

Policy C618 Councillors' Budget and Expenses

Office of the Councillors

Recommendation

That the February 9, 2021, Office of the City Manager report OCC00318, be received for information.

Executive Summary

An Office of the Councillors expense policy has been in place since 1991. Since that time, the policy has been regularly reviewed and amended by Council, most recently in 2011, 2013, 2015, and 2018/2019. Policy *C618 Councillors' Budget and Expenses* replaced the long standing *Councillors' Expenses Policy* on May 14, 2019. The revised policy is due for a review following a review schedule of one to three years.

Report

Policy C618 Councillors' Budget and Expenses is a Council policy that governs the business expense management of the Office of the Councillors' two budgets: the common budget and ward budget. The majority of the common budget is allocated to fixed office costs with the exception of the furniture and the travel and conferences budget which is allocated by Council on an annual basis. The ward budget is divided evenly among 12 ward offices to support variable business expenses.

Policy C618 was updated at Council Services Committee in 2018 and 2019 and Council adopted the policy at the May 14, 2019 City Council meeting. As part of the regular review of existing policies and procedures, the Office of the City Clerk is bringing forward Policy C618 for Council's review in 2021. Administration has conducted a preliminary review in terms of the administrative and accounting functions outlined in the policy. Several potential amendments to the policy are included in Attachment #1 for consideration.

The next step in the review process is to consult with members of Council on these and further changes for consideration. The Office of the City Clerk will survey the Office of the Councillors and the Mayor's Office and return to the next scheduled Council Services Committee in April 2021 with a summary of the feedback gathered.

Corporate Outcomes and Performance Management

Corporate Outcome(s): The City of Edmonton has a resilient financial position

Outcome(s)	Measure(s)	Result(s)	Target(s)
Effective and efficient expense management	Financial performance reports	Expenditures are managed within approved budgets	100%

Attachments

1. Policy C618 - Potential amendments based on an initial review (Draft)
2. Policy C618 Councillors' Budget and Expenses

Others Reviewing this Report

- M. Persson, Chief Financial Officer and Deputy City Manager, Financial and Corporate Services