

BYLAW 20132

Office of the Councillors Budget Review Task Force Bylaw

RECOMMENDATION

1. That Bylaw 20132 be given the appropriate readings.
2. That the Recruitment Profile as outlined in Attachment 2 of the June 7, 2022, Office of the City Clerk report OCC01223, be approved.

Purpose

The purpose of this bylaw is to establish a temporary Council Committee, named the Office of the Councillors Budget Review Task Force (“the Task Force”), to review the Office of the Councillors’ Budget, including Ward Budgets, Common Budgets and staffing resources, using an accountability, transparency, and equity lens. The mandate of this Task Force does not include a review of the Mayor or Councillor’s compensation.

Readings

Bylaw 20132 is ready for three readings.

A majority vote of City Council on all three readings is required for passage.

If Council wishes to give three readings during a single meeting, then prior to moving third reading, Council must unanimously agree “That Bylaw 20132 be considered for third reading.”

Position of Administration

Administration supports this Bylaw.

Previous Council/Committee Action

At the April 4/5/6, 2022, City Council meeting the following motion was passed:

That Administration prepare a bylaw for an Independent Task Force, comprised of five individuals, for the purpose of reviewing:

- roles and responsibilities of City Councillors and their offices;

BYLAW 20132 - Office of the Councillors Budget Review Task Force Bylaw

- Councillors’ Budget and Expenses Policy C618A;
- Councillors’ Ward and Common Budget allocations;
- centralized supports funded under the Common Budget;

and bring forward any changes/recommendations, if any, to assess current allocation of resources and to ensure equity among all 12 Ward Offices.

Report Summary

This bylaw provides for the establishment of the Task Force.

REPORT

Background

The Office of the Councillors’ Budget consists of:

Ward Budgets	Annual budget allocated to each Councillor for allowable personnel and discretionary expenses including business meetings and hospitality; community expenses; communications; office items; travel and transportation; and training and conferences. Each Councillor is allocated an equal amount per year.
Common Budget	Annual budget allocated for centralized support and resources for all 12 Councillors to optimize economies of scale and labour costs including personnel (includes Councillors’ compensation and employment benefits for all staff); material and equipment; services; common travel and conferences.

Council Policy C618A Councillors’ Budget and Expenses guides the expenditures that support Councillors in performing diverse roles and in representing constituents. Per the policy, each City Councillor is allocated the same annual Ward Budget to operate and staff their individual offices and fund work within their Ward. The Common Budget funds centralized supports and resources for the Office of the Councillors that are shared among all 12 Councillors.

Mandate

The Task Force will review the Councillors’ Budget and Expenses Policy C618A and Office of the Councillors’ Budget in order to develop findings and provide options to Council. A detailed mandate is prescribed within Bylaw 20132 Office of the Councillors Budget Review Task Force (Attachment 1).

Appointments

As an independent, citizen-led body, appointments to this Task Force will be delegated to the City Clerk from the City Manager, and will be made in consultation with City Administration and the

BYLAW 20132 - Office of the Councillors Budget Review Task Force Bylaw

Office of the Integrity Commissioner. Council will not be involved in the selection or appointment process.

Activities

The Task Force will determine its specific work plan and methodology for the review. However; at a minimum, the following activities must be undertaken:

- **Jurisdictional scan** of other comparable municipalities
- **Paper review** of the Office of the Councillors Budget, including Ward and Common Budgets
- **Information gathering from** Councillors and their teams
- Assessment of **alignment** of recommendations with City of Edmonton policies and initiatives including but not limited to Gender-based Analysis Plus (GBA+)
- **Identify findings and options** in a written report. The Chair of the Task Force is responsible for writing the report with support from the Task Force members.

Anticipated Timeline

Administration anticipates this review will consist of approximately six months worth of work. However; out of respect for the members of the Task Force who will set their own schedule and work plan and to provide flexibility around that schedule we have allowed for more time than is anticipated in the bylaw terms.

- **June 2022:** An establishing bylaw is passed granting authority to form the Task Force with citizen appointments (Attachment 1)
- **June-August 2022:** Public recruitment for five members with relevant qualifications and experience as outlined in the recruitment profile (Attachment 2)
- **September 2022:** The Task Force is formed and establishes the work plan and schedule
- **September 2022-Q2 2023 (target):** The Task Force conducts the review per Bylaw 20132
- **Deadline of September 30, 2023:** This is the maximum end date for the Task Force. The Task Force must have a completed mandate and have presented a written recommendation report to Council for their consideration by this deadline.

Budget/Financial Implications

Members of the Task Force will be reimbursed for all approved expenses incurred while carrying out their duties. Members will receive one-time honorariums as outlined in Attachment 1.

In Fall 2021, Council approved additional resources to support the Council Policy C628A Honoraria and Expenses for City Agencies. Funding for the Independent Task Force will be sourced from this previously approved allocation.

BYLAW 20132 - Office of the Councillors Budget Review Task Force Bylaw

ATTACHMENTS

1. Bylaw 20132 - Office of the Councillors Budget Review Task Force Bylaw
2. Office of the Councillors Budget Review Task Force 2022-2023 Term - Recruitment Profile

OTHERS REVIEWING THIS REPORT

- M. Plouffe, City Solicitor