



Staff Report for Committee of the Whole Meeting

Date of Meeting: March 20, 2024

Report Number: SRCFS.24.011

Department: Corporate and Financial Services

Division: Financial Services

Subject: **SRCFS.24.011 2023 Council and Committee
Remuneration and Expenses**

Purpose:

To present the annual statement of Council and Committee Members Remuneration and Expenses (as required by the Municipal Act, Section 284 (1)).

Recommendation(s):

- a) That staff report SRCFS.24.011, regarding 2023 Council and Committee Remuneration and Expenses, be received.

Contact Person:

Gigi Li, Director Financial Services and Treasurer, ext. 6435

Shirley Tu, Manager, Financial Reporting and Accounting, ext. 5450

Report Approval:

Submitted by: Sherry Adams, Commissioner of Corporate and Financial Services

Approved by: Darlene Joslin, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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Background:

Section 284 (1) of the Municipal Act requires that the Treasurer report to Council by March 31st, a statement of total remuneration and expenses paid in the previous year to any Member of Council or its committees with respect to his or her services as a member of Council or committees. In addition, Section 284 (2), of the Act also specifies that the statement should identify the By-law or Council resolution under which the remuneration and expenses were authorized to be paid. The Municipal Freedom of Information and Protection of Privacy Act, provides that these statements are public records.

Financial/Staffing/Other Implications:

Appendix “A” of this report provides an itemized statement on the remuneration earned and expenses incurred by the Mayor, each Councillor and Committee members for the year 2023. The budget allocation is based on numbers approved in By-law No. 23-23.

Members of Council receive an annual salary that is set by by-law with annual provisions for cost of living adjustments, as well as a benefits package. All such remuneration is taxable and subject to statutory deductions as required by applicable legislation. The Mayor and Regional Councillors also receive remuneration from the Region of York. This additional amount is paid to them directly by the City of Richmond Hill and subsequently recovered from the Region. All such remuneration is included in the schedule attached.

All members of Council are members of the OMERS retirement pension plan and subject to all rules, regulations, and contribution requirements of that plan, as amended from time to time. All of these additional benefits are subject to taxation, or taxable benefits treatment, and statutory deductions as required by all applicable federal and provincial income tax legislation. The Mayor is provided with a City-owned vehicle, while the members of Council are provided a monthly car allowance.

Each Member of Council is allocated an annual budget for municipal purposes which include expenses for constituency, communications, and support resources. While expenses from this budget are discretionary, they must comply with the Members of Council Expense Policy and be properly supported with documentation and are subject to review by the Director of Financial Services/Treasurer. These expenses are reflected in Appendix “A” attached. Elected Officials are also provided an allocation to attend conferences or seminars to further their municipal knowledge, awareness, or leadership skills. Costs related to attending conferences or functions on behalf of all of Council may occasionally be funded from other budgets and those would not be reflected in the schedule attached.

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The City provides all Members of Council with private offices at City Hall, access to office support services and equipment, cellular telephones/personal digital assistant (PDA), computer equipment, and basic telephone together with email and voicemail services. In 2023, the Mayor was supported by an Executive Assistant and each Member of Council was supported by an Administrative Assistant as a dedicated staff resource. The budget and expenses to the taxpayer of providing these supports and facilities are not reflected in the schedule.

Appendix “B” of this report provides a statement on all revenues and expenditures related to a Member’s Council-led Events incurred by the Mayor and each Council member for the year 2023.

Climate Change Considerations:

Climate change considerations are not applicable to this staff report.

Conclusion:

Appendix “A” provides a statement on the 2023 remuneration and expenses of the Mayor, each Councillor, and Committee members. Appendix “B” provides a summary of each Councillor’s event activities in 2023. All Council and Committees’ expenses have been made in accordance with By-law No. 23-23, and Council policies. Reporting on these items meets the requirements under Section 284 of the Municipal Act.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Appendix “A” – 2023 Council and Committees Expenses
- Appendix “B” – 2023 Council Event Expenses

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Report Approval Details

Document Title:	SRCFS.24.011 - 2023 Council and Committees Remuneration and Expenses.docx
Attachments:	- SRCFS.24.011 - Appendix A - 2023 Council and Committees Expenses-remediated.pdf - SRCFS.24.011 - Appendix B - 2023 Council Event Expenses-remediated.pdf
Final Approval Date:	Mar 8, 2024

This report and all of its attachments were approved and signed as outlined below:

Gigi Li - Mar 8, 2024 - 1:02 PM

Sherry Adams - Mar 8, 2024 - 1:19 PM

Darlene Joslin - Mar 8, 2024 - 2:19 PM