Minutes – Executive Policy Committee – March 14, 2007

REPORTS

Minute No. 221 Consultant Assignments for the Second Quarter April 1 to June 30, 2006 File ST-7

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee received as information the Consultant Assignments for the Second Quarter Report.

DECISION MAKING HISTORY:

Moved by Councillor Wyatt,
That the Consultant Assignments for the Second Quarter report be received as information.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On November 15, 2006, the Executive Policy Committee requested the Chief Administrative Officer to provide a comprehensive supplementary report on the Consultant Assignments for the Second Quarter.

ADMINISTRATIVE REPORT

RE: CONSULTANT ASSIGNMENTS FOR THE SECOND QUARTER APRIL 1 TO JUNE 30, 2006

FOR SUBMISSION TO: **Executive Policy Committee**

SUBMITTED BY: **Chief Administrative Officer**

REPORT DATE: **March 1, 2007**

RECOMMENDATION: **That this report be received as information.**

Report Summary

Key Issues:

- On November 15, 2006, EPC requested that the Chief Administrative Officer provide a comprehensive supplementary report on the consultant assignments for the Second Quarter of 2006.
- Provide the new format for future reports relating to consultant assignments.

Implications of the Recommendation(s):

General Implications

X None
☐ For the organization overall and/or for other departments
☐ For the community and/or organizations external to the City of Winnipeg
☐ Involves a multi-year contract
Comment:

Policy implications

X No
☐ Yes
Comment:

Regulatory implications

X None
☐ Eliminates or reduces regulatory impact
☐ Proposes regulatory impact
Comment:

Environmental Implications

X No
☐ Yes
Comment:

Human Resource Implications

X No

☐ Yes

Comment:

Financial Implications

X Within approved current and/or capital budget

☐ Current and/or capital budget adjustment required

Comment: There are no financial implications as this is an informational report.

REASON FOR THE REPORT:

On November 15, 2006, EPC requested that the Chief Administrative Officer provide a comprehensive supplementary report on the Consultant Assignments for the Second Quarter of 2006. In addition, further to the City Auditors report on Use of Consultants dated June, 2006, a new format for future reporting of consultant assignments has been prepared and attached for review.

DISCUSSION:

Consultant Assignments – January to June, 2006

Attached is information obtained from each department relating to consulting assignments for the first six months of 2006.

A summary of consultant assignments retained by The City of Winnipeg relating to the first and second quarters are summarized as follows:

RETENTION OF CONSULTANTS

Department	Jan - Mar	Apr - Jun	Total
Audit	0.00	0.00	0.00
CAO Secretariat	2,390.00	0.00	2,390.00
City Clerk's	13,416.13	44,662.92	58,079.05
Community Services	144,241.46	80,524.22	224,765.68
Corporate Finance	46,729.50	36,425.94	83,155.44
Corporate Information	393,017.40	130,896.22	523,913.62
Corporate Services	99,520.10	114,623.47	214,143.57
EPC Secretariat	0.00	0.00	0.00
Fire Paramedic Service	0.00	16,700.00	16,700.00
Planning, Property and Development	613,173.51	424,389.71	1,037,563.22
Winnipeg Police Service	0.00	0.00	0.00
Property Assessment	2,882.90	0.00	2,882.90
Public Works	954,042.14	1,720,408.17	2,674,450.31
Transit	29,063.72	99,987.96	129,051.68

Water and Waste	4,501,923.77	5,821,773.33	10,323,697.10
Fleet Management Agency	38,997.95	63,846.96	102,844.91
Total	**6,839,398.58**	**8,554,238.90**	**15,393,637.48**

The amount reported in the first quarter report totalled $6,780,307.46 which slightly differs from the above due to adjustments that were made.

The above table provides information for the first two quarters on the basis of Council's previous delegation of authority relating to assignments that were issued without RFP.

New Format for Reporting Consultant Assignments

On September 27, 2006, Council received as information the City Auditor's report on Use of Consultants dated June, 2006. Recommendation 11 from this report recommended the following:

We recommend that the Directive be revised to require quarterly reports on consultant services activity to include the following:

- *all consultant services assignments for which payments were made during the quarter,*
- *all contracts awarded during the quarter,*
- *the type of consultant and the purpose of each assignment,*
- *the method by which each assignment was awarded, and*
- *the total payments made to each consultant by project.*

Management Response

Pursuant to this recommendation, the Corporate Finance Department will develop suggested revisions to Administrative Directive FM-002 for consideration by the CAO.

Over the past three months, Corporate Finance has been working with departments to draft a new form that includes all of the items identified by the City Auditor. The new form is attached as information. The new form differs from the previous form in the following ways:

- The previous report was prepared in word and the new one is prepared in excel. This will allow departments to populate fields from Peoplesoft and facilitate ease of preparation.
- The previous report only included consultant assignments that resulted from the delegation to administration (ie. those that were issued without RFP). The new report includes all consultant assignments regardless of the method of issue.
- New fields have been added to the new report to identify method of solicitation, the original and amended contract values, total payments made in the year and for the life of the contract. In this manner Council will be able to clearly determine the status of each assignment.

For purposes of preparing the new report all consulting assignments provided by professionals as defined in the materials management directive will be included in the report.

Professionals are defined in the materials management directive and include:

- Medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries.

- Information technology consultants, communications consultants, management consultants, training consultants, accredited real estate appraisers, agrologists, dieticians, home economists, interior designers, occupational therapists, optometrists, physiotherapists, psychiatric nurses, psychologists, trainers and speech and hearing therapists.

It should be noted that there may be some interpretation required with respect to items that need to be included in the report. For example, service contracts that are not included specifically above such as those provided by Community Services in respect of programs offered through the Leisure Guide would be excluded from reporting. These services are provided for the benefit of the general public and have an indirect benefit to the City. Other exceptions may become evident. In those cases, the Manager of Materials and the Corporate Controller will be consulted to determine whether reporting is required. Any exceptions will be highlighted in the quarterly consultants report as information when it is submitted to Council.

No consulting reports have been submitted to Council for the third and fourth quarters of 2006. Departments will be asked to submit their reports using the new format for 2006 using this form. Reporting for 2006 will be due by March 31st, 2007. Thereafter, departments will return to quarterly reporting of consultants assignments to Council using the new format.

Financial Impact Statement **Date:** February 6, 2007

No financial impact

Michael P. Ruta
Corporate Controller

IN PREPARING THIS REPORT THERE WAS:

Internal Consultation With and Concurrence By:

External Consultation With:

All departments have submitted their list of assignments for the creation of this report.

This Report Submitted By:

Department: Corporate Controller's Division
Prepared by: Arlene Levine


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