

## Policy C618 - Potential amendments based on an initial review (Draft)

Further consultation is required with members of City Council. Administration will bring back a full list of potential amendments to the next scheduled Council Services Committee meeting. This list is a preliminary list based on an initial review of the policy.

### Common Budget Section:

Current Policy C618	Potential Update(s)	Justification
<p><u>Material and Equipment</u></p> <ul style="list-style-type: none"> <li>Standard office supplies and City-branded stationery (Appendix I)</li> <li>Leasing and usage charges for copiers and printers</li> <li>Office Furnishings (Appendix II)</li> </ul> <p><u>Ineligible Expenses:</u></p> <ul style="list-style-type: none"> <li>Special orders, not on standard item list</li> <li>Stationery in excess of annual provisions</li> <li>Colour printing from ward office printers</li> </ul>	<p><u>Material and Equipment</u></p> <ul style="list-style-type: none"> <li>Standard office supplies and City-branded stationery (Appendix I)</li> <li>Leasing and usage charges for copiers and printers</li> <li>Office Furnishings (Appendix II)</li> </ul> <p><u>Ineligible Expenses:</u></p> <ul style="list-style-type: none"> <li>Special orders, not on standard item list</li> <li>Stationery in excess of annual provisions</li> <li>Colour printing from ward office printers</li> </ul>	<p>Billing from the vendor is not split out in this way; printer leasing and printing charges are expensed to one account budgeted for within the common budget.</p>

### Common Travel and Conferences Section:

Current Policy C618	Potential Update(s)	Justification
<p>Councillors are required to submit Common Travel and Conference attendance plans... by November 31 of each year for the following year's budget. A recommendation for allocation of the Common Travel and Conference budget will be presented at the first Council Services Committee meeting each year.</p>	<p><del>Councillors are required to submit Common Travel and Conference attendance plans by November 31 of each year for the following year's budget.</del> Requests for the use of the Common Travel and Conference budget will be presented at the first Council Services Committee meeting each year. Emerging requests may be brought forward to Council Services Committee throughout the year.</p>	<p>The November 31 deadline should not be a policy requirement as travel plans may not be known by this date. Requests received in advance and at the first Council Services Committee meeting of the year will be considered. Emerging requests should be able to be brought forward throughout the year at Council Services Committee meetings.</p>

## Ward Budgets Section:

Current Policy C618	Potential Update(s)	Justification
<p><u>Community Expenses</u></p> <ul style="list-style-type: none"> <li>● Expenses for community public meetings, commemorative events or City-related events, in which the Councillor is involved</li> <li>● Tickets (maximum 4) for charitable events or functions within the City and Edmonton Metropolitan Region.</li> <li>● Participation fee for charitable or fundraising events such as community golf tournaments, walkathons, etc., organized by non-profit organizations</li> <li>● Donations to community organizations for their fundraising events</li> <li>● Memberships for the Councillor or staff that are related to the Councillor's work in the community <del>or for the City</del></li> </ul> <p><u>Ineligible Expenses:</u></p> <ul style="list-style-type: none"> <li>● Event tickets for more than one member of the Councillor's family</li> <li>● Gifts for Council staff or other employees of the City, agencies, boards, commissions and special purpose bodies</li> <li>● Raffle tickets, silent auctions, table prize tickets unless ticket winnings are donated back to the community organization</li> <li>● Retail memberships or award programs</li> <li>● Events organized or sponsored by the Councillor after May 31 of a general election year (Council Code of Conduct, June 26, 2018)</li> </ul>	<p><u>Community Expenses</u></p> <ul style="list-style-type: none"> <li>● Expenses for community public meetings, commemorative events or City-related events, in which the Councillor is involved</li> <li>● Tickets (maximum 4) for charitable events or functions within the City and Edmonton Metropolitan Region.</li> <li>● Participation fee for charitable or fundraising events such as community golf tournaments, walkathons, etc., organized by non-profit organizations</li> <li>● Donations to community organizations for their fundraising events</li> <li>● Memberships for the Councillor or staff that are related to the Councillor's work in the community <del>or for the City</del></li> </ul> <p><u>Ineligible Expenses:</u></p> <ul style="list-style-type: none"> <li>● Event tickets for more than one member of the Councillor's family</li> <li>● Gifts for Council staff or other employees of the City, agencies, boards, commissions and special purpose bodies</li> <li>● Raffle tickets, silent auctions, table prize tickets unless ticket winnings are donated back to the community organization</li> <li>● Retail memberships or award programs</li> <li>● <del>Events organized or sponsored by the Councillor after May 31 of a general election year (Council Code of Conduct, June 26, 2018)</del></li> </ul>	<p>Membership for City appointed agencies, boards, and commissions has a separate budget. Memberships that a Councillor or Ward office staff chooses to obtain would fall under Ward budgets.</p> <p>Covered by Bylaw 18483 Council Code of Conduct. Including direct quotes from another policy or bylaw creates a risk that over time discrepancies will occur.</p>
<p><u>Communications</u></p> <ul style="list-style-type: none"> <li>● Advertising costs related to business of the City and</li> </ul>	<p><u>Communications</u></p> <ul style="list-style-type: none"> <li>● Advertising costs related to business of the City and</li> </ul>	

<p>Councillor's office in all types of media</p> <ul style="list-style-type: none"> <li>• Newsletters, subscriptions, books related to the business of the City</li> <li>• Constituency website and social media support (not campaign related)</li> <li>• Items to support Ward communications, e.g., City-certified software</li> <li>• Cell phone charges for Councillor's staff</li> </ul> <p><u>Ineligible Expenses:</u></p> <ul style="list-style-type: none"> <li>• Advertising that promotes for-profit organizations, other levels of government, political parties or candidates in any election campaigns</li> <li>• Advertising, newsletters, mass electronic mail distributions after May 31 of a general election year (Council Code of Conduct, June 26, 2018)</li> </ul>	<p>Councillor's office in all types of media</p> <ul style="list-style-type: none"> <li>• Newsletters, subscriptions, books related to the business of the City</li> <li>• Constituency website and social media support (not campaign related)</li> <li>• Items to support Ward communications, e.g., City-certified software</li> <li>• Cell phone charges for Councillor's staff</li> </ul> <p><u>Ineligible Expenses:</u></p> <ul style="list-style-type: none"> <li>• Advertising that promotes for-profit organizations, other levels of government, political parties or candidates in any election campaigns</li> <li>• Advertising, newsletters, mass electronic mail distributions after May 31 of a general election year (Council Code of Conduct, June 26, 2018)</li> </ul>	<p>Covered by Bylaw 18483 Council Code of Conduct. Including direct quotes from another policy or bylaw creates a risk that over time discrepancies will occur.</p>
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**Travel Expense Procedures Section:**

Current Policy C618	Potential Update(s)	Justification
<p>Airfare and hotel bookings are paid for by the Councillor for subsequent reimbursement.</p>	<p><del>Airfare and hotel bookings are paid for by the Councillor for subsequent reimbursement.</del></p>	<p>Travel arrangements should be able to be made using the City's Corporate Credit Card program which aligns to the City's procedures for travel.</p>
<p>Councillors will receive the same per diem for travel as City employees receive. The per diem for travel outside of Canada will be adjusted using the currency exchange rate for the destination country.</p>	<p><del>Councillors will receive the same per diem for travel as City employees receive. The per diem for travel outside of Canada will be adjusted using the currency exchange rate for the destination country.</del></p> <p><i>Change to:</i> Councillors will receive a per diem of \$75 per day including incidentals for each day out of town.</p> <p>For travel outside of Canada,</p>	<p>Clarifies per diem claim for travel including out of country business travel.</p>

	the per diem of \$75 CDN may be claimed or there is the option to submit receipts for reimbursement which would be adjusted using the currency exchange rate.	
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**Election Year Section:**

Current Policy C618	Potential Update(s)	Justification
Councillors must not use Ward budget funds for public events, advertising, media, newsletters, or mass electronic mail distributions after May 31 of an election year and must not schedule use of these funds until following the inaugural organizational meeting of Council (Council Code of Conduct).	<del>Councillors must not use Ward budget funds for public events, advertising, media, newsletters, or mass electronic mail distributions after May 31 of an election year and must not schedule use of these funds until following the inaugural organizational meeting of Council (Council Code of Conduct)</del>	Covered by Bylaw 18483 Council Code of Conduct. Including direct quotes from another policy or bylaw creates a risk that over time discrepancies will occur.

**Accounting Procedures Section:**

Current Policy C618	Potential Update(s)	Justification
Expenses of up to \$100 may be reimbursed through petty cash.	<del>Expenses of up to \$100 may be reimbursed through petty cash.</del>	Electronic funds transfer (EFT) is in place for reimbursement. Petty cash may be discontinued.

**Appendix I - Stationary Section**

Current Policy C618	Potential Update(s)	Justification
City-branded stationery <ul style="list-style-type: none"> <li>● Letterhead/envelopes 500 per year</li> <li>● Business cards <ul style="list-style-type: none"> <li>○ Councillor 1,000 per year</li> <li>○ Staff 250 per year</li> </ul> </li> <li>● Crest cards/envelopes 250 per year</li> <li>● Gift enclosure cards 100 per year</li> </ul>	City-branded stationery <ul style="list-style-type: none"> <li>● Letterhead/envelopes 500 <del>per year</del></li> <li>● Business cards <ul style="list-style-type: none"> <li>○ Councillor 1,000 <del>per year</del></li> <li>○ Staff 250 <del>per year</del></li> </ul> </li> <li>● Crest cards/envelopes 250 <del>per year</del></li> <li>● Gift enclosure cards 100 <del>per year</del></li> </ul>	Councillors should be able to order the amount of stationary supplies required to run their offices. If an unusually large order was requested that required additional review it would follow the review process outlined in the policy.
Special order items of more	<del>Special order items of more</del>	The Manager position does

than \$100 must be approved by the Manager, Council and Administrative Services, if requested through the Common budget. Otherwise, they may be charged to the Ward budget	<del>than \$100 must be approved by the Manager, Council and Administrative Services, if requested through the Common budget. Otherwise, they may be charged to the Ward budget</del>	not approve expenditures based on a cost threshold. Expenditures are eligible or not-eligible based on the terms of the policy.
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**Appendix II - Office Furnishings**

<b>Current Policy C618</b>	<b>Potential Update(s)</b>	<b>Justification</b>
Requests for new task chairs, must be reviewed by the City's ergonomist to ensure compliance with health and safety requirements.	<del>Requests for new task chairs, must be reviewed by the City's ergonomist to ensure compliance with health and safety requirements.</del>	Councillors should be able to select a task chair that meets their requirements and a review by the City ergonomist is a service option rather than a policy requirement

**General:**

Update each instance of outdated references to position titles or business area names. Refer to Code of Conduct bylaw rather than quote directly from under the Election year section.

Add next review date.