Minutes – Executive Policy Committee – April 18, 2023

Report – Governance Committee of Council – March 9, 2023

Item No. 3 Amendment to the Councillors' Ward Allowance Fund Policy

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee recommended to Council:

1. That the recommendation of the Governance Committee of Council be received as information, inasmuch as Council, at its meeting held on March 23, 2023, adopted a motion regarding this matter

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DECISION MAKING HISTORY:

Moved by Councillor Lukes,

That the recommendation of the Governance Committee of Council be received as information, inasmuch as Council, at its meeting held on March 23, 2023, adopted a motion regarding this matter, and forwarded to Council.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On March 13, 2023, the Executive Policy Committee laid the matter over to its meeting on April 18, 2023.

COMMITTEE RECOMMENDATION:

On March 9, 2023, the Governance Committee of Council passed the following resolution:

WHEREAS City Councillors are provided with an annual office budget known as the Councillors Ward Allowance (CWA), which is used for staff salaries and benefits, the purchase of items required to operate their offices including supplies, equipment and furnishings as well as and other business expenses that are incurred in order to execute their duties, communicate with their constituents, and represent their wards;

AND WHEREAS a Winnipeg Public Service report as well as the MNP City of Winnipeg Governance Review, revealed that in comparison to other major Canadian cities, City of Winnipeg Councillors receive amongst the lowest levels of funding to perform their duties;

AND WHEREAS on December 7, 2022 the Executive Policy Committee concurred in the recommendation of the Governance Committee of Council, and referred to the 2023 budget processes a request for an increase to the CWA, with funding dedicated specifically to staffing, the maintenance of a constituency office and general expenses.

Report – Governance Committee of Council – March 9, 2023

DECISION MAKING HISTORY (continued):

COMMITTEE RECOMMENDATION (continued):

AND WHEREAS the Preliminary 2023 Operating Budget provides a prorated increase to the CWA, but does not include spending categories.

THEREFORE BE IT RESOLVED:

1. That the Councillors' Ward Allowance Fund Policy be amended in accordance with Attachment A, in order to have funding allocated into the following three categories:

    - Staffing (56%)
    - General Expenses (26%)
    - Ward Office / Meeting Space (18%)

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

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

Section Four: Processes

Budgeting

- Funding for the CWA is provided annually through the City's Operating Budget and is allocated into the following three expenditure specific categories:

  - **Staffing (56%)**
    Salary, benefits, vacation, severance pay and other salary related costs

  - **General Expenses (26%)**
    Expenses as permitted under the CWA, including expenditures related to Staffing and Ward Office / Meeting Space

  - **Ward Office / Meeting Space (18%)**
    Costs related to the establishment and maintenance of a Ward Office including rent, renovations, furnishings, equipment and services, as well as other expenses directly related to operation of the ward office, not including staffing.
    Costs related to the rental, set-up and use of meeting space.

- Funding for Staffing and the Ward Office / Meeting Space categories may only be used for those specific purposes.

- Funding in the General Expenses category may also be used for expenditures related to Staffing and the Ward Office / Meeting Space.

- Funding for the CWA is increased annually at the rate of the Consumer Price Index of the previous year, as determined by Statistics Canada.

WARD OFFICE

Ward Office	
Eligible expense: • Rent • Renovations • Furnishings • Office equipment • Utilities including internet and television subscriptions • Services including cleaning, maintenance and repair • Other expenses directly related to the setup, maintenance and operation of the ward office	**Ineligible expense:** • Salary, benefits, vacation, severance pay and other salary related costs
Conditions: • Councillors enter into ward office rental agreement on their own behalf and not on behalf of the City or Winnipeg. • The term of the rental of ward office space cannot exceed the term for which the Councillor is elected. • Councillors are personally responsible for any costs related to the rental or operation of the office, past their Council term.	

MEETING SPACE

Meeting Space	
Eligible expense: - Rental, set-up and use of meeting space - Rental of audio / visual equipment, tables, chairs	**Ineligible expense:** • Salary, benefits, vacation, severance pay and other salary related costs
Conditions: • Date, location and purpose of meeting.	