



Councillors' Budget and Expenses Policy - Amendments to Policy C618B

RECOMMENDATION

The Council Services Committee recommend to City Council:

That the revised Councillors' Budget and Expenses Policy C618C, as set out in Attachment 1 of the November 6, 2024, Office of the City Clerk report OCC02713, be approved.

Report Purpose

Council decision required.

Previous Council/Committee Action

At the September 15, 2023, Council Services Committee meeting, the following motions were passed:

1. That Attachment 2 be added to the July 4, 2023, Office of the City Clerk report OCC01933.
2. That the actions in Attachment 2 of the July 4, 2023, Office of the City Clerk report OCC01933 be approved.
3. That the July 4, 2023, Office of the City Clerk report OCC01933 and its attachments remain private pursuant to sections 17 (disclosure harmful to personal privacy), 24 (advice from officials) and 27 (privileged information) of the *Freedom of Information and Protection of Privacy Act*.

At the May 7, 2024, Council Services Committee meeting, the following motions were passed:

1. That Administration draft revisions to Council Policy C618B Councillors' Budget and Expenses to make mail outs an allowable expense within the common budget (postage), and consideration for other financial impacts.
2. That Administration:
 - Amend Policy C618B Councillors' Budget and Expenses Policy to allow for electronic approvals and delegated financial authority.

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- Amend Policy C618B Councillors' Budget and Expenses Policy to allow the Manager, Councillors' Office Liaison Team to approve common event infrastructure expenses to a specified limit to add to a common inventory.

Executive Summary

The recommended amendments to this policy are the result of discussions and a follow up to the Budget Review Task Force: Final Report presented to Council on July 4, 2023, a further conversation with Committee on September 15, 2023 as well as direction received at the May 7, 2024 Committee meeting.

REPORT

The current Councillors' Budget and Expenses Policy C618B was passed September 12, 2022 (Attachment 2). This report is recommending that Committee recommend to Council that the new policy be approved as presented in Attachment 1. Attachment 3 includes a redline version of the changes.

Policy C618C will continue to guide the expenditures that support Councillors in performing their diverse roles and to represent their constituents in-line with the original guiding principles. The amendments are intended to address:

1. follow up actions requested by Council Services Committee,
2. modernize processes in-line with corporate procedures, and
3. provide additional clarity on procedures and expenses within the purpose of this policy, specifically:
 - To provide Councillors with the flexibility to allocate resources in the most efficient, effective and economical way to meet their own particular requirements.
 - To achieve economies of scale where practical by pooling resources for the common use of all Councillors.
 - To recognize Councillors' accountability for managing City resources allocated to them.

ATTACHMENTS

1. Councillors' Budget and Expenses Policy - C618C (NEW)
2. Councillors' Budget and Expenses Policy - C618B (TO BE REPLACED)
3. Redline Comparison of Policy C618B and C618C