

TO:	CHAIR AND MEMBERS FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING ON MARCH 26, 2012
FROM:	MARTIN HAYWARD CITY TREASURER, CHIEF FINANCIAL OFFICER
SUBJECT:	MAYOR'S OFFICE EXPENSES

RECOMMENDATION

That, on the recommendation of the City Treasurer, Chief Financial Officer, this report providing additional details with respect to the Mayor's 2011 expenses **BE RECEIVED** for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Item #3 - Finance and Administrative Services Committee – February 27, 2012 – Statement of Remuneration and Expenses - Elected and Appointed Officials

BACKGROUND

Section 284 of the *Municipal Act, 2001* requires the Treasurer of every municipality, on or before the 31st of March in each year, to submit to the City Council an itemized statement of remuneration and expenses paid to each member of Council and Council-appointed members of Committees and Sub-committees and local bodies for the preceding year. Council expenses were paid in accordance with By-law No. A-6337-115 and remuneration was paid in accordance By-law No. A.-6509-114.

On February 27, 2012, the 2011 Remuneration and Expenses report was presented to the Finance and Administrative Services Committee. A request was made for additional detail regarding the expenses in the Mayor's Office, noting that the presentation of the Mayor's expenses was consistent with the presentation of the Mayor's expenses from 2003 to present.

The *Municipal Act, 2001* requires that a standard report be provided to Council that deals with the specific expenses made on behalf of an elected official. All elected officials have general office expenses (City staff salaries, subscriptions, telephone, office supplies, computers and furniture replacement, etc.) that are not reported.

Since the Mayor represents the City at a number of functions and hosts a number of functions on behalf of the City, in accordance with his/her legislated role as defined in sections 225 and 226.1 of the *Municipal Act, 2001*, certain items have not traditionally been reported as specific expenses of the Mayor as they are regarded as "corporate" in nature, such as the hosting expenses in the Mayor's Office budget. Also, the gifts and souvenirs budget in the Mayor's Office is extensively made up of items that are for presentations on behalf of the Municipality to visiting dignitaries, featured community organizations, featured companies, volunteers and special events.

In keeping with the February 27, 2012 request of the Finance and Administrative Services Committee, following is a listing of items that are beyond the normal office expenses such as City staff salaries, subscriptions, telephone, office supplies, computers and furniture replacement, etc. This list also excludes the items that were previously reported for the Mayor in the February 27, 2012 report.

Hosting	\$ 3,459.12
Gifts and Souvenirs	6,071.43
Purchased Services	25,520.88
Professional Fees Consultant	32,852.31

It is the intent of the Civic Administration to review the current format for the reporting of annual expenses for both the Councillors and the Mayor, so that future annual reports reflect the level of detail that was sought as a result of the 2011 report.

PREPARED BY:	RECOMMENDED BY:
MIKE TURNER DEPUTY CITY TREASURER	MARTIN HAYWARD CITY TREASURER, CHIEF FINANCIAL OFFICER