

COUNCILLORS' WARD AND COMMON BUDGET UPDATE

Recommendation

That the November 6, 2024, Financial and Corporate Services report FCS02703, be received for information.

Requested Action	Information only		
ConnectEdmonton's Guiding Principle	ConnectEdmonton Strategic Goals		
CONNECTED This unifies our work to achieve our strategic goals.	N/A		
City Plan Values	N/A		
City Plan Big City Move(s)	N/A	Relationship to Council's Strategic Priorities	N/A
Corporate Business Plan	Managing the corporation		
Council Policy, Program or Project Relationships	Council Policy C618B - Councillors' Budget and Expenses		
Related Council Discussions	N/A		

Executive Summary

- This report provides a financial update for the Office of the Councillors as of August 31, 2024.
- To date, the Office of the Councillors has realized a net budget surplus of \$417,000, or 11.2 per cent of budget.
- The common budget surplus is \$159,000 or 7.7 per cent, and ward budgets have a collective surplus of \$258,000 or 15.5 per cent.
- A modest budget surplus is anticipated for 2024.

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REPORT

The Offices of the Councillors each manage and administer their program expenditures within approved ward budgets. There is also a common budget that is available to the Councillors to fund common or shared expenses. Council expenditures are governed by Council Policy C618B - Councillors' Budget and Expenses. This policy guides the expenditures that support Councillors in performing their diverse roles and in representing their constituents.

Common Budget

The Councillors' Common Budget is in place to manage centralized and shared costs. This promotes equity amongst the ward budgets and limits those budgets to items that are discretionary and within the Councillors' control. The 2024 approved common budget is \$3 million and includes the following items:

- **Personnel** - salaries for Councillors and the three shared Administration Assistants, transition payments, employment benefits for all staff, retirement and vehicle allowances for Councillors, severance pay for ward staff.
- **Common Travel and Conferences** - annual conferences or board meetings on which a Councillor sits in as an official representative of the City of Edmonton, Alberta Municipalities and Federation of Canadian Municipalities (FCM) conferences.
- **Furniture** - the Chair of Council Services Committee may authorize additional expenditures of up to \$1,500 per item. Councillors have the option of funding some or all of their furniture requests from their ward budgets.
- **Material and Equipment** - standard office supplies, printer leases and usage and office furnishings.
- **Other Services and Expenses** - leased parking stalls, postage and courier services, common office decor, telecommunications usage charges, food services for Council meetings and special common office functions.

Ward Budgets

Councillors are allocated equal annual ward budgets of \$0.205 million, for a collective total of \$2.456 million. These budgets are used to fund personnel and discretionary expenses specific to their respective wards. Eligible ward expenses include:

- **Personnel** - salaries for Executive Assistants and Council Assistants, vacation, staff replacement costs.
- **Other Expenses** - business meetings and hospitality, community expenses, communications, office items, training, conferences and ward-specific transportation.

The total common and collective ward budgets for the Office of the Councillors is \$5.482 million.

Salary Settlements

Earlier this year, a settlement between the City of Edmonton and Civic Service Union (CSU) 52 was reached for 2021 to 2024. As Councillors' Office positions align with the CSU 52 wage schedule, general wage adjustments of 6.25 per cent were added to ward budgets in May. The common

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and ward budget amounts referenced in this report have been adjusted to reflect this CSU 52 collective bargaining settlement.

Financial Update

Financial results for the common and collective ward budgets are provided in Attachment 1. These results reflect financial information updated through August 31, 2024. To date, the Office of the Councillors has realized a net budget surplus of \$417,000 or 11.2 per cent of budget.

The common budget surplus is \$159,000 or 7.7 per cent, and is primarily attributable to personnel vacancies. Non-personnel savings are attributable to travel, stationary, furniture and hosting. A modest common budget surplus is anticipated for 2024.

Ward budget savings are \$258,000 or 15.5 per cent, and is attributable to wards not fully utilizing their personnel budgets. Community related expenses are slightly over budget, but are more than offset by personnel savings.

The year-to-date ward budget variance by Councillor is provided in Attachment 2. All Councillor ward budgets are on pace to complete the year on budget or realize a surplus. Monthly ward financial reports are provided to each Councillor, so they have awareness of their expenditure trends.

Community Insight

Community insight was not sought for this specific budget update.

GBA+

There are no GBA+ implications for this specific budget update.

Environment and Climate Review

This report was reviewed for environment and climate risks. Based on the review completed no significant interactions with the City's environmental and climate goals were identified within the scope of this report.

Attachments

1. August Financial Results - Office of the Councillors
2. August Ward Financial Results by Councillor