

AUDIT AND OPERATIONAL REVIEW COMMITTEE – JUNE 1, 2009

CITY OF VAUGHAN COUNCIL EXPENSE DISCLOSURE POLICY

(Referred Item)

Council, at its meeting of February 3, 2009, adopted the following Committee of the Whole recommendation (Item 17, Committee of the Whole, Report No. 2):

- 1) That the recommendation contained in the following report of Councillor Di Vona, Chair – Budget Committee, dated January 13, 2009, be approved; and
- 2) That the following be referred to the next Audit and Operational Review Committee:
 - 1) That the City of Vaughan make available on the City of Vaughan website, all expense reports and supporting backup for the Mayor and Members of Council and all Council Executive Assistants and Council support staff beginning with expense reporting of January 2009; and
 - 2) That the City Manager, in consultation with the appropriate staff, report to the Council meeting of February 3, 2009 on the implementation plan as to when these reports will be made available on the City website, and to submit a revised Council Expenditure Transaction Report to be placed on the website.

Report of Councillor Di Vona, dated January 13, 2009

Recommendation

Councillor Bernie Di Vona, Chair - Budget Committee recommends:

1. That the recommendations contained in the following report be approved;
2. That the City of Vaughan Information and Technology Department immediately make available on the City of Vaughan website "Council Expenditure Report" and the "Detailed Council Expenditure Transaction Report" (Attachment #1 & # 2) for Mayor & Members of Council; and
3. That the City of Vaughan forward this recommendation to the Province of Ontario for their consideration to amend the Municipal Disclosure Act to provide for more timely, relevant and detailed information to taxpayers.

Economic Impact

N/A.

Communications Plan

Corporate Communications be directed to draft the necessary news release

Purpose

This policy will serve to demonstrate leadership & promote good and effective governance within an environment of enhanced transparency and accountability.

Background - Analysis and Options

The City of Vaughan Budget Committee terms of reference defined responsibility is to "examine and monitor budget variances approved by Council to the current year's capital and operating budgets".

The City of Vaughan has developed a formula to determine individual total budgets for the Mayor and Members of Council and approved on an annual basis within the total operating and capital budget.

The current budgetary policy of the City of Vaughan is that each member of Council will have an approved total budget and they will allocate where and how much is spent on individual types of expenses. It must be noted this includes controllable and non controllable expenses.

Each Member of Council is responsible to monitor and work within their approved budget and any variances therein.

The City of Vaughan Finance Department makes available through the intranet or internal reporting system the Council Expense Reports and each and every Member of Council is responsible to work directly with Finance Department to ensure completeness and accuracy.

The City of Vaughan internal communication system (VIBE) has been developed to provide Mayor and Members of Council with their total annual budget; actual expenses ytd; budget year to date; variance ytd and amount remaining for the year; and detailed transaction register providing the explanation and source of each transaction by source and purpose.

This recommendation now intends to have the City of Vaughan website to make available the report on a monthly basis.

The City of Vaughan Council Expense Disclosure Policy will have the following benefits:

1. **Timely disclosure.** The report will be produced MONTHLY. Currently, the Municipal Disclosure Act only requires municipalities to report on an annual basis. As a result, the current policy would require municipalities to report 2008 Council expenses by April 30, 2009. Note: Municipalities provide annual reporting and some municipalities such as the City of Toronto provides quarterly council expense reporting. No municipality has provided monthly reporting as per the survey of 25 municipalities.
2. **Accessibility.** Council Expense Reports will be available on www.vaughan.ca. Many municipalities only produce an annual report and not separated from normal municipal businesses.
3. **Actual Spending Information.** The Council Expense Report is precedent setting as it is the only that provides actual spending by expenditure account, i.e. salaries, benefits, meals, etc. Some municipalities have grouped together expenses and not provided detail by each expenditure account.
4. **Expenditure Control Capability.** The Council Expense Report is precedent setting as it provides for the first time detailed budget by type of accounts and compared actual the actual expense by type of account. So, each Member of Council will be required to plan his/her work plan in advance to track their actual to budgetary performance. For example, travel will be planned and shown separately.
5. **Full Disclosure.** The detailed council expenditure transaction report provides a detailed listing by each and every transaction with the source and comments made as to the purpose. For example, "Bell Mobility- June 2008 \$156.12". A review of the City of Toronto has currently

upgraded their financial reporting and includes quarterly reporting and also some detailed expenditure disclosure. No municipality provides detailed monthly actual expenses and detailed disclosure.

6. Automated/Cost Efficient. This report is fully automated and requires no interface or manual changes or manipulation by clerical staff. Some municipalities do provide Council expense reporting but their reports are manually produced and expense accounts are grouped together which dilutes the information.
7. Completeness. The report will be all inclusive as it will also provide full disclosure of Council Corporate Expenditures as these are additional costs not allocated directly to a Member of Council, e.g. photocopier and alterations to Council Offices. A review of 25 municipalities has shown that no other municipality has disclosed separately other expenses incurred by their Council. Municipalities also differ as to what they include or exclude in their reporting.
8. Accountability/Transparency. Currently, expense reports have only been accessible through Freedom of Information (FOI) type requests. This policy will make the report online accessible.

Relationship to Vaughan Vision 2020/Strategic Plan

Demonstrate Leadership & Promote Effective Governance. To advocate and influence policies and programs at all levels of government, promoting accountability, civic engagement and transparency.

Regional Implications

N/A

Conclusion

The City of Vaughan will be demonstrating leadership & promoting good and effective governance within an environment of enhanced transparency and accountability. This policy will serve to both advocate and influence policies and programs at all levels of government, promoting accountability, civic engagement and transparency. Taxpayers have a right to know who, where and why their tax dollars are being spent.

Attachments

1. Council Expenditure Report
2. Detailed Council Expenditure Transaction Report
3. Council Corp Rev. & Expenditure Report

Report prepared by:

Councillor Bernie Di Vona, ext. 8339

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Council Expenditure Report
For the Period Ending October 31, 200811/28/08 16:06:59
Page - 8

	2008 Budget	2008 YTD Budget	2008 YTD Actual	2008 YTD Variance	REMAINING BUDGET
010017 Councillor Di Vona					
EXP Expenditure Accounts					
7000 CITY EXPENDITURES					
7001 Admin. & Corporate Exp.					
7002 Salaries & Benefits					
7015 Part Time	1,500	809	580	230	920
7017 Benefits	17,880	14,899	14,976	(77)	2,904
7030 Council Remuneration	70,113	58,425	58,428	(2)	11,685
7031 Incidental Exp. & Allow.	2,400	2,000	2,000	(0)	400
7035 General Operating Exp.				(0)	
7100 Mileage / Car Allowance	5,400	4,500	4,500	(0)	900
7103 407-ETR Toll Charges	500	363	149	214	351
7105 Memberships/Dues/Fees					
7110 Meals & Meal Allowances	150	81	399	(317)	(249)
7112 Council Travel & Confer.	3,800	3,600	1,209	2,391	2,591
7122 Cellular Telephones	850	630	685	(54)	165
7125 Subscriptions/Publications	200				200
7126 Newsletters & Mailings	900	900	600	300	300
7130 Seminars & Workshops	25	25	2,100	(2,075)	(2,075)
7135 Advertising	900	900	1,234	(334)	(334)
7200 Office Supplies	900	488	333	155	567
7201 Conferences	500				500
7205 Computer Supplies					
7210 Office Equip. & Furniture					
7211 Computer Hardware/Software					
7220 Copiers, Faxes and Supplies	1,400	1,146	695	451	705
7221 Corporate Promotions			379	(379)	(379)
7222 Printing	2,600	2,433	1,998	435	602
7225 Postal Services	2,500	1,982	1,372	610	1,128
7699 Sundry Expenses	3,200	2,667	1,448	1,218	1,752
7700 Chgs. from Other Depis.					
EXP Expenditure Accounts	115,718	95,849	93,083	2,766	22,635
010017 Councillor Di Vona	115,718	95,849	93,083	2,766	22,635

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City of Vaughan

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Page - 47

Detailed Council Expenditure Transaction Report
For the Period Ending October 31, 2008

Revenue/Expenditure Description	GL Date	Member of Council	Amount	Explanation - Line 1	Explanation - Line 2
Incidental Exp. & Allow.	09/15/08	Councillor Di Vona	100.00	Actual Burden Journal Entries	
Incidental Exp. & Allow.	09/30/08	Councillor Di Vona	100.00	Actual Burden Journal Entries	
Incidental Exp. & Allow.	10/15/08	Councillor Di Vona	100.00	Actual Burden Journal Entries	
Incidental Exp. & Allow.	10/31/08	Councillor Di Vona	100.00	Actual Burden Journal Entries	
	Total of Account - 7031	Incidental Exp. & Allow.	2,000.00		
Mileage / Car Allowance	01/15/08	Councillor Di Vona	450.00	Actual Burden Journal Entries	
Mileage / Car Allowance	02/15/08	Councillor Di Vona	450.00	Actual Burden Journal Entries	
Mileage / Car Allowance	03/15/08	Councillor Di Vona	450.00	Actual Burden Journal Entries	
Mileage / Car Allowance	04/15/08	Councillor Di Vona	450.00	Actual Burden Journal Entries	
Mileage / Car Allowance	05/15/08	Councillor Di Vona	450.00	Actual Burden Journal Entries	
Mileage / Car Allowance	06/15/08	Councillor Di Vona	450.00	Actual Burden Journal Entries	
Mileage / Car Allowance	07/15/08	Councillor Di Vona	450.00	Actual Burden Journal Entries	
Mileage / Car Allowance	08/15/08	Councillor Di Vona	450.00	Actual Burden Journal Entries	
Mileage / Car Allowance	09/15/08	Councillor Di Vona	450.00	Actual Burden Journal Entries	
Mileage / Car Allowance	10/15/08	Councillor Di Vona	450.00	Actual Burden Journal Entries	
	Total of Account - 7100	Mileage / Car Allowance	4,500.00		
407-ETR Toll Charges	01/01/08	Councillor Di Vona	71.72	B07556 Council YE Accruals	Dec. 2007 Expense
407-ETR Toll Charges	01/31/08	Councillor Di Vona	71.72	Di Vona, Bernard	DEC 2007 EXPENSE (407)
407-ETR Toll Charges	02/13/08	Councillor Di Vona	39.01	Di Vona, Bernard	jan 08 expenses
407-ETR Toll Charges	02/29/08	Councillor Di Vona	37.50	Di Vona, Bernard	EXPENSE
407-ETR Toll Charges	04/28/08	Councillor Di Vona	11.81	Di Vona, Bernard	march 2008 expense
407-ETR Toll Charges	10/29/08	Councillor Di Vona	60.87	Di Vona, Bernard	sept 2008 expenses
	Total of Account - 7103	407-ETR Toll Charges	149.29		
General Dept. Meals	02/29/08	Councillor Di Vona	44.07	Di Vona, Bernard	EXPENSE
General Dept. Meals	05/31/08	Councillor Di Vona	29.44	Di Vona, Bernard	mtg with county serv staff
General Dept. Meals	06/11/08	Councillor Di Vona	150.00	Di Vona, Bernard	mtg with audit committee
General Dept. Meals	06/30/08	Councillor Di Vona	175.60	Di Vona, Bernard	sharelife recognition
	Total of Account - 7110	Meals & Meal Allowances	398.51		
Airfare Charges	05/28/08	Councillor Di Vona	1,169.20	Di Vona, Bernard	airfare charges
Meals	05/28/08	Councillor Di Vona	40.00	Di Vona, Bernard	hotel president matsala
	Total of Account - 7112	Council Travel & Confer.	1,209.20		
Cellular Line Charges	01/29/08	Councillor Di Vona	47.08	Bell Mobility	a/c 505351789
Cellular Line Charges	02/28/08	Councillor Di Vona	61.62	Bell Mobility	a/c 505351789
Cellular Line Charges	03/31/08	Councillor Di Vona	47.34	Bell Mobility	cell portion of blackberry
Cellular Line Charges	04/21/08	Councillor Di Vona	101.25	Bell Mobility	cell portion of blackberry
Cellular Line Charges	05/28/08	Councillor Di Vona	91.84	Bell Mobility	cell portion of bb
Cellular Line Charges	06/30/08	Councillor Di Vona	144.10	Bell Mobility	cell portion of bb
Cellular Line Charges	07/28/08	Councillor Di Vona	95.82	Bell Mobility	cell portion of bb
Cellular Line Charges	08/26/08	Councillor Di Vona	51.27	Bell Mobility	cell portion of bb

	2008 Budget	2008 YTD Budget	2008 YTD Actual	2008 YTD Variance	REMAINING BUDGET
GEN General Operating Accounts					
060 City Clerk					
020020 Council - Corporate					
REV Revenue Accounts					
3500 CITY REVENUE					
3502 Corp. & Departmental Revenue					
3550 Departmental Revenues					
3618 Dept. Misc. Revenues					
REV Revenue Accounts					
EXP Expenditure Accounts					
7000 CITY EXPENDITURES					
7035 General Operating Exp.					
7040 Honorariums					
7100 Mileage			10	(10)	(10)
7105 Memberships/Dues/Fees					
7110 Meals & Meal Allowances					
7115 Training & Development					
7120 Telephone Charges	19,470	16,224	8,953	7,272	10,517
7122 Cellular Telephones			739	(739)	(739)
7125 Subscriptions/Publications					
7126 Newsletters & Mailings	1,000	833		833	1,000
7135 Advertising	7,840	5,880	3,245	2,635	4,595
7200 Office Supplies	3,910	3,344	2,083	1,261	1,827
7205 Computer Supplies	5,590	4,193	2,065	2,127	3,525
7210 Office Equip. & Furniture	7,990	5,327	2,472	2,854	5,518
7211 Computer Hardware/Software	9,410	6,273	517	5,757	8,893
7215 Mtce. & Repairs - Equip.					
7220 Copiers, Faxes and Supplies	5,050	4,208	2,604	1,604	2,446
7221 Corporate Promotions			131	(131)	(131)
7222 Printing					
7225 Postal Services	440	367	9	358	431
7311 Renovations					
7410 Rental, Leases - Equipment	7,100	3,550		3,550	7,100
7415 Rental, Leases - Vehicles					
7445 Awards	1,100	1,100	800	300	300
7447 Sponsorships	5,000	5,000	2,500	2,500	2,500
7630 Wireless/Internet Commun.	10,760	7,445	7,439	6	3,321
7640 Cable TV/Satellite Service	340	254	171	83	169
7699 Sundry Expenses	8,940	8,230	29,344	(21,114)	(20,404)

City of Vaughan
Council Corp Rev. & Expend. Report
For the Period Ending October 31, 2008

	2008 Budget	2008 YTD Budget	2008 YTD Actual	2008 YTD Variance	REMAINING BUDGET
EXP Expenditure Accounts	93,940	72,227	63,081	9,147	30,859
020020 Council - Corporate	93,940	72,227	63,081	9,147	30,859
060 City Clerk	93,940	72,227	63,081	9,147	30,859
GEN General Operating Accounts	93,940	72,227	63,081	9,147	30,859