

Attachment 5

Summary of Research: Legislative Assembly of Ontario, House of Commons, Seven Canadian Municipalities and two Toronto School Boards

Jurisdiction	Context	Budget	Allowable Expenses	Policy, Approval, Disclosure
Legislative Assembly of Ontario	107 Members of Provincial Parliament	<p>Member’s Global Office Support and Communications Budget – Annual Budget of \$268,651 effective April 1, 2010, allocated on the following basis:</p> <ul style="list-style-type: none"> - staff salaries \$178,276 - constituency office accommodation \$24,707 - office operations & supplies \$34,360 - communications & newsletters \$31,308 <p>Northern members receive additional funding based on the riding ranging from \$5,380 - \$26,900 per year.</p> <p>Members’ Travel Budget - Members are eligible for reimbursement of travel expenditures (in Ontario only) based on an annual 64 point travel system.</p> <p>Expenditures Funded by the Legislative Assembly (outside of the Members’ Budgets above):</p> <ul style="list-style-type: none"> - Members’ Staff Benefits - Staff Termination Expenses - Office Accommodation at Queen’s Park - Furniture and Equipment Entitlements - Communication Equip & Service & Long Distance - Two computers for the Queen’s Park and two computers in the Constituency Office - French/English Language Training for the Member - Constituency Office Renovations (\$4,000 	<p>List of allowable expenses relate to constituency office accommodation, support staff salaries, office operations & office supplies, and communications & newsletters provided in the Members’ Guide.</p> <p>Non-allowable expenses include (not an exhaustive list):</p> <ul style="list-style-type: none"> - hospitality (except refreshments for meetings and \$750 per year for hospitality (no alcohol) in the Legislative Assembly Dining Room and meals consumed in the Constituency Office) - alcohol - gifts - works of art - vehicles - stereos/radios/musical instruments - bar supplies and equipment - expenses of a partisan, political or personal nature 	<p>The Board of Internal Economy (BOIE) has the power and duty to approve and review administrative policies and procedures for the Office of the Assembly.</p> <p>BOIE is chaired by the Speaker and includes members of all caucuses. Members are appointed by the Lieutenant Governor in Council.</p> <p>The accounts and financial transactions of the Office of the Assembly are audited annually by the Auditor General of Ontario.</p> <p>Charges in excess of the budget ceilings in total (full year or pro-rated) are the personal responsibility of the Member and cannot be paid from the following year’s budgets.</p> <p>Members’ Expenditures (summary information by Member) are tabled annually in the Legislature.</p> <p>Opposition Leaders expenses are subject to additional legislation under the <i>Cabinet Ministers’ and Opposition Leaders’ Expenses Review and Accountability Act</i>. Expenses are reviewed by provincial Integrity Commissioner.</p>

Jurisdiction	Context	Budget	Allowable Expenses	Policy, Approval, Disclosure
		every 4 years, per Member) - Newsletters (Max \$11,000 per year per Member) - Pins (Max -\$1,000 per year, per Member) - Flags (Max -\$500 per year, per Member) (Note: for Newsletters, Pins and Flags above, amounts in excess of the maximum in the year are charged to the Member's Global Budget)		
House of Commons	308 Members of Parliament	\$284,700 Member Budget base, with supplements as follows: - Elector Supplement (For members who represent densely populated constituencies) \$8,700 - \$52,140 - Geographic Supplement (For members who represent constituencies of 500 km ² or more) \$4,810 - \$52,900 - Constituencies in Schedule 3 of Canada Elections Act (For members who represent constituencies listed in Schedule 3 of Canada Elections Act) \$16,830 - \$20,200 Limits on categories of expenses with Global Budget: - Advertising up to 10% - Hospitality and events up to 3% Other Resources: - Travel Status Expense Account (Member's travel expenses while in official travel status) \$25,850 - Travel Points System (64 Point Travel	Member's Office Budget includes: - Employees Salaries and Service Contracts - Members' travel - Hospitality and Events including: meals for business, tickets for non-partisan events, food and beverages at meetings, token items, gifts under \$100 - Advertising - Printing (stationery, business cards) - Offices including additional equipments and supplies for their Ottawa office, most Constituency Office expense such as leases, equipment, maintenance. Non-allowable expenses include: - personal expenditures e.g. meals, traffic tickets - hospitality for partisan events - membership and tournament fees - gifts exceeding \$100 - gift certificates - gifts for staff, for fundraising - donations or contributions of any kind - sponsorship of events, groups, causes	Board of Internal Economy (BOIE) makes decisions and provides directions on financial and administrative matters respecting Members of the House of Commons. BOIE is chaired by Speaker and includes 2 members of Privy Council, Leader of Opposition (or rep) and members from all parties. Pro-active disclosure of annual expenditures for Members of the House of Commons (salaries, travel, hospitality and events, advertising, printing, offices, etc.) on the internet.

Jurisdiction	Context	Budget	Allowable Expenses	Policy, Approval, Disclosure
		<p>System - 1 point per return trip –for travel within their constituencies, to and from Ottawa, and elsewhere in Canada)</p> <ul style="list-style-type: none"> - Constituency Office Furniture and Equipment Improvement Fund: \$5,000 <p>Resources provided by the House of Commons Administration to support Members in the discharge of their parliamentary functions:</p> <ul style="list-style-type: none"> - Ottawa Office - including standard computers and equipment - Services including mail, messenger, printing - Telecommunication – up to 4 wireless devices, 3 voice plans, one data plan, applicable fees, long distance, voicemail - *Members' Travel - Printing for householders, ten percenters - *Postage & courier - *Materials & supplies <p>Note: *charges for these categories appear in both the Members' budgets and Resources provided by the House</p>	<ul style="list-style-type: none"> - purchase or rental of formal wear - external printing services - purchase or lease of vehicles - rental or purchase of furniture for Ottawa office unless approved by Board - riding association meeting announcements - legal fees (except when related to constituency office leases) 	
City of Ottawa	Mayor and 23 full-time Councillors	<p>Councillor Budget - \$233,874 (including staffing)</p> <p>Mayor's Budget - \$778,000 (including staff)</p>	<p>Allowable expenses include:</p> <ul style="list-style-type: none"> - Special Events, Community Receptions and Hospitality - Donations, Sponsorships and Memberships - City Related Business Travel - Constituent Communications and Web Services includes web sites, printing, mailing, advertising - External Services includes office 	On-line monthly disclosure of their individual office expenses.

Jurisdiction	Context	Budget	Allowable Expenses	Policy, Approval, Disclosure
			<ul style="list-style-type: none"> - assistance and consulting services - Materials, Office Supplies and Related Services Includes office, computer supplies, facility rentals - Staff Costs 	
City of Hamilton	Mayor and 15 full-time Councillors	<p>Ward Budget is variable for each Councillor.</p> <p>Base budget + Population factor (\$.50 for each constituent) + Inner City Factor (\$5000 - \$25,000 awarded to 4 wards) + Geographic Factor (\$800 awarded to 2 wards)</p> <p>Average approx. \$190,000 - \$200,000 for both salary (Councillor and staff) and non-salary expenses.</p>	<p>List of allowable expenses set out in Policy for Eligible Expenses.</p> <p>For each category, e.g. Office Equipment & Operating Supplies, the policy lists the eligible expenses and which budget they will be charged to - the Budget for the Office of the Mayor, the Legislative Budget and/or the Ward Budget.</p>	<p>Policy for eligible expenses written by a Councillor based on recommendations of a Citizen Committee</p> <p>The Corporate Administration Standing Committee has final jurisdiction over expense claims</p> <p>Finance department processes, reviews and reports on the Councillors' expenses.</p> <p>Annual Remuneration and Expenses Report is produced in accordance with Municipal Act which provides specific details about travel expenses and list the total cost of other expenses incurred.</p>
City of Edmonton	Mayor + 12 full-time Councillors	<p>Councillors' Individual Budgets - \$38,873 each (x 12 = \$466,476)</p> <p>Councillors' Common Travel and Training Budget - \$77,449</p> <p>Salaries for Councillors Assistants - \$856,248</p>	<p>Allowable expenses fall into five categories:</p> <ul style="list-style-type: none"> - Travel & training - Promotional items - Hosting and tickets - Ward communications - Research, Issues, & Office Support 	<p>Council Services Committee makes final decision on interpretation of policy.</p> <p>Office expenses are disclosed annually in a report.</p>
City of Calgary	Mayor + 14 full-time	Ward budget of \$141,118 (2010) includes salary and non-salary expenditures.	<p>Budget divided into four categories:</p> <ul style="list-style-type: none"> - Communications, research and office 	Aldermanic Office Coordinating Committee comprised of 3 to 5

Jurisdiction	Context	Budget	Allowable Expenses	Policy, Approval, Disclosure
	Aldermen	Limit of \$14,000 for business expenses and \$10,000 for travel.	<ul style="list-style-type: none"> - support - Business expenses - Travel - Courses and seminars 	<p>alderman</p> <p>Office expenses posted quarterly on internet.</p>
City of Vancouver	Mayor + 10 Councillors elected for entire City (no wards)	<p>Local Expenses – maximum of 10% of member remuneration less transportation allowance (2011 Councillor remuneration is \$63,609)</p> <p>Transportation Allowance – 5% of maximum local expense allowance per month</p> <p>Additional shared budget for Travel & Conferences</p>	<p>Councillors do not employ office staff</p> <p>Allowable spending in by-law include: parking, meals related to attendance at meetings, admission to cultural and community events, entertainment in a hosting capacity, communication, educational purposes, memberships</p>	<p>Remuneration and expense policy for Council Members provided through by-law</p> <p>Report on expenses published annually. Includes only the total in each of the categories for each councillor: remuneration, local expenses, transportation allowance, travel & conferences</p>
Halifax Regional Municipality	Mayor + 23 Councillors	No individual ward budget for Councillors and no individual Councillor staff	<p>Global pooled budgets for all councillors:</p> <p>Out of town travel - \$24,800</p> <p>Local Travel - \$40,000</p> <p>Advertising - \$84,000</p> <p>Newsletters - \$40,000</p> <p>A laptop computer and blackberry/cell phone is provided to each of the Councillors</p>	<p>Employment Expense Reimbursement Policy applies to both Councillors and City staff.</p> <p>Mayors out-of-town travel expenses and local travel expenses are published on-line</p>
Toronto District School Board*	22 Trustees	<p>Trustee Budget - \$27,000</p> <p>Central Budget funded by the Board</p> <ul style="list-style-type: none"> - Telephone – for Trustee’s Office - Computer – equipment and software - Trustee Honoraria – for attending Board approved committees - Other Expenses – determined by the Chair of the Board <p>Board Travel Budget - Cost of travel to attend</p>	<p>Allowable expenses from the Trustee Budget include :</p> <ul style="list-style-type: none"> - Stationery – letterhead, business cards - Cell Phone/ Blackberry – hardware, accessories, usage - Miscellaneous travel expenses – parking, taxi, mileage, TTC - Communication – newsletters, flyers, postage, courier charges 	<p>The Chair of the Board will review and approve all expenses.</p> <p>Purchases over \$500 require prior approval of the Chair of the Board.</p> <p>Trustees' expenses will be posted quarterly on the Board's website.</p>

*The TDSB is in the process of reviewing its policies

Jurisdiction	Context	Budget	Allowable Expenses	Policy, Approval, Disclosure
and practices for Trustee expenses in light of the <i>Broader Public Sector Expense Directive</i>		Board & Standing committee meetings and other activities required by the Board or legislation. Professional Development Budget - conferences, workshops related to duties	<ul style="list-style-type: none"> - Office Supplies - Ward Council Expenses - Other Expenses 	
Toronto Catholic District School Board	12 Trustees	Trustee Services Budget: \$11,780 <ul style="list-style-type: none"> - Telephone, Data & Internet Services \$3,980 - Support Services \$4,800 - Professional Development \$3,000 Expenses paid by Board: <ul style="list-style-type: none"> - Home based computer, printer, fax & telephone - Computer software - Cell phone equipment or BlackBerry equipment - Filing cabinet - Shredder 	Allowable expenses from Trustee Services Budget include: <ul style="list-style-type: none"> - Telephone, Data & Internet Services - voice mail & internet service (\$100/mo), \$200 long distance/yr, cell phone service (\$150/mo) or BlackBerry service(\$215/mo) - Support Services - Office Equipment and Supplies, Postage & Printing, Travel for Board Business, Hospitality (\$500/yr), Advertising & Promotion, Research & Professional Services - Professional Development - Educational conferences , conventions or workshops re educational trends, diploma/degree programs are not eligible 	Expense Policy posted on Board's website. Trustees' expenses will be posted quarterly on the Board's website.