



AUDIT AND BUDGET COMMITTEE REPORT

Meeting Date: March 3, 2015

Subject: 2014 Expense Summary – Council and Office of the Chief Administrative Officer

APPROVALS:

David Leflar, Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the Expense Summary for Council and the Office of the Chief Administrative Officer for the period January 1 – December 31, 2014 be received as information.

Summary:

The current Elected Officials Compensation, Travel, Expense and Support Policy requires that reports on expenditures for each member of Council be presented for review at a public meeting on a quarterly basis.

Background:

The attached Council Expense Summary (Attachment 1) reflects the expenses entered in the Municipality's financial system for the period January 1-December 31, 2014 in the categories of business travel, conference travel (includes registration costs and training) and public relations (includes event tickets, hosting, sponsorships, etc.) for each Member of Council. At the request of Council, reporting has also been expanded to provide additional detail about the nature of the expenses. The quarterly report also reflects any expenses that were incurred while acting as Deputy Mayor or when participating on an external board or agency on behalf of Council. These expenses are budgeted separately and do not impact the individual Council Member's budget allocations.

Individual budgets are monitored on an ongoing basis, and budget adjustments are made, as needed. No adjustments were made in 2014, as all Council Members remained within their respective total cumulative budget allocation.

In May 2014, at the request of the Audit and Budget Committee, expenses for the Office of the Chief Administrative Officer were submitted for review on a monthly basis. That practice has now evolved and expenses for the Office of the Chief Administrative Officer will be submitted for review on a quarterly basis, along with Council expenses for the same period. This will provide a consistent reporting process for Council Members and the most senior member of municipal administration, while ensuring that the primary objectives of transparency and accountability are upheld.

Attachment:

1. Expense Summary – Council and Office of the CAO - January 1–December 31, 2014.

EXPENSE SUMMARY - COUNCIL AND OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

Total Expenses Submitted for the Period January 1 - December 31, 2014

Elected Official	Annual Budget	YTD Expenses	Percentage Expended	Other Committees	Deputy Mayor	Details
Blake, Melissa - Business Travel	10,000	4,637	46.37%			Meetings: Minister Hughes/Northern Alberta Mayor and Reeves/Mid-Size Cities Meeting Honorary Doctorate Flights (credit) Grande Prairie Alberta Municipal Governance Symposium - \$4637
Blake, Melissa - Public Relations	15,000	5,326	35.51%			Holiday Reception (2013) /Chamber Luncheon/Minister Quest Meeting Women Of Inspiration Celebration Donation Silent Auction Baskets Seniors of the Year Gifts Door Prizes -\$ 5326
Blake Melissa - Conference Travel	7,500	7,054	94.05%			21st Century Leadership - Seattle Washington - \$7054
MAYOR - TOTAL	32,500	17,017	52.36%			
Ault, Tyran - Business Travel	1,000	0	0.00%			
Ault, Tyran - Public Relations	3,000	0	0.00%			
Ault, Tyran - Conference Travel	10,000	2,317	23.17%			FCM Conference - \$2317
AULT - TOTAL	14,000	2,317	16.55%			
Boutilier, Guy - Business Travel	1,000	945	94.50%		650	Council Retreat; Return Flight from Edmonton to Fort McMurray - Poor Road Conditions - \$945
Boutilier, Guy - Public Relations	3,000	1,119	37.30%			Cdn. Business Leader Award Dinner - \$195; Food/Meals - \$242; Parade Signage - \$316; Event Tickets - \$366
Boutilier, Guy - Conference Travel	10,000	3,163	31.63%			AUMA Conference - \$1622; AAMDC Fall Conference - \$1541
BOUTILIER - TOTAL	14,000	5,227	37.34%			
Bussieres, Lance - Business Travel	1,000	0	0.00%			
Bussieres, Lance - Public Relations	3,000	1,895	63.17%			Promotional Materials - \$1895
Bussieres, Lance - Conference Travel	10,000	0	0.00%			
BUSSIERES - TOTAL	14,000	1,895	13.54%			
Cardinal, Julia - Business Travel	32,200	32,323	100.38%			Travel, accommodation and expenses for weekly Council meetings - \$32,323
Cardinal, Julia - Public Relations	3,000	48	1.60%			Event Ticket - \$48
Cardinal, Julia - Conference Travel	10,000	5,427	54.27%			FCM - \$2386; AAMDC - \$2377; Council for Aboriginal Business - \$664 (registration)
CARDINAL - TOTAL	45,200	37,798	83.62%			
Chadi, John - Business Travel	32,200	0	0.00%			
Chadi, John - Public Relations	3,000	0	0.00%			
Chadi, John - Conference Travel	10,000	0	0.00%			
CHADI - TOTAL	45,200	0	0.00%			
Germain, Sheldon - Business Travel	1,000	0	0.00%			
Germain, Sheldon - Public Relations	3,000	2,048	68.27%			3-on-3 Tournament Sponsorship - \$2000; Event Ticket - \$48
Germain, Sheldon - Conference Travel	10,000	4,373	43.73%			FCM Conference - \$4373
GERMAIN - TOTAL	14,000	6,421	45.86%			
McGrath, Keith - Business Travel	1,000	0	0.00%			
McGrath, Keith - Public Relations	3,000	6,596	219.87%			Promotional Materials - \$3858; Event Tickets - \$2744
McGrath, Keith - Conference Travel	10,000	6,116	61.16%			FCM Conference - \$4396; AAMDC Fall Conference - \$1720
McGRATH - TOTAL	14,000	12,712	90.80%			

Elected Official	Annual Budget	YTD Expenses	Percentage Expended	Other Committees	Deputy Mayor	Details
Meagher, Phil - Business Travel	1,000	0	0.00%			
Meagher, Phil - Public Relations	3,000	105	3.50%			Event Tickets - State of the Region; Chamber Luncheon - \$105
Meagher, Phil - Conference Travel	10,000	0	0.00%	3,721		Arctic Winter Games - \$3721
MEAGHER - TOTAL	14,000	105	0.75%			
Stroud, Jane - Business Travel	15,880	9,218	58.05%	1,038		Travel and Expenses for weekly Council Meetings - \$9218; VMHA - \$1038
Stroud, Jane - Public Relations	3,000	1,258	41.93%			Event Tickets - State of the Region; Leading the North Golf Tournament; NAABA Women in Business; Gift Baskets - \$1258
Stroud, Jane - Conference Travel	10,000	7,857	78.57%			AAMDC - \$2148; FCM - \$1576; Council for Aboriginal Bus. - \$664; Northern Leaders - \$720; MGA Review - \$918; Ports to Plains Conference - \$1831
STROUD - TOTAL	28,880	18,333	63.48%			
Vinni, Allan - Business Travel	5,000	0	0.00%			
Vinni, Allan - Public Relations	3,000	1,334	44.47%			Event Tickets - Gold Star Gala; Spring Fling - \$1334
Vinni, Allan - Conference Travel	10,000	5,748	57.48%			FCM Conference - \$2457; AUMA Conference - \$3301
VINNI - TOTAL	18,000	7,082	39.34%			
Office of the CAO - Business Travel	10,000	4,726	47.26%			Meetings with Deputy Ministers, Associate Engineering, mid sized City Mayors/CAO meeting, legal counsel re land trust - \$4726
Office of the CAO - Public Relations	8,000	1,864	23.30%			Chamber Networking Luncheons/business lunches with various stakeholders - \$1864
Office of the CAO - Conference Travel	4,000	2,795	69.88%			Global Conference/Alberta Urban Municipalities Annual Conference - \$2795
OFFICE OF THE CAO - TOTAL	22,000	9,385	42.66%			