

Ulli S. Watkiss
 City Clerk

 City Clerk's Office
 City Hall, 13th Floor, West Tower
 100 Queen Street West
 Toronto, Ontario M5H 2N2

 Tel: 416 392-8011
 Fax: 416 392-4900
 Ulli.Watkiss@toronto.ca

2018 OPERATING BUDGET BRIEFING NOTE

City Council Budget: Constituency Offices

Issue/Background:

- On December 18, 2018, the Budget Committee requested a briefing note regarding the number of and related rent costs for Constituency Offices in the City Council budget.

Key Points:

Council Policy

- At its meeting on July 11-13, 2012, City Council adopted EX21.9 "Policy Changes to Facilitate Councillor Office Operations" which provides:

"the provision of a constituency office, within a civic centre (including City Hall) or within the Councillors' respective Wards, to be funded from the General Council Account, and further, that staff develop appropriate parameters for these spaces."
- Some of the parameters for Councillor Constituency Offices include the following:
 - Each Councillor has the option to have one constituency office funded from the Council General Expense Budget.
 - Space above the standard City Hall allocation is considered a constituency office.
 - All leases for constituency offices must be negotiated and administered by City staff.
 - If a Councillor already has a constituency office as expanded space at City Hall and wishes to have a second constituency office in the Councillor's ward, the Councillor is operating two constituency offices. The Councillor must declare and select one constituency office to be funded from the Council General Expense Budget. Expenses from the second constituency office will be paid from the Councillor's Constituency Services and Office Budget in accordance with the Constituency Services and Office Budget Policy.

The following link provides further information on the parameters for Councillor Constituency Offices:

<http://insideto.toronto.ca/councillors/pdf/constituency-offices.pdf>

Constituency Offices outside Civic Centres

- In 2017, there were 11 Councillors with constituency offices outside the Civic Centres, with the related lease cost of \$163,889.68, fully funded from the Council General Budget.
- In 2018, it is anticipated that 11 Councillors will have constituency offices outside the Civic Centres, with the related lease cost estimated at \$157,601.29 for 11 months ending November 30, 2018 which is the end of the current Council term of office. The lease cost for constituency offices outside the Civic Centres is fully funded from the Council General Budget.

Constituency Offices inside Civic Centres

- In 2017, there were 26 Councillors with constituency offices in Civic Centres. The related lease cost was \$81,253.20 from the following sources:
 - \$68,640.00 funded from the Council General Budget
 - \$12,613.20 funded from Councillor's Constituency Services & Office Budget.
- In 2018, it is anticipated that 26 Councillors will have constituency offices in Civic Centres. The related lease cost is estimated at \$72,782.60 for 11 months ending November 30, 2018 which is the end of the current Council term of office. The total lease cost is split between the following sources:
 - \$62,920.00 funded from the Council General Budget
 - \$9,862.60 funded from Councillor's Constituency Services & Office Budget.

Prepared by:

Grace Young, Manager, Financial Planning & Reporting, City Clerk's Office,
416-392-9903, Grace.Young@toronto.ca

Further information:

Kelly McCarthy, Acting Deputy City Clerk, Strategic Integration & Excellence,
416-392-8676, Kelly.McCarthy@toronto.ca

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