Minutes – Executive Policy Committee – March 5, 2019

Report – Governance Committee of Council – February 20, 2019

Item No. 3 Councillors' Ward Allowance (CWA) Fund Policy Amendments

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 Councillors' Ward Allowance (CWA) Fund Policy, be amended as follows, and outlined in red in the attached Draft Policy:

A. **Section Four: Processes**

ACCOUNTING PROCEDURES

Add the following after Bullet 9:

- "Expenses that cover multiple years should be split to ensure that expenses are charged to the year in which the expense will be incurred."

YEAR END

Add the following to the end of Bullet 2:

"Any unused carried over funds shall be returned to the General Revenue Fund after one year."

B. **Section Five: Allowable Expenses**

COUNCILLOR'S ASSISTANTS

Add the following to the end of Bullet 3 under Ineligible expense:

"City staff may assist Councillors from time to time, however funding for this assistance is not an eligible expense under the CWA policy."

TRAINING

Add the following as the first Bullet of Ineligible expense:

- "Pre-payment of training and tuition fees"

Add the following as Bullet 2 under Conditions:

- "Training and Tuition Fees cannot be pre-paid using CWA funds; these fees must be incurred personally and then reimbursed upon course completion."

Amend new Bullet 3 by adding "training and" before "tuition fees" and adding "or other appropriate training facility" after "college/university".

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EXECUTIVE POLICY COMMITTEE RECOMMENDATION: (continued)

Add the following Bullet under Eligible Expenses:

- "Speaking Engagements related to professional development"

Add the following Bullet under Conditions:

- "Expenses related to speaking engagements may be charged directly to the CWA and are separate and distinct from Tuition fees."

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 Orlikow,

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

Carried

COMMITTEE RECOMMENDATION:

On February 20, 2019, the Governance Committee of Council passed the following resolution, namely:

WHEREAS on June 27, 2018, the Governance Committee of Council received as information the External Auditor's Report on the 2017 Councillors' Ward Allowance (CWA) Fund Policy;

AND WHEREAS as part of that report, the External Auditor recommended the following:

CARRY OVER MONIES NOT TRANSFERRED TO THE GENERAL REVENUE:

1. We believe that the funds should be returned to General Revenue Account, and if management believes that the policy is unclear in this regard, then the policy should be clarified in order to reduce ambiguity.

COUNCILLOR EXECUTIVE ASSISTANT:

2. Unusual expenditures or circumstances should be brought to the Governance Committee of Council for direction.

POTENTIAL CUT-OFF ERROR:

3. The City Clerk & the Corporate Finance department should ensure the recording of the expenditures in the proper period. In situations where an invoice has not been received at year-end an accrued payable should be recorded. In situations where an invoice is received prior to the service being received (i.e. advertisement), a prepaid expense should be recorded and the expenditure should be recorded when the services is received.

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DECISION MAKING HISTORY (continued):

COMMITTEE RECOMMENDATION (continued):

CLASSIFICATION ERROR & OTHER POLICY COMPLIANCE ISSUES:

4. The City Clerk and the Corporate Finance Department should ensure proper classification of the expenses. Additionally, as stated in the policy in order to be reimbursed for the tuition fees, the Councillor should complete the course or the program.

AND WHEREAS the Governance Committee of Council believes strongly in ensuring the CWA policy is continuously reviewed, clarified and updated to ensure maximum accountability and proper stewardship of public monies used by elected officials to perform their duties while in office;

THEREFORE BE IT RESOLVED THAT the Councillors' Ward Allowance (CWA) Fund Policy, be amended as follows, and outlined in red in the attached Draft Policy:

Section Four: Processes

ACCOUNTING PROCEDURES

Add the following after Bullet 9:

- "Expenses that cover multiple years should be split to ensure that expenses are charged to the year in which the expense will be incurred."

YEAR END

Add the following to the end of Bullet 2:

"Any unused carried over funds shall be returned to the General Revenue Fund after one year."

Section Five: Allowable Expenses

COUNCILLOR'S ASSISTANTS

Add the following to the end of Bullet 3 under Ineligible expense:

"City staff may assist Councillors from time to time, however funding for this assistance is not an eligible expense under the CWA policy."

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COMMITTEE RECOMMENDATION (continued):

TRAINING

Add the following as the first Bullet of Ineligible expense:

- "Pre-payment of training and tuition fees"

Add the following as Bullet 2 under Conditions:

- "Training and Tuition Fees cannot be pre-paid using CWA funds; these fees must be incurred personally and then reimbursed upon course completion."

Amend new Bullet 3 by adding "training and" before "tuition fees" and adding "or other appropriate training facility" after "college/university".

Further on February 20, 2019, the Governance Committee of Council passed the following resolution:

WHEREAS Councillors have expressed an interest in attending speaking events for educational purposes;

AND WHEREAS Section 5.13 of the Councillors' Ward Allowance Fund Policy regarding Training, is silent on listing Speaking Engagements as an eligible expense;

THEREFORE BE IT RESOLVED that Section 5.13 (Training) of the Councillors' Ward Allowance Fund Policy be amended as follows:

Add the following Bullet under Eligible Expenses:

- "Speaking Engagements related to professional development"

Add the following Bullet under Conditions:

- "Expenses related to speaking engagements may be charged directly to the CWA and are separate and distinct from Tuition fees."

and submitted the matter to the Executive Policy Committee and Council..