



**SUBJECT:** Council Expense Manual update

**TO:** Corporate Services, Strategy, Risk & Accountability Cttee.

**FROM:** Finance Department

Report Number: F-41-23

Wards Affected: All

Date to Committee: October 4, 2023

Date to Council: October 17, 2023

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### **Recommendation:**

Approve the proposed amendment to the Council Member Expense Manual as referenced in finance department report F-41-23.

### **PURPOSE:**

#### **Vision to Focus Alignment:**

- Building more citizen engagement, community health and culture

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### **Background and Discussion:**

Report MO-03-22 approved at Council on December 13, 2022 recommended the appointment, for the 2022-2026 term of office, the Deputy Mayor with Portfolio roles. This appointment recognized a new model of governance for this Council.

As a result of the addition of the Deputy Mayor with Portfolio role the current Council Expense Manual previously approved (report F-17-22) was noted to require an update. The current manual does not take into consideration expenses that could be incurred in relation to the Deputy Mayor with Portfolio role. A recommendation to update the manual was approved by Council on July 11, 2023 (report CL-14-23).

The below excerpt identifies the section of the manual required to be updated along with the proposed amendment to incorporate this new model of governance.

## Annual Current Budget

Supports the Mayor and Councillors to:

- Administer their offices in City Hall.
- Represent the City at functions and events.

Supports Councillors to:

- Communicate with their constituents about the meetings and activities of City council and its committees.
- Communicate with their constituents about the businesses and services of the City and its agencies.
- Enhance and promote an engaged community in their wards.
- **Engage in their assigned Deputy Mayor with Portfolio role.**

Supports the Mayor to:

- Communicate with constituents about city-wide initiatives and activities of City Council related to city-wide initiatives.
- Communicate with constituents about the meetings and activities of committees that the Mayor is appointed to as council's representative.
- Enhance and promote an engaged Burlington community.

Councillors and the Mayor are personally responsible for expenditures that do not fall within these criteria. The Controller & Manager, Financial Services is available to help Councillors, their staff and the Mayor's office staff to understand these criteria and to help them plan their budgets and expenditures.

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### Financial Matters:

No additional budget was approved as a result of the creation of the Deputy Mayor with Portfolio role. As per the Citizen committee recommendations approved by Council, the discretionary budgets have been increased by CPI for 2024. Expenses incurred by Councillors in conjunction with their new role will be absorbed as part of their discretionary budget approved annually through the budgeting process and reported out to the community as part of the annual report on council remuneration and expenses.

### Total Financial Impact

Not applicable

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**Climate Implications:**

Not applicable

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**Conclusion:**

Report F-41-23 provides a proposed amendment to the Council Expense Manual in order to incorporate the Deputy Mayor with Portfolio roles of Council.

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Respectfully submitted,

Michelle Moore

Controller & Manager, Financial Services

905-335-7600 ext. 7535

**Report Approval:**

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.