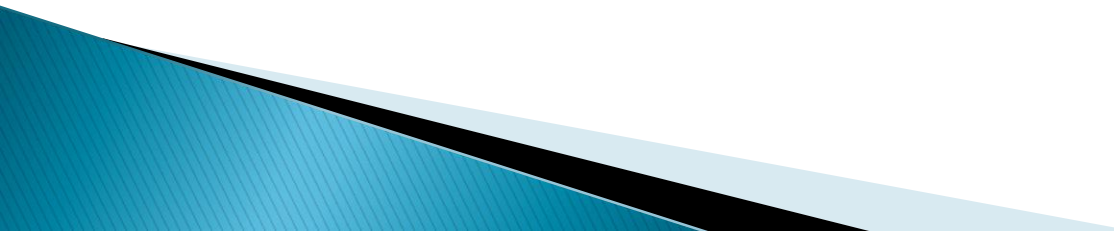


Council Expense and Healthy Communities Initiatives Policy

By Lorella Hayes
January 27th, 2015

Resolution

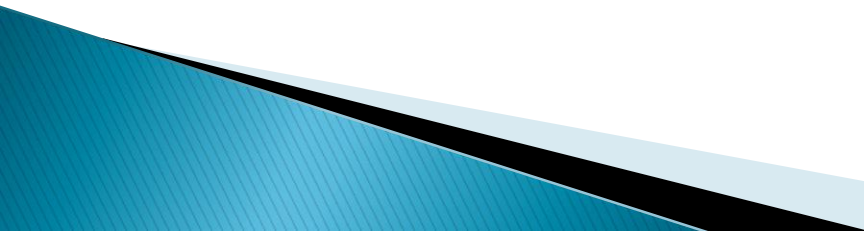
- ▶ THEREFORE BE IT RESOLVED THAT the City of Greater Sudbury direct City staff to coordinate a public consultation session to obtain public input about the HCI funds, either during the Budget Public Input Session, or at a separate session, and that the Chief Financial Officer make a presentation to Council about the Council Expense and Healthy Community Initiative Fund policy, in advance of the 2015 budget deliberations.
 - ▶ AND BE IT FURTHER RESOLVED THAT the City of Greater Sudbury direct City staff to bring forward a report to Council encompassing the input received during the public consultation session, for discussion and direction by Council, no later than May 26, 2015.
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History

- ▶ 2001 to 2010 Citizen and Leisure Budget
 - Community Improvement Projects/ Neighbourhood Participation Projects (Funds allocated per Ward)
 - City Councillors, in consultation with City Staff identified projects and allocated the funds
- ▶ February 2011: Healthy Community Initiative Funds
 - Approved a defined reporting system
 - Standalone Budget, administered by the Executive Assistant to City Councillors and Finance

Budget 2012: Approved an increase to \$50,000 per ward, in an effort to eliminate small ward related budget enhancements and requested that City Staff prepare a Policy to provide guidelines for Council Expenses and HCI Funds

Council Expense and Healthy Communities Initiatives Policy


- ▶ This policy was approved on December 11, 2012 and provides guidance to members of Council on allowable expenses and procedures:
 - Annual Office Expense Budget and Mayor's Expenses
 - General Association Dues and related Travel Budget
 - Staffing Budget and use of other municipal resources
 - Healthy Community Initiatives Budget
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Section 1 – Purpose

- ▶ These funds are provided in support of Mayor and Councillors performing their roles and in representing their constituents and wards.
- ▶ Office Expense
 - Communicate with constituents
 - Administer their offices and related expenses
 - Represent the City at functions or events
- ▶ Healthy Community Initiatives (HCI)
 - Enhance and promote harmonious community in their wards in support of HCI priorities

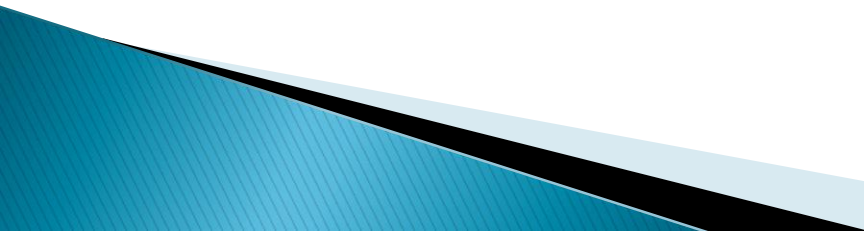
Section 1

Guiding Legislation and Principles

- ▶ Legislation: Municipal Act
 - ▶ Principles:
 - Must be in compliance with Legislation, By-Laws and Policies
 - Expense is reasonable and incurred while carrying out their duties
 - Directly relates to the business of the municipality
 - Does not exceed budget allocation
 - Use of resources during an election year must be in accordance with Schedule E of the Remuneration By-Law
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Section 2

Ineligible expenses

- ▶ Expenses that do not meet the purpose and principles of the policy, such as:
 - Personal expenses
 - Election-related expenses
 - Political contributions
 - Donations to an individual, for profit organization or community group outside CGS
 - Entertainment
 - Non mileage related personal automobile expenses including fines or tickets
- 

Section 3

Office Expense

- ▶ Section 3 outlines allowable expenses from the annual office expense budget
 - Comprised of Mayor and Councillor's budgets
 - These types of expenses can only be charged to office and cannot be charged to HCI budget
 - A Community Action Group (CAN) is considered a Community Group and any reimbursement of CAN expenses would be considered a donation in HCI

Section 4

General Association Dues & Related Travel

- ▶ Section 4 outlines membership fees, association dues and related travel expenses
 - Expenses incurred by a Councillor or Mayor to sit on an association or Board when endorsed by resolution of Council
 - Approved boards include: AMO, FCM, FONOM, CUTA

Section 5

Staffing and Resources

- ▶ Staffing: 2014 budget
 - Four positions to support Mayor's office
 - Two positions to support the City Councillors
- ▶ Municipal Resources
 - Provided with equipment such as cell phone, printer and computer including software as required
 - Parking, access to meeting rooms and insurance coverage

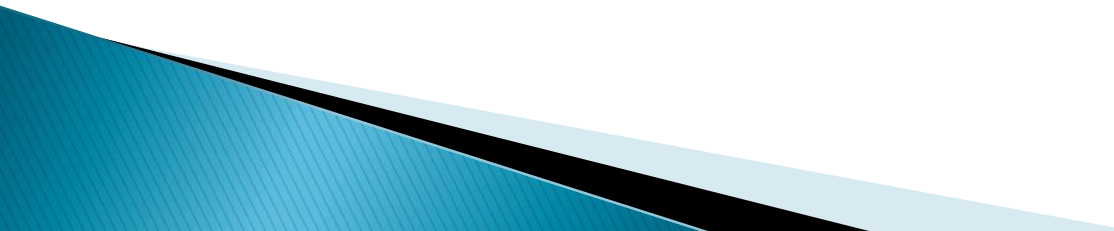
Section 6

Healthy Communities Initiative

- ▶ Two goals:
 - Complete or contribute to small scale City capital projects (75% of annual budget)
 - Provide a responsive method to provide donations or financial support to local or community organizations and volunteer initiatives (maximum 25%)

Section 6

Healthy Communities Initiative

- ▶ Cannot be used to fund recurring operating costs of a City department
 - ▶ Eligible Office Expenses can not be funded from the HCI Budget
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Section 6

Healthy Communities Initiative

Eligibility Test: Three Step Test

Step 1: Expense must positively advance the
HCI Priorities and Sustainable
Development Challenges




Section 6

Healthy Communities Initiative

Eligibility Test

Step 2: Must meet one of the four categories of allowable expenses

- 1) Grants and Donations to Community Groups
 - 2) Community Event Expenses
 - 3) Gifts and Promotion for Community Events and Community Groups
(The sum of the 3 categories above cannot exceed 25% of the annual HCI allocation (currently \$12,500) and cannot be carried forward)
 - 4) Capital expenditures related to Municipally owned assets
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Section 6

Healthy Communities Initiative

Eligibility Test

Step 3: Remain within the allocated budget

- In 2014, each ward councillor received an allocation of \$50,000 for HCI projects, for a total of \$600,000

Section 6

Healthy Communities Initiative

- ▶ HCI Application Form must be completed before any funds can be advanced
 - In consultation with Executive Assistant and other City Staff
 - All Capital Projects are assigned to a City Staff member who is responsible for the Project

Section 6

Healthy Communities Initiative

- ▶ Council approval is required for:
 - Grant, donation, community event that exceeds \$1,000
 - Capital projects greater than \$5,000
 - Capital project that have an operating budget impact that exceeds \$1,000

Section 6

Healthy Community Initiatives

- ▶ Carry forward balances
 - Any unspent, uncommitted funds at the end of each fiscal year can only be spent on eligible capital projects
 - Unspent grants, community event expenses or gifts and promotions can only be spent on future capital projects as noted above
 - Individual ward balances cannot be overspent at the end of each fiscal year
 - HCI Fund balance as of December 1, 2014:
 - Approximately \$510,000

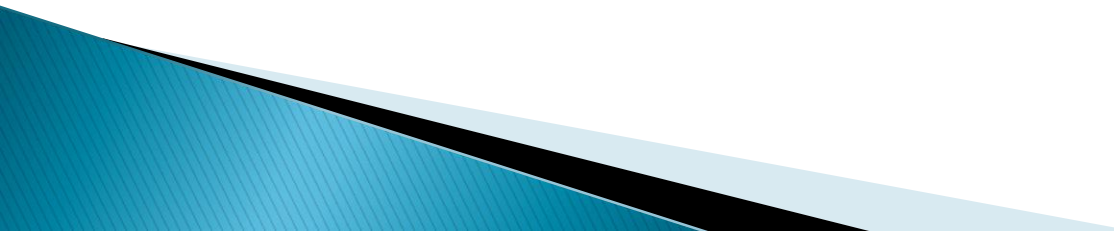
Section 7

Policies and Procedures

- ▶ All purchases must :
 - be in accordance with the Purchasing By-law
 - Relate to the business of the City
 - Cannot be personal in nature
 - Original receipts must be submitted
 - Invoices must include a description of the goods or services
 - Meeting expenses must indicate the purpose
 - Expenses must be claimed in the year incurred
- ▶ Expenses will be paid or reimbursed through Accounts Payable

Section 8

Election year restrictions

- ▶ Use of municipal resources in accordance with Remuneration By-law
 - ▶ Restrictions in eligible expenses incurred as of June 30th of the election year such as : newsletter, flyer, grants, donations, community events and gifts and promotions to community groups
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Section 9

Reporting and Disclosure

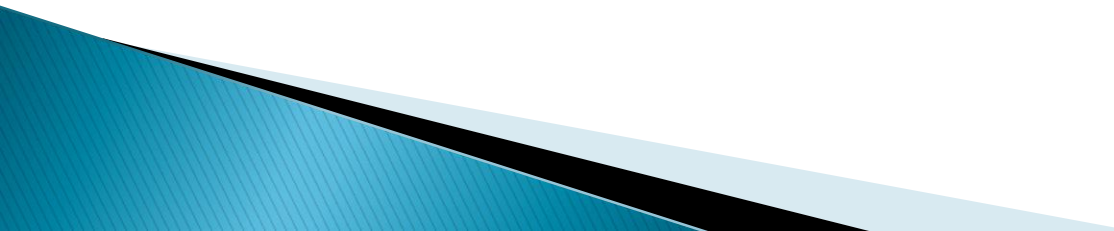
- Quarterly reporting includes:
 - Office Expenses and HCI funds spending
 - Donations revenues supplementing HCI funds
 - HCI Future commitments/projects in progress
 - Reports include detailed listing of transactions including payee, amount, general description, etc
- Annual Remuneration and Expenses report per the Municipal Act

Delegated Authority

- ▶ The By-Law delegates authority to the Mayor and individual Councillors to expend approved operating budgets and HCI Funds in accordance with this policy.
- ▶ Delegated authority for HCI Fund expenses:
 - Grant, donation, community event: If less than \$1,000 per group per fiscal year
 - Capital projects less than \$5,000 and an operating budget impact less than \$1,000, however must be assigned to a City Staff

2015 Budget

HCI

- ▶ 2015 annual allocation has not been approved
 - ▶ No spending on grants, community events or gifts and promotions can be made until 2015 budget allocation is approved
 - ▶ Only the 2014 carry forward balance can be spent on capital projects
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2015 Budget

- ▶ Uncommitted balance in HCI as of December 1, 2014 approximates \$510,000
 - Option 1: one time budget reduction of \$600,000 eliminating the 2015 budget allocation and distribute 2014 carry forward balances evenly per ward, resulting in \$42,500 per ward
 - Option 2: Include the \$600,000 HCI budget allocation in the 2015 budget



Questions