



City of
Peterborough

TO: Members of the Audit Committee

FROM: Sandra Clancy, Director of Corporate Services

MEETING DATE: June 25, 2012

**SUBJECT: Report CPFS12-049
Discretionary Expense Budgets for Members of Council**

PURPOSE

A report to recommend certain guidelines for using discretionary expense budgets for Members of Council.

RECOMMENDATION

That Council approve the recommendation outlined in report CPFS12-049 dated June 25, 2012, of the Director of Corporate Services as follows:

That the following guidelines be adopted for using Councillor discretionary funds:

- a. The expenses fall within the general descriptions as noted in Table 1 of Report CPFS12-049.
- b. Are not to be used for political donations or be personal in nature.
- c. Are not to be paid to a registered or non-registered charity.
- d. Are within the limits that City Council has set for its Members.

BUDGET AND FINANCIAL IMPLICATIONS

There are no budget and financial implications to approving the recommendation.

BACKGROUND

As part of the 2011 budget process, the Mayor established a \$1,000 discretionary expense budget for each member of Council. The budget provides for expenses incurred in the normal course of fulfilling the duties of Council. The budget provides Councillors with the flexibility to allocate resources in the most efficient way to meet their own particular requirements. Expenses must be able to be accommodated within the approved budget and be paid in accordance with approved policies and procedures.

Councillor Clarke has asked for clarification of guidelines specific to the use of the discretionary funds.

Accordingly, staff recommend that the \$1,000 Councillor Discretionary Expense allocation be used to purchase:

Table 1

Eligible expenses:

- Office supplies including paper and printing supplies
- Office equipment
- Meals, travel, training and conferences (pre-approved by the Mayor) related to City business

In accessing the discretionary budget, Members of Council commit to the following guidelines:

- a. The expenses fall within the general descriptions as noted in Table 1
- b. Are not to be used for political donations, or personal in nature
- c. Are not paid to a registered or non-registered charity (such donations can be proposed through a public motion to be approved by Council)
- d. Are within the limits that City Council has set for its Members

To maximize buying discounts, purchase requests should be made through the Office of the Mayor, if that is not possible, receipts are to be submitted for payment.

Submitted by,

Sandra Clancy
Director of Corporate Services

Contact Person:
Sandra Clancy
Director of Corporate Services
Phone: 705-742-7777 Ext 1863
Toll Free: 1-855-738-3755 Ext 1863
Fax: 705-748-8839
E-mail Address: sclancy@peterborough.ca