



City of
Peterborough

To: **Members of the Committee of the Whole**

From: **Sandra Clancy, Director of Corporate Services**

Meeting Date: **May 29, 2017**

Subject: **Report CPFS17-020
Councillors' Expense and Professional Development
Accounts**

Purpose

A report to provide information on Councillor's Expense and Professional Development accounts.

Recommendation

That Council approve the recommendation outlined in Report CPFS17-020 dated May 29, 2017, of the Director of Corporate Services, as follows:

That Report CPFS17-020 regarding Councillors' Expense and Professional Development accounts be received for information.

Budget and Financial Implications

There are no budget and financial implications arising from this report.

Background

As a result of deliberations on the 2017 Operating Budget, Council at its meeting of December 12, 2016, passed the following resolution:

That staff provide an information report regarding Councillors' expense and professional development accounts.

Current City Policy and Procedure for Professional Development, Travel and Hospitality Expense and Reimbursement

Council, through report CPFRAS10-004 dated March 15, 2010 approved the City's current Policy #0022 for Professional Development, Travel and Hospitality Expense and Reimbursement. The policy is applicable to all Members of Council and staff while carrying out the duties and responsibilities of their position on behalf of the City.

The City also has a Procedure, (Procedure #0022-P01), that sets out how the Policy is implemented. The Procedure covers such topics as:

- Non-Eligible expenses
- Receipts and supporting documentation required
- The circumstances under which hospitality is appropriate
- The claim for reimbursement that must be used
- Types of expenses including:
 - Accommodation
 - Vehicle rentals
 - Mileage driven in personal vehicles
 - Other types of transportation
 - Meals
- Posting eligible expenses to City's website

Attendance at Conferences and Conventions

Conferences and conventions, such as the Association of Municipalities of Ontario (AMO) annual conference, provide great opportunities to network and learn about the current and emerging issues facing Ontario municipalities. The 2017 Budget provision for such events for members of Council was approved at an amount of \$5,100.

The Mayor's Office takes care of the necessary arrangements for registration, travel and accommodation and then receipts are submitted for reimbursement.

Individual Councillor Budgets

Each Councillor has a budget of \$1,000 for individual spending on discretionary items such as office supplies (including paper and printing supplies), office equipment, meals, travel and training related to City business. Telephone and computer services, maintenance and repair are considered separate expenses over and above the \$1,000 limit.

Each Councillor also has a budget of \$500 for ward meetings on top of their office budgets. The \$500 was added following the 2014 Election, starting with the 2015 Budget.

All expenses are tracked. Where possible, purchase requests are made through the Mayor's Office to maximize buying discounts. When purchase requests cannot be made, receipts are submitted to the Mayor's Office for payment.

If there are insufficient funds in the Conferences and Conventions budget line, members of Council can allocate part of their \$1,000 budget to part of their expenses for attending such an event. However, for 2018, and in discussions with the Mayor's Office, the Mayor has committed to increasing the Budget provision for Conferences and Conventions by \$5,000 to \$10,100. This will be accomplished by reallocating existing line items within the Budget, without necessarily increasing the overall budget for the Mayor's Office.

It is hoped that this will provide sufficient funds so the individual Councillor budgets can be used for their original intent.

Submitted by,

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Director of Corporate Services

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