REPORTS

Item No. 2 Amendment to the Councillors' Ward Allowance (CWA) Policy

COMMITTEE RECOMMENDATION:

The Governance Committee of Council recommended to Council:

1. That the Councillors' Ward Allowance (CWA) Fund Policy be amended as follows and as outlined in Attachment A:

    A. In Section 4.11 add the following new Section 4.11.C and renumber the remaining sections accordingly:

        "C. Carry over funds must be allocated to same category of funding in which it originated from."

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

Minutes – Governance Committee of Council – June 18, 2026

DECISION MAKING HISTORY:

Moved by Councillor Browaty,

That Rule 10(3) of The Procedure By-law No. 50/2007 be suspended in order that the following item, which was received less than four business days preceding the committee meeting, be considered by Committee.

Carried

Moved by Councillor Browaty,

WHEREAS the Councillors' Ward Allowance policy allows for the carry over of up to 10% of unexpended funds to the following year, however it does not specify that the carry over funds remain in the same funding category in which it originally came from;

AND WHEREAS since the categories were added to the Policy, the established practice has been to carry over funds to the same category in which they originated from;

AND WHEREAS the 2025 CWA audit included the following recommendation from the external auditors:

> *"We recommend that the City Clerk & the Corporate Finance Department review the Policy and update the carry over calculation related section in order to ensure that the Policy is clear and not subject to interpretation."*

THEREFORE BE IT RESOLVED:

1. That the Councillors' Ward Allowance (CWA) Fund Policy be amended as follows and as outlined in Attachment A:

    A. In Section 4.11 add the following new Section 4.11.C and renumber the remaining sections accordingly:

        "C. Carry over funds must be allocated to same category of funding in which it originated from."

Carried

Attachment A

4.11 Year End

A. Each Councillor shall have until January 15 of the following year to submit all receipts for the preceding year for payment. Any authorized expenditures submitted after January 15 for which a liability has not been established should be charged to the carry over funds established or referred to the Governance Committee for consideration as a charge to the current year's expenses.

B. Unexpended funds from Councillor Ward Allowances may be carried over to the following year, at the discretion of the Ward Councillor, up to a maximum of 10% of the total ward allocation. Carried over funds must be expensed prior to December 31 of the next budget year, with no further carry over allowed. Any unused carried over funds shall be returned to the General Revenue Fund after one year.

C. Carry over funds must be allocated to same category of funding in which it originated from.

D.~~C.~~ Carry over funds be established as a permitted use in the general purpose reserve.

E.~~D.~~ There shall be no carry over of monies, other than the 10% carry over noted above, from year to year. Monies not expended in the calendar year shall be returned to General Revenues at the end of the calendar year, unless specifically authorized by the Governance Committee for special projects.

F.~~E.~~ Any expenses not charged to the current year's Councillors Ward Allowance should be charged to the carry over fund established by the Ward Councillor, wherever possible.