



## ? Why we did this audit

Members of Council are allocated a Constituency Services Budget annually to support the operation of their offices, constituent engagement and participation in community activities. Each Councillor receives the same budget, while the Mayor's budget is higher given the scope of the role. Members are also supported through the centrally-administered, Council Administration Budget to cover their own salaries, benefits (for themselves and their office staff), transportation allowances and travel to conferences, board or committee meetings.

The [Council Expense Policy](#) (Policy) provides guidance on how Members of Council may allocate their Constituency Services Budget in support of their statutory duties. This audit was conducted to assess whether the administration of Council expenses complied with applicable policies and requirements and represented the prudent use of public funds. The scope of the audit covered expenses incurred from November 15, 2022 to March 31, 2025 and included all Councillors and the Mayor.

## Q What we found

Our audit noted that the Council Expense Policy is clear in supporting Members and their staff on what are eligible expenditures. All expenses tested complied with the Policy, members remained within budget limits, and expenses incurred were in support of Members' respective duties and responsibilities.

The audit identified areas for improvement with the processes to manage Council expenses, particularly relating to access to timely and accurate budget information, transparency of public disclosures, and recruitment and salary decision practices of Councillors' office staff. Addressing these areas would improve consistency and fairness of the recruitment process, ensure Members of Council have access to more relevant and timely budget information and increase spending transparency.

## 💡 We made four recommendations to ensure that:

- Policies and procedures are developed for the recruitment of Councillor office staff;
- A salary framework is established for Councillor office staff that includes role-based job descriptions and market-driven salary ranges;
- Financial reports support monitoring budget to actual spending by improved budget categories and budgets that better reflect Members of Council's planned expenditures; and
- Public disclosures are updated to include visibility into budget credits received by Members of Council.

For more details on this report please visit our [website](#).

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