Agenda – Executive Policy Committee – October 21, 2015

Report - Governance Committee of Council – October 15, 2015

Item No. 1 Auditors Recommendations – Amendment to Councillors' Ward Allowance (CWA) Fund Policy

COMMITTEE RECOMMENDATION:

On October 15, 2015, the Governance Committee of Council submitted the following to Council:

1. That the CWA Policy adopted by Council on September 28, 2011 (and subsequently amended by Council on June 25, 2014 and December 10, 2014) be amended by:

    A. Amending the Year End section, on page 6 of the policy, to include the following:

    "Any expenses not charged to the current year's CWA, should be charged to the carry over fund established by the Ward Councillor, wherever possible, and that the carry over funds be established as a permitted use in the general purpose reserve."

    B. Amending references on page 3 (Audit Department section), page 6 (Annual Report section) and in any other place it appears in the policy, regarding the submission of an annual report of the City Auditor to Council regarding the CWA to specify the July meeting of Council.

    C. Amending the Business Meetings section on page 8 of the Policy to include "Meals and expenses related to meetings / planning sessions of committees that occur over the lunch hour."

    D. Amending the Community Expenses section to include a Protocol Expenses sections with Eligible Expenses to include Protocol Gifts presented while representing the City or to visiting dignitaries, as well as other reasonable expenses related to Protocol duties."

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Report - Governance Committee of Council – October 15, 2015

DECISION MAKING HISTORY:

COMMITTEE RECOMMENDATION:

On October 15, 2015, the Governance Committee of Council passed the following resolution:

WHEREAS on June 18, 2015, the Governance Committee received as information the report of the City Auditor concerning the 2014 Councillor's Ward Allowance (CWA);

AND WHEREAS as part of that report, the City Auditor made recommendations for changes in the CWA Policy in the areas of:

- ensuring expenses are charged to the year in which they are incurred
- dates for submission of reports by the City Auditor;

AND WHEREAS beginning on January 1, 2015, restrictions regarding expenditures on business meetings were put in place;

AND WHEREAS beginning on January 1, 2015, the CWA Policy now applies to chairperson accounts utilized by committee chairs as well as to the CWA funds;

AND WHEREAS the chairperson accounts are used for other expenses not covered under the CWA Policy such as expenses related to Committee Expenses and Protocol gifts;

THEREFORE BE IT RESOLVED THAT the CWA Policy adopted by Council on September 28, 2011 (and subsequently amended by Council on June 25, 2014 and December 10, 2014) be amended by:

- Amending the Year End section, on page 6 of the policy, to include the following: "Any expenses not charged to the current year's CWA, should be charged to the carry over fund established by the Ward Councillor, wherever possible, and that the carry over funds be established as a permitted use in the general purpose reserve."
- Amending references on page 3 (Audit Department section), page 6 (Annual Report section) and in any other place it appears in the policy, regarding the submission of an annual report of the City Auditor to Council regarding the CWA to specify the July meeting of Council.
- Amending the Business Meetings section on page 8 of the Policy to include "Meals and expenses related to meetings / planning sessions of committees that occur over the lunch hour."
- Amending the Community Expenses section to include a Protocol Expenses sections with Eligible Expenses to include Protocol Gifts presented while representing the City or to visiting dignitaries, as well as other reasonable expenses related to Protocol duties."

and forwarded the matter to Executive Policy Committee and Council.