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## Capital Project to Support City Council's 10 Strategic Priority Areas

### Recommendations

That a report be submitted to City Council recommending:

1. That a capital project for \$50,000 be created to support the leadership of members of City Council in their assigned priority areas for consideration during the 2018 Business Plan and Budget Deliberations;
2. That the recommended funding for this project be the Reserve for Capital Expenditures; and
3. That City Council delegate to the Governance and Priorities Committee the authority to approve the spending requests from this project made by members of Council.

### Topic and Purpose

The topic of this report is to describe the rationale for allocating \$50,000 from the Reserve for Capital Expenditures (RCE) for the purpose of supporting the members of City Council with work in their assigned strategic priority area.

### Report Highlights

1. Currently, there are no funds available to members of City Council that have been specifically earmarked for work related to their assigned priority area.
2. The creation of a capital project of \$50,000 from the RCE has been identified as a way to fund projects specifically related to this work.
3. Staff from the Mayor's Office would work with the members of City Council to create proposals to access these funds held in the capital project, but the decision to allocate any of the funds to a specific project/initiative/purpose would rest with the Governance and Priorities Committee.
4. This capital project would be solely for work related to a member of City Council's assigned priority area, and not for ward-specific work.

### Strategic Goals

This report supports the new leadership initiative of City Council by creating a fund that can be accessed by members of City Council for projects relating to their identified priority area. Each of the 10 priority areas falls under one of the seven Strategic Goals in the City's Strategic Plan.

### Background

City Council, at its meeting held on April 24, 2017 resolved, in part, that:

- "3. That Council Member Leads be empowered to take a leadership role in citizen and stakeholder engagement in the 10 priority areas..."

Additionally, in this report presented to City Council for its meeting on April 24, 2017, it was stated that the Mayor's Office would consult with Councillors and Administration to develop a budget to support the leadership initiative of City Council and the work of the members of City Council within their assigned priority area.

### **Report**

#### Rationale for Creating a Capital Project

As it currently stands, the only funds directly accessible by individual Councillors are for the purposes of communications, constituency relations, office supplies, and travel, and there are no funds specifically allocated for supporting the work of Councillors through the leadership model of City Council.

Additionally, given the wide range of City Council's 10 priority areas, the areas have unique needs and projects within the priority areas are at varying stages of being developed within the City's Administration. Taken together, this means that the resources available within the corporation are unequal across the 10 priority areas and that there is no easy way for members of City Council to access additional funds to pursue work in their priority area.

The recommendations in this report seek to provide a solution to these situations.

#### Process for Allocating Funds

Upon the approval of this capital project for the 2018 fiscal year, the following process would be used to allocate funds to specific projects/initiatives/purposes:

- A staff member from the Mayor's Office would send out a communication to the members of City Council describing the process for applying for this funding and offering assistance in accessing these funds.
- A member (or members) of City Council would approach a staff person from the Mayor's Office with a project that requires funding.
  - The staff member from the Mayor's Office would work with the member(s) of City Council to refine the proposal and to formulate a formal request to access these funds.
  - A member of City Council would also be free to forego any assistance from the Mayor's Office in preparing a formal request for funding.
- The request to access funds would take the form of a written request to the Governance and Priorities Committee, usually compiled by a staff member of the Mayor's Office and always approved by the member(s) of City Council who initiated the request.
  - As necessary, other persons from the Administration would be included as reviewers of the request for the purposes of fact-checking and assistance.
- The Governance and Priorities Committee would receive the request and make a decision as to whether the request should be approved, amended, or rejected.

#### Intent and Limitations of Allocating Funds

The fund's purpose is to:

- Assist the members of City Council in work related to their assigned priority area;

- Support the leadership of members of City Council; and
- Rectify the lack of concerted funding specifically for supporting progress within the priority areas of City Council.

The fund's purpose is not to:

- Be used for ward-specific work;
- Be applied for by members of the City's Administration;
- Be accessed for projects/initiatives/purposes outside of the scope of a member of City Council's assigned priority area; or
- Be used for larger expenditures that would more rapidly deplete the funds available, but discretion in allocating funds would rest with the Governance and Priorities Committee.

### **Options to the Recommendation**

The option would be for the Governance and Priorities Committee to not recommend to City Council during budget deliberations that a capital project be created with the intent as outlined in this report. If the option is chosen, further direction on ways in which City Council's 10 priority areas could be supported would be desired.

### **Public and/or Stakeholder Involvement**

The need for creating this report was identified through conversations with many members of City Council as a way to make progress within the 10 priority areas of City Council.

### **Communication Plan**

Should these recommendations be passed and subsequently adopted during the Business Plan and Budget Review, a communication will be sent out to the members of City Council further describing the process for applying for this funding and offering assistance in accessing these funds. Many of the individual projects that result from this fund could have their own individual communication plans that would be developed alongside the projects themselves.

### **Financial Implications**

The cost of this capital project is recommended to be \$50,000 for the 2018 fiscal year. This can be re-evaluated in the future depending on the annual uptake and need. The source of funding is the Reserve for Capital Expenditures. While all funds have been recommended for allocation in the preliminary 2018 budget, the contingency in the RCE of \$750,000 could be reduced to \$700,000 to accommodate this project.

### **Other Considerations/Implications**

There are no policy, environmental, privacy, or CPTED implications or considerations.

### **Due Date for Follow-up and/or Project Completion**

If this capital project is adopted as a part of the City's budget process, all requests to access these funds would come back to the Governance and Priorities Committee for approval.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Jordan Sherbino, Policy and Communications Advisor, Office of the Mayor

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Approved by: Murray Totland, City Manager

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