

Memorandum

May 5, 2021

MEMO TO: Mayor and Members of Council

COPY TO: Executive Leadership Team

FROM: Mary-Anne Dempster, City Manager

SUBJECT: **Staff Report SRCM.21.05 Revised Recommendations**

At the Council meeting on April 28, 2021, Council considered Staff Report SRCM.21.05. The following resolution was passed:

“That the Member of Council Community Event Policy, attached as Attachment “A” to Staff Report SRCM.21.05, be referred back to staff for further consultation and report back at one of the Special Council meetings scheduled for the week of May 3 to May 7, 2021, as determined by staff.”

A copy of Staff Report SRCM.21.05 is attached as Attachment B.

Staff offered to meet with Councillors between April 28, 2021 and April 30, 2021 to discuss the proposed policy, answer questions and document suggested changes. Alternatively, Members unavailable were able to provide feedback electronically. The proposed policy attached as “Attachment A” addresses the suggested changes for consideration. Staff agree the proposed changes support the intent of the Policy to provide transparency and accountability, support capacity issues and provide a measure to assess equitable distribution of support.

Below are revised recommendations for Council’s consideration.

Revised Recommendation(s):

“That Council approve the Member of Council Event Policy, Attachment “A” to the Memorandum of the City Manager dated May 5, 2021, including the following amendments to the draft policy presented at the April 28, 2021 Council Meeting:

- (i) Section 2.1 is amended to read as follows:

“In a calendar year, Members’ may hold two one-day Council-led Events or one two-day Council-led Event. Where a regular annual event organized by the Office of the Mayor for several years prior to the adoption of this policy would generally qualify as a Council-led Event, they are exempt from these limits in this section Events should not conflict or indirectly reflect any existing City-led events.”;

- (ii) Section 2.2 is amended to read as follows:

“Members are entitled to host one one-day Council-led Event in the year of a regular

municipal election, but not during the Election Period.;

(iii) New Section 4.1(e) is added, which reads as follows:

“4.1 Members are responsible for selecting the sponsors for Council-led Events. Members are committed to ensuring that each sponsor selected:

(e) who consent to the public disclosure of their name and sponsorship amount.”;

(iv) The annual contribution limit from anyone sponsor in Section 4.3 is increased from \$5,000 to \$7,500;

(v) The annual fundraising limit in Section 4.4 is increased from \$25,000 to \$60,000;

(vi) New Section 4.6 is added and Section 7.2 is amended, to require Members to notify sponsors that their name and sponsorship amount will be disclosed in the report published on the City’s website under Section 7.2, and require Members to obtain a sponsor’s written consent to such disclosure; and,

(vii) Add new Section 9 Transition Rules, which read as follows:

“9.1 The following transition rules apply to Council-Led Events that are actively being planned as of the date this policy is approved by Council:

(a) These transition rules can only be applied to one Council-led Event per Member.

(b) These transition rules can only be applied to a Council-Led event if the following conditions are met:

(i) the event is scheduled to occur within two (2) months of this policy being approved by Council; and

(ii) the Member has already received sponsorship or written commitments from sponsors as of the date the Policy is approved, or has incurred expenses or committed in writing to incur expenses related to that event.

(c) In respect to sponsorship already received, or already committed to in writing, as of the date this policy is approved:

(i) The Member is not required to refund for any amount that exceeds the annual limits in Section 4.4 that is less than \$10,000; or

(ii) Is permitted to accept an amount of up to \$10,000.

(d) The Member is not permitted to accept or solicit any increase in sponsorship from any one source that would exceed the annual amount in Section 4.4 beyond what is already received or committed to in writing as of the date the policy is approved.

(e) The Member shall endeavor to receive written consent from any sponsor of the Council-Led Event that is subject to these transition rules to publish that sponsor’s name and sponsorship amount in the quarterly report required under Section 7.2. Where consent is not received, the quarterly report prepared Treasurer shall on that quarterly report only report the total sponsorship amount for that event

(f) The Council-Led event that is subject to these transition rules shall count towards the member annual limit on events in Section 2.1.”

Attachments:

- Attachment A – revised draft Member of Council Event Policy
- Attachment B – Staff Report SRCFS.21.05

Submitted by:

"Signed version on file in the Office of the Clerk"

Mary-Anne Dempster
City Manager