorandum.
4. Providing Council Expense reporting on a more frequent basis, to both Council and the general public, will enhance transparency and accountability for the use of City funds. To that end, it has been proposed that a Statement of Expenses for Members of Council be prepared on a quarterly basis. The proposed format for the report is presented in Appendix A.
5. Staff have reviewed how the City of Barrie's peer municipalities report on Council Expenses. As shown in Figure 1, many already report on a quarterly basis.

Figure 1: Comparison of Council Expense Reporting for City of Barrie's Peer Municipalities

Name of Municipality	Description of reporting	Frequency of Reporting
City of London	Available online	Quarterly
City of Guelph	Staff Report for information only and available online	Annually
City of Sudbury	Staff Report for information only and available online	Quarterly
City of Kingston	Staff Report for information only	Annually
City of Toronto	Annual Staff Report for information only and available online quarterly	Quarterly

6. Remuneration and expenses relating to Councillors' appointments to other boards, as well as Council and non-Council remuneration will continue to be reported annually (i.e. they will not be included in quarterly reporting).
7. The proposed process timeline for quarterly reporting of Council Expenses has been presented below as Figure 2. (Note that 4th quarter reporting will be available in March to coincide with the annual report on Council Remuneration and Expenses.)

Figure 2: Proposed Process and Timeline for Quarterly Reporting of Council Expenses

Item	Due Date
Finance Staff prepare draft Council Expenses reports	Last weekday of the month following quarter end
Council Expenses reviewed by Mayor and Councillors	One week after provided
Council Expenses publicly posted on external website (Barrie.ca)	Two weeks after provided

ENVIRONMENTAL MATTERS

8. There are no environmental matters related to the recommendations.

ALTERNATIVES

9. The following alternatives are available for consideration by General Committee:

Alternative #1

General Committee could maintain the existing procedure with respect to maintaining only annual reporting of Council Remuneration and Expenses.

This alternative is not recommended as maintaining the existing policy will not provide enhanced accountability and transparency similar to the City of Barrie's peer group of municipalities.

Alternative # 2

General Committee could request monthly reporting of Council Remuneration and Expenses.

This alternative is not recommended as the cost to implement a monthly process relative to the benefit, in staff's opinion, is too high.

FINANCIAL

10. There are no direct financial implications for the Corporation resulting from the proposed recommendations. Reporting on a quarterly basis will take additional staff time, but is still feasible using current resources.

11. **LINKAGE TO 2014-2018 STRATEGIC PLAN**

12. The recommendation included in this Staff Report support the following goal identified in the 2014-2018 Strategic Plan:

Responsible Spending

13. Presenting timely reporting on Council Expenses will improve understanding of how tax dollars are being spent and supports Council's strategic goal of responsible spending.

APPENDIX A

Proposed Format of Statement of Expenses for Members of Council

Summary of Expenses for Members of Council
For the Quarter Ended [Month] [Day], [Year]

Member of Council	Ward No.	No. of Months	Mayoral/ Councillor Expenses (Appendix A-1)	Corporate Expenses (Appendix A-2)	Conference and Travel Expenses (Appendix A-3)	Total
Lehman, Jeff	Mayor	12	\$ -	\$ -	-	\$ -
Ainsworth, Bonnie	1	12	\$ -	\$ -	-	\$ -
Romita, Rose	2	12	\$ -	\$ -	-	\$ -
Shiple, Doug	3	12	\$ -	\$ -	-	\$ -
Ward, Barry	4	12	\$ -	\$ -	-	\$ -
Silveira, Peter	5	12	\$ -	\$ -	-	\$ -
Prowse, Michael	6	12	\$ -	\$ -	-	\$ -
Brassard, John	7	12	\$ -	\$ -	-	\$ -
Khan, Arif	8	12	\$ -	\$ -	-	\$ -
Morales, Sergio	9	12	\$ -	\$ -	-	\$ -
McCann, Mike	10	12	\$ -	\$ -	-	\$ -
Totals			\$ -	\$ -	\$ -	\$ -

See Note 1

See Note 2

Note 1 Corporate Expenses are provided to Councillors but are budgeted Corporately, not within their ward Budget.

Note 2 In motion 15-G-066, Council adopted a recommendation to allocate \$15,000 to a Council Conference account to permit up to three members of Council to attend the Federation of Canadian Municipalities (FCM) annual conference, up to five members to attend the Association of Municipalities of Ontario (AMO) annual conference, and up to one member to attend the Annual Town and Gown Association of Ontario Symposia (including applicable related expenses).

APPENDIX A-1

Mayoral/Councillor Expenses
For the Quarter Ended (Month), (Day), (Year)

Council Member	Ward No.	Description	Expense Amount
Lehman, Jeff			\$ -
Ainsworth, Bonnie	1		\$ -
Romita, Rose	2		\$ -
Shiple, Doug	3		\$ -
Ward, Barry	4		\$ -
Silveira, Peter	5		\$ -
Prowse, Michael	6		\$ -
Brassard, John	7		\$ -
Khan, Arif	8		\$ -
Morales, Sergio	9		\$ -
McCann, Mike	10		\$ -
			\$ -
Total			\$ -

APPENDIX A-1 (Continued)

Mayoral/Councillor Expenses
For the Quarter Ended (Month), (Day), (Year)

Mayoral/Councillor Expense Budget by Ward

Member of Council	Ward No.	Amount	
Lehman, Jeff	Mayor	\$	8,272.44
Ainsworth, Bonnie	1	\$	3,900.15
Romita, Rose	2	\$	4,141.53
Shipley, Doug	3	\$	3,269.43
Ward, Barry	4	\$	3,247.92
Silveira, Peter	5	\$	3,417.39
Prowse, Michael	6	\$	3,915.00
Brassard, John	7	\$	4,131.00
Khan, Arif	8	\$	4,300.56
Morales, Sergio	9	\$	2,889.00
McCann, Mike	10	\$	3,834.00
Totals		\$	45,318.42

As per motion 13-G-133, the expense allocations for Councillors are determined on the basis of \$0.27 per person per ward, with the population per ward established in accordance with the forecasted population included in the Ward Boundary Review Report.

As per motion 13-G-133, the expense account allocations for the Mayor is determined on the basis of \$0.06 per person in the City of Barrie, with the population per ward established in accordance with the forecasted population included in the Ward Boundary Review Report.

APPENDIX A-2

Corporate Expenses for Members of Council (Note 1)
For the Quarter Ended (Month), (Day), (Year)

Member of Council	Ward No.	Phone Charges	Air Card	Tablet	Total
Lehman, Jeff	Mayor	\$ -	\$ -	\$ -	\$ -
Ainsworth, Bonnie	1	\$ -	\$ -	\$ -	\$ -
Romita, Rose	2	\$ -	\$ -	\$ -	\$ -
Shiple, Doug	3	\$ -	\$ -	\$ -	\$ -
Ward, Barry	4	\$ -	\$ -	\$ -	\$ -
Silveira, Peter	5	\$ -	\$ -	\$ -	\$ -
Prowse, Michael	6	\$ -	\$ -	\$ -	\$ -
Brassard, John	7	\$ -	\$ -	\$ -	\$ -
Khan, Arif	8	\$ -	\$ -	\$ -	\$ -
Morales, Sergio	9	\$ -	\$ -	\$ -	\$ -
McCann, Mike	10	\$ -	\$ -	\$ -	\$ -
Technology Expense Subtotal		\$ -	\$ -	\$ -	\$ -

General Office Expenses (Note 2) \$ -

Total Corporate Expenses **\$ -**

Note 1: Corporate Expenses are provided to Councillors but are budgeted corporately, not per Councillor.

Note 2: General office expenses used by all Councillors (e.g. business cards, photocopy paper, etc.)

APPENDIX A-3

**Federation of Canadian Municipalities, Association of Municipalities of Ontario
and Annual Town and Gown Association Symposia
Conference and Other Travel Expenses of Council
For the Quarter Ended (Month), (Day), (Year)**

Member of Council	Ward No.	Conference Attended (Location/Date)	Amount
Lehman, Jeff	Mayor		\$ -
Ainsworth, Bonnie	1		\$ -
Romita, Rose	2		\$ -
Shiple, Doug	3		\$ -
Ward, Barry	4		\$ -
Silveira, Peter	5		\$ -
Prowse, Michael	6		\$ -
Brassard, John	7		\$ -
Khan, Arif	8		\$ -
Morales, Sergio	9		\$ -
McCann, Mike	10		\$ -
Total			\$ -