Minutes - Executive Policy Committee - November 19, 2003

Minute No. 30
Report - Alternate Service Delivery Committee - November 18, 2003

Item No. 1 Amendments to Special Operating Agency Reporting for 2003
File GL-5.6.1

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Alternate Service Delivery Committee and submits the following to Council:

1. That Council waive the requirement for adopting Animal Services Special Operating Agency's summary of the annual business plan for 2003 with the expectation that the Agency will submit one for 2004.

2. That Council waive the requirement for receiving quarterly reports from all special operating agencies in 2003.

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

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DECISION MAKING HISTORY:

Moved by Councillor Angus,

That Rule 9.3 of the Procedure By-law be suspended in order that the following item, which was received too late to be placed on the regular agenda, be considered by Committee.

Carried

Moved by Councillor Angus,

That the recommendation of the Alternate Service Delivery Committee be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On November 18, 2003, the Alternate Service Delivery Committee concurred in the administrative recommendation and submitted the matter to Executive Policy Committee and Council.

REPORT

RE: Amendments to Special Operating Agency Reporting for 2003

FOR SUBMISSION TO: Alternate Service Delivery Committee

ORIGINAL REPORT SIGNED BY: Chief Administrative Officer

REPORT DATE: November 14, 2003

RECOMMENDATION(S):

It is recommended that:

1. Council waive the requirement for adopting Animal Services Special Operating Agency's summary of the annual business plan for 2003 with the expectation that the Agency will submit one for 2004.

2. Council waive the requirement for receiving quarterly reports from all special operating agencies in 2003.

REPORT SUMMARY:

Key Issues:

- Animal Services have not submitted a summary of their annual business plan for 2003 due to:
  - Involvement in an ongoing labour aribration hearing, regarding job classifications, which could have severly impacted the SOA's operating budget.
  - Preparing a report on fee and fine increases that was adopted by Council in September.
- None of the special operating agencies have submitted quarterly reports to Council as information in 2003, pending the outcome of the ASD policy and process review. The agencies have been providing regular operating updates to Administration during this time and will be submitting an annual report with audited financial statements following year-end.
- Approving the aforementioned recommendations would exempt Animal Services, and the other SOAs, from certain requirements of their operating charters for 2003. This exemption requires an amendment to the operating charters for which a 2/3 majority vote of Council is required.

Implications of the Recommendation(s):

General Implications

- [ ] None
- [x] 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(s): Animal Services, and the other SOAs, would be exempt from certain requirements of their operating charters for 2003 only.

Policy Implications

- [x] No
- [ ] Yes Comment(s):

Environmental Implications

- [x] No
- [ ] Yes Comment(s):

Human Resource Implications

- [x] No
- [ ] Yes Comment(s):

Financial Implications

- [x] Within approved current and/or capital budget
- [ ] Current and/or capital budget adjustment required

Comment(s):

REASON FOR THE REPORT:

Approving the recommendations in this report would exempt Animal Services, and the other SOAs, from certain requirements of their operating charters for 2003. This exemption requires an amendment to their operating charters, for which a 2/3 majority vote of Council is required.

HISTORY:

Council designated Animal Services as a Special Operating Agency (SOA) on January 1, 2000. Animal Services' Operating Charter requires that it provide a summary of its annual business plan to Council annually and participate in the regular business cycle of the City.

Each SOA prepares an initial business plan and operating charter for Council approval. The operating charter outlines the reports that have to be submitted for Council. This includes an annual report, which Council has to approve, and quarterly reports and a summary of the annual business plan, which Council receives as information.

DISCUSSION:

Animal Services Annual Business Plan:

Animal Services has been dealing with ongoing labour relations issues involving job classifications and wage increases that culminated in a labour arbitration hearing this summer. The hearing's decision was in Animal Services' favour and as a result did not affect the wages and salaries component of their operating budget. But, it did cause a delay in the preparation of the annual business plan as the Agency waited for the decision before preparing their business plan for 2003.

Another component of the Agency's business plan that was delayed until September's Council meeting was the report on an amendment to the Pound By-law regarding a revised schedule of specific penalties and fines for 2003. The proposed increases allow the Agency to potentially collect more revenues from the fees and fines. The chronology of the amendment report is as follows:

- On December 11, 2002, Council automatically referred the following motion to the Standing Policy Committee on Protection and Community Services: "That the City amend Pound By-Law No. 2443/79 to establish a schedule of specified penalties in order to reduce needless euthanasia and to encourage licensing and responsible pet ownership."
- On January 13, 2003, the Standing Policy Committee on Protection and Community Services referred the matter to the administration, together with recommendations from people appearing in delegation with respect to the proposed amendment to the Pound By-law.

- On June 25, 2003, Council granted an extension of time of 60 days for the Standing Policy Committee on Protection and Community Services to report to Council with its recommendations.
- Animal Services reported to the Standing Policy Committee on Protection and Community Services on September 8th, 2003, and Council adopted the by-law amendment at its meeting on September 24, 2003.

Animal Services is confident that it can provide a summary of its annual business plan for 2004 to Council.

Quarterly Reporting – All SOAs:

In addition to providing annual reports to Council for approval, the operating charters of all City SOAs require that they provide a summary of their annual business plans and summaries of quarterly reports to Council as information.

A review of the ASD policy and process is being carried out that will affect the SOA reporting process. Because of this, no summaries of quarterly reports have been provide to Council in 2003 although the SOAs have been providing status reports to the Administration pending the outcome of the ASD policy and process review. They will also prepare an annual report for 2003, with audited financial statements, that will be submitted to Council following year-end. In the circumstances, the Administration is recommending that Council waive the requirement for SOAs to forward quarterly reports to Council as information until the ASD review is approved.

FINANCIAL IMPACT STATEMENT:

Project Name: Amendments to Special Operating Agency Reporting for 2003

Date: November 14, 2003 First Year of Program **2003**

	2003	2004	2005	2006	2007
Capital					
Capital Expenditures Required					
Less: Existing Budgeted Costs					
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal					
Debt - External					
Grants (Enter Description Here)					
Reserves, Equity, Surplus					
Other - Enter Description Here					
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs					
Less: Incremental Revenue/Recovery					
Net Cost/(Benefit)	$ -	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts					
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: Approval of the recommendations will not require additional funding.

Pat Bodnar
Senior Financial Accountant

IN PREPARING THIS REPORT, THERE WAS CONSULTATION WITH AND CONCURRENCE BY:

Animal Services, and the other special operating agencies, were consulted in the preparation of the report.

THIS REPORT SUBMITTED BY:

Department	CAO Secretariat
Division	Strategic Management
Prepared by:	Iain Day
File No.	

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