

Subject: Council Expense Summary – January 1 – March 31, 2014

APPROVALS:

Surekha Kanzig , Director
Brian Makey, Chief Operating Officer
Glen Laubenstein, Chief Administrative Officer

Administrative Recommendation:

THAT the Council Expense Summary for the period January 1 – March 31, 2014 be forwarded to Council for consideration.

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:

Administration records, monitors and reports on expenditures for each Council Member. The attached Council Expense Summary (Attachment 1) reflects the expenses entered in the Municipality's financial system for the period January 1-March 31, 2014 in the categories of business travel, conference travel (includes registration costs and training) and public relations (includes event tickets, hosting, sponsorships, etc.). 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. As of March 31, 2014, all Council Members are within established budget parameters; therefore, no adjustments are required.

Attachments:

1. 2014 Council Expense Summary for the period January 1 – March 31, 2014.