Minutes – Executive Policy Committee – October 12, 2016

Report – Governance Committee of Council – October 6, 2016

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

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Governance Committee of Council and 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 further amended, as outlined on Appendix "A" by:

   A. adding the following bullet to the Accountability section on page 1 of the CWA policy:

      • "Councillors must ensure that personal expenses are not incurred using City purchasing cards and that any such expenses accidently incurred are repaid immediately after the Councillor becomes aware of such a charge."

   B. replacing the last bullet on pages 2 and 3 of the City Clerk's Department section of the CWA Policy with the following:

      • "Assist Corporate Finance to disclose the CWA expenditures on the City's website on a monthly basis, including vendors for all external transactions."

   C. adding the following bullet to the City Clerk's Department section on pages 2 and of the CWA Policy:

      • "Develop procedures and provide training to staff to appropriately deal with CWA expenses that qualify for charitable receipting."

   D. adding the following bullet to the Purchasing Card section on page 4 of the CWA Policy:

      • "Each Councillor must ensure that personal expenses are not incurred using City purchasing cards and that any such expenses accidently incurred are repaid immediately after the Councillor becomes aware of such a charge and in no case more than 30 days after being made aware of the charge by the Deputy City Clerk, after which time purchasing card privileges must be suspended."

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E. by replacing the last sentence of the Disclosure section on page 5 of the CWA Policy with the following:

- "Disclosure of each vendor who provided the goods / services must occur, including when reimbursements to Councillors occur."

2. 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 Browaty,
That the recommendation of the Governance Committee of Council be concurred in and forwarded to Council.

Carried

COMMITTEE RECOMMENDATION:

On October 6, 2016, the Governance Committee of Council passed the following resolution:

Moved by Councillor Sharma,

WHEREAS on June 27, 2016, the Governance Committee of Council received as information the report of the City Auditor concerning the 2015 Councillor's Ward Allowance (CWA) and Chairmanship accounts;

AND WHEREAS in that report, the City Auditor provided unqualified audits to all City Councillors in regards to expenditures made from their 2015 allowances;

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

- online disclosures of expenses
- strengthening rules around personal expenditures made using purchasing cards;

AND WHEREAS the Governance Committee believes strongly that despite the clean audit received by all members of Council in terms of 2015 spending, it is important to ensure the policy is continuously reviewed and updated to ensure maximum accountability and proper stewardship of public monies used by elected officials to perform their duties while in office occurs;

AND WHEREAS the Governance Committee believes strongly in the concepts of openness and transparency in the area of expenditures made by elected officials;

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DECISION MAKING HISTORY (continued):

COMMITTEE RECOMMENDATION (continued):

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 **Accountability** section on page 1 of the CWA policy to add the following bullet:
  - "Councillors must ensure that personal expenses are not incurred using City purchasing cards and that any such expenses accidently incurred are repaid immediately after the Councillor becomes aware of such a charge."

- Amending the City Clerk's Department section on pages 2 and 3 of the CWA Policy by replacing the last bullet of this section with the following (changes in bold and italics):
  - "Assist Corporate Finance to disclose the CWA expenditures on the City's website on a monthly basis, ***including vendors for all external transactions***."

- Amending the City Clerk's Department section on pages 2 and 3 of the CWA Policy to add the following bullet:
  - "Develop procedures and provide training to staff to appropriately deal with CWA expenses that qualify for charitable receipting."

- Amending the Purchasing Card section on page 4 of the CWA Policy to add the following bullet:
  - "Each Councillor must ensure that personal expenses are not incurred using City purchasing cards and that any such expenses accidently incurred are repaid immediately after the Councillor becomes aware of such a charge and in no case more than 30 days after being made aware of the charge by the Deputy City Clerk, after which time purchasing card privileges must be suspended."

- Amending the Disclosure section on page 5 of the CWA Policy by replacing the last sentence of this section with the following (changes in bold and italics):

  - "Disclosure of each vendor who provided the goods / services ~~***should***~~ ***must*** occur ~~***whenever possible***~~, including when reimbursements to Councillors occur."

and forwarded the matter to Executive Policy Committee and Council.