

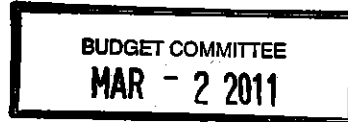


Corporate Report

Clerk's Files

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DATE: February 22, 2011

TO: Chair and Members of Budget Committee
Meeting Date: March 2, 2011

FROM: Janice M. Baker, CA
City Manager and Chief Administrative Officer

SUBJECT: **Staff Attendance at Fundraising or Community Events**

- RECOMMENDATION:**
1. That the report dated February 22, 2011 from the City Manager and Chief Administrative Officer regarding employee expense policy provisions for buying tickets or tables to fundraising or community events be received for information.
 2. That Council Budget Committee provide direction with regard to amendments to Corporate Policy #04-05-01-Allowable Business Expenses (Employees, Citizen Members of Committees, and Boards) to restrict staff attendance at fundraising or community events.

BACKGROUND: At the meeting of January 19, 2011, Council requested information regarding the purchase of tickets for City staff to attend fundraising or community events.

The City of Mississauga Corporate Policy #04-05-11, Allowable Business Expenses (Employees, Citizen Members of Committees, and Boards), provides guidance on acceptable employee expenses and the approval process to be followed for these types of expenditures. This policy includes, among other things, provisions for expenses related to staff attendance at functions.

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COMMENTS:

The specific section of the Policy relating to staff attendance at functions reads as follows:

“Expenses associated with attendance at functions are eligible if the primary purpose of attending the function is to represent the City, to derive a benefit for the City, or to advance the interests of the City; or if attendance at the function is required by the City.” These expenses must be approved in accordance with the policy. No person may approve expenses incurred on his or her own behalf.

The cost of attendance at these functions is funded from departmental operating budgets and/or the individual expense budgets of the City Manager and Commissioners. The Region of Peel United Way dinner is funded from a non-departmental budget account established to support the United Way Campaign.

Appendix 1, attached to this report, provides a list of the annual events for which the City purchases a table, the number of attendees, the sources of funding and the total cost for event attendance. In some cases, guests or members of Council attend as well as staff. The funded events include the Mississauga Board of Trade, Credit Valley Conservation and Sheridan College annual galas, the Peel Region Police Juvenile Diabetes Research Foundation event, the Sports Council Dinner, as well as the United Way Campaign and the Toronto Region Conservation recognition dinners. In addition, there may be events for which tables are purchased on a one off basis in cases where City staff are being recognized or receiving awards. An example would be the recent awards luncheon of the Ontario Public Works Association where Mississauga staff received an award. Staff may also purchase individual tickets to attend events such as the Mississauga Heritage Foundation awards, the Art Gallery of Mississauga Art Auction and business networking and business relations building events involving Economic Development staff such as MBOT, EDCO, RICC , MTA and GTMA breakfast presentations.

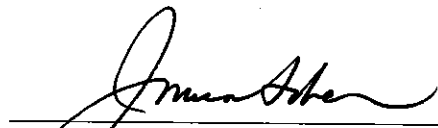
If it is the position of Council that staff should not represent the City at these kinds of events, then the existing corporate policy, Policy #04-05-01-Allowable Business Expenses, should be amended to specifically exclude these types of expenditures.

FINANCIAL IMPACT: In 2010, \$14,549 was spent on the purchase of tables for events as outlined in Appendix 1 attached to this report. In addition, individual tickets were purchased for approximately 80 staff to attend approximately 40 events funded through the individual departmental budgets. Tickets for events such as these will normally range in cost from approximately \$40.00 to \$150.00 each.

CONCLUSION: Under Corporate Policy #04-05-01-Allowable Business Expenses (Employees, Citizen Members of Committees, and Boards), staff attendance at events as City representatives is an acceptable employee expense as long as proper approval processes have been followed and budget funds are available.

If staff attendance at such events is no longer acceptable, the existing policy should be amended to specifically eliminate these types of expenditures or to define the circumstances under which such expenses could be approved.

ATTACHMENTS: Appendix 1: Annual Events For Which Tables Purchased



Janice M. Baker, CA
City Manager and Chief Administrative Officer

Prepared By: Mark Beauparlant, Manager, Corporate Financial Services

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APPENDIX 1

ANNUAL EVENTS FOR WHICH TABLES PURCHASED

Name of Event	Attendees	Source of Budget Funding	2010 Cost (incl. taxes)
United Way Campaign Dinner Event	8 staff involved in City's United Way Campaign	United Way Campaign Corporate Account	\$360
Toronto Garrison Ball Toronto Scottish Regiment	6 Fire & Emergency Services staff plus 6 guests	Mississauga Fire & Emergency Services	\$1,160
MBOT - Annual Chairs Gala	6 staff plus 2 City guests plus 2 Councillors	EDO Business Community Relations	\$2,000
Riverwood Conservancy (TRC) 2010 Gala - "Earth: A Celebration" Fundraiser	7 Recreation & Parks staff	Recreation & Parks	\$750
CVC Gala	7 staff plus Mayor and 1 Councillor	Transportation & Works Infrastructure Planning	\$1,200
Public Works Week Kick-Off (OPWA) Luncheon	6 Engineering & Works staff	Engineering & Works	\$1,029
Sports Council Dinner	6 Recreation & Parks staff	Recreation & Parks	\$750
Canadian Urban Institute Awards Dinner	4 Planning & Building staff	Planning and Building Business Services Building Division Development & Design	\$500
Peel Regional Police - Juvenile Diabetes Research Foundation (JDRF) Event	10 staff plus 1 City guest	Mississauga Fire & Emergency Services	\$1,200
TRCA - Charles Sauriol Dinner	10 staff	Recreation & Parks	\$1,600
MBOT - Business Awards of Excellence Event	8 staff plus 2 City guests	EDO Business Community Relations	\$1,000
Sheridan Big Picture Gala	8 staff	City Manager and Commissioner expense accounts; City Manager's Department	\$3,000
TOTAL			\$14,549

BUDGET COMMITTEE
MAR 2 2011