

## **Council Staff Travel in 2013**

<b>Date:</b>	June 16, 2014
<b>To:</b>	Executive Committee
<b>From:</b>	Treasurer and City Clerk
<b>Wards:</b>	All
<b>Reference Number:</b>	P:\2014\Internal Services\acc\ec14013acc (AFS19607)

### **SUMMARY**

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In response to a request from Executive Committee, this report summarizes Council staff travel in 2013 funded by the Constituency Services and Office Budget, the Council Business Travel Budget, or by divisions, agencies and corporations, other bodies or personal funds. Future annual reports on remuneration and expenses for Members of Council will include a similar appendix.

### **RECOMMENDATIONS**

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**The Treasurer and City Clerk recommend that:**

1. Executive Committee receive this report for information.

#### **Financial Impact**

There are no financial implications arising from this report.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

### **DECISION HISTORY**

At its meeting on May 6 - 8, 2014, City Council in its consideration of EX41.3 "Remuneration and Expenses for Members of Council and of Council Appointees to Agencies, Corporations and Other Bodies for the year ended December 31, 2013" requested that:

- a) the Treasurer and the City Clerk report to the July 2, 2014 meeting of the Executive Committee on Council staff travel in 2013 funded by the Constituency Services and

Office Budget, the Council Business Travel Budget, or by divisions, agencies and corporations, other bodies or personal funds; and,

- b) future annual reports on remuneration and expenses for Members of Council include information on Council staff travel funded by the Constituency Services and Office Budget, or the Council Business Travel Budget, or by divisions, agencies and corporations, other bodies or personal funds.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2014.EX41.3>

## **COMMENTS**

Accounting Services staff sent requests to City divisions, agencies, corporations and other bodies to report on Council staff travel expenses paid by their organization. All have provided their responses. Members of Council, except former Councillors Holyday and Vaughan, were requested by the City Clerk's Office to provide their staff travel expenses, including those paid for by personal funds. Responses were received from all Councillors. Mayor Ford was unavailable to provide a response because he is on a Leave of Absence. For staff with former Councillors Holyday and Vaughan, the information for their travel is based on expense records available through the City Clerk's Office.

Council staff travel expenses reported by the City divisions and Members of Council were verified to the City's financial system records. Expenses reported by agencies, corporations and other bodies were reviewed for reasonableness.

Attached as Appendix A is a summary of Council staff travel expenses funded by the Constituency Services and Office Budget, the Council Business Travel Budget, or by divisions, agencies and corporations, other bodies or personal funds.

In summary, three (3) staff from Councillors' offices and three (3) staff from the Mayor's office incurred travel expenses in 2013 totalling \$8,778 paid by the City divisions, agencies, corporations and other bodies, or personal funds. The three (3) Mayor's staff accompanied the Mayor to Austin, Texas, USA on the Toronto-Austin Music Alliance Business Mission, and their expenses totalling \$8,155 were paid by Invest Toronto. These expenses were, later reimbursed by the Mayor.

In accordance with Council's request, future annual reports on remuneration and expenses for Members of Council will include a new appendix capturing Council staff travel funded by the Constituency Services and Office Budget, the Council Business Travel Budget, or by divisions, agencies and corporations, other bodies or personal funds.

## **CONTACTS**

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## **SIGNATURE**

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Giuliana Carbone  
Treasurer

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Ulli S. Watkiss  
City Clerk

## **ATTACHMENT**

Appendix A Councillors' Staff Travel Expenses, For the year ended December 31, 2013