

Agenda

Governance Working Group

8th Meeting of the Governance Working Group

November 27, 2023, 1:00 PM

Committee Room #5

The City of London is situated on the traditional lands of the Anishinaabek (AUh-nish-in-ah-bek), Haudenosaunee (Ho-den-no-show-nee), Lūnaapéewak (Len-ah-pay-wuk) and Attawandaron (Add-a-won-da-run).

We honour and respect the history, languages and culture of the diverse Indigenous people who call this territory home. The City of London is currently home to many First Nations, Métis and Inuit today.

As representatives of the people of the City of London, we are grateful to have the opportunity to work and live in this territory.

Members

Councillors S. Lewis (Chair), H. McAlister, P. Cuddy, S. Stevenson, J. Pribil, S. Trosow, C. Rahman, A. Hopkins, S. Franke, D.Ferreira, S. Hillier

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Pages

1. **Call to Order**
 - 1.1 Disclosures of Pecuniary Interest
2. **Consent Items**
3. **Items for Discussion**
 - 3.1 Council Members Expense Account Policy 2
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4. **Deferred Matters/Additional Business**
 - 4.1 2023 GWG Deferred Matters List, as at November 21, 2023 10
5. **Adjournment**

Report to Governance Working Group

To: Chair and Members
Governance Working Group
From: Michael Schulthess
Subject: Council Members' Expense Account Policy – Further Updates
Date: November 27, 2023

Recommendation

That, on the recommendation of the City Clerk, the Governance Working Group provide direction for final updates to the Council Members' Expense Account Policy to be considered by the Strategic Priorities and Policy Committee.

Executive Summary

The attached policy markup demonstrates the current status of various 2023 update considerations as well as minor additional considerations.

This report summarizes the considerations to-date this year and seeks final direction to bring forward a by-law to enact the policy changes.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

[Governance Working Group – July 27, 2023](#)

[Governance Working Group – November 6, 2023](#)

1.2 Summary of Changes and Considerations in 2023

The Governance Working Group has reviewed and made various recommendations through 2023 with respect to the Council Members' Expense Account Policy (the Policy). These considerations are outlined in the attached mark up version of the Policy. This includes recent considerations to the monthly transportation allowance, that (at the time of drafting this report) have not yet been enacted by Municipal Council.

There have been changes proposed to some wording to provide both clarity and flexibility for Members' use of the annual allocation, as well as updates to specific amounts identified within the policy.

2.0 Additional Considerations

2.1 Proposed Additional Use

The attached draft Policy includes a new section 4.2 c) xii) permitted use of funds that is discretionary in nature. The intention of this section is to further allow the flexibility and choice of an individual Member to use the annual allocation in a means that is not necessarily explicitly provided for, without the requirement to seek a specific exemption through the Corporate Services Committee (and Council). It is important to note that while this provision would provide more flexibility, it is not intended to be used for any expense that is explicitly excluded elsewhere in the policy.

2.2 Additional Housekeeping Amendments

Additional clarity is proposed in section 4.2 c) ix) related to the transportation expenses to simplify the description. It is proposed to remove the 2015 references which are no longer relevant to the use of the policy.

The removal of “on the required form” in part 4.2 d) of the Policy is also suggested as a housekeeping amendment. The form is rarely used, and when an approval is required through the Corporate Services Committee (CSC), Members have chosen to personally draft correspondence as an alternative that provides improved opportunity to present information for the committee’s consideration. In addition, the provision of the proposed new part 4.2 c) xii), is expected to lessen the need to request exemptions through the CSC.

Conclusion

Throughout this calendar year, Council has provided various direction to update the Council Members’ Expense Account Policy. This report seeks to conclude the review through direction to formalize all the recommendations with a by-law to enact Policy updates.

Recommended by: Michael Schulthess, City Clerk

Council Members' Expense Account Policy

Policy Name: Council Members' Expense Account Policy

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-228-480); Amended July 24, 2018 (By-law No. CPOL.-228(a)-427); Amended November 15, 2022 (By-law No. CPOL.-228(b)-233); Amended August 30, 2023 (Council Resolution 2.1/21/SPPC).

Last Review Date:

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy establishes the annual budget allocation to individual Council Members to support them in performing their diverse roles and representing their constituents, including the associated conditions for use of the budget allocation.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy shall apply to all Council Members, excluding the Mayor.

4. The Policy

4.1 Annual Budget Allocation

An annual sum of \$15,000.00 shall be allocated to each Council Member.

4.2 Conditions for Use of the Annual Budget Allocation

- a) This policy does not apply to:
- i) the Head of Council;
 - ii) any travel-related expenses that are not eligible for reimbursement under the Council Policy related to Travel and Business Expenses;
 - iii) travel expenses incurred by any Member of Council who has been nominated by the Municipal Council to represent it as a member of a committee or of the Board of Directors of the Federation of Canadian Municipalities or the Association of Municipalities of Ontario; it being noted that the latter expenses will be subject to Council approval of a source of financing;
 - iv) elected officials' salaries and related payroll costs;
 - v) expenses related to telephone, mobile devices and computers issued by the Corporation; noting that the standards for the aforementioned equipment are established by the City Clerk in consultation with Information Technology Services and are reflected in the Issuance of Computer Equipment to Council Members Policy;
 - vi) City of London business cards, letterhead and envelopes;
 - vii) a limited general supply of pens, pencils, erasers, highlighters, markers, scribble pads, message pads, post-it notes, paperclips, tape, staples, etc.;
 - viii) expenses for goods or services of a personal nature;
 - ix) election-related expenses, including expenses incurred to produce or distribute campaign literature or materials, in accordance with the Travel and Business Expenses Policy;
 - x) expenses incurred by delegates who the Mayor may, from time to time and at their discretion, request to attend meetings with federal, provincial or municipal organizations, or of the Mayors and Regional Chairs of

Ontario (MARCO) and the Ontario's Big City Mayors (OBCM) on the Mayor's behalf;

- xi) any donations or grants as these items are covered under the City of London Municipal Granting program;
 - xii) registration costs for the Federation of Canadian Municipalities and/or Association of Municipalities of Ontario annual **general** conference(s); it being noted that any related expenses would be eligible for reimbursement from the individual expense account; and,
 - xiii) one annual ward-wide mail out, including printing and distribution by Canada Post;
- b) The annual allocation shall be subject to annual Budget approval;
- c) The allocated sum may be used by Members of Council for any of the following purposes:
- i) any conference, seminar or workshop having a direct relationship to municipal concerns or interests; such expenses to be in accordance with the Travel and Business Expenses Policy;
 - ii) educational courses which would assist the elected official in the completion of their Council-related duties and responsibilities;
 - iii) gifts and souvenirs for protocol and City of London promotional purposes, specific sponsorship or merchandise contributions ward events (such as City merchandise or equipment rental) up to a maximum value of \$1,200.00 annually; it being noted that donations and grants (funding) is excluded as per part a) xi), above;
 - iv) the expenses of a spouse or companion when claiming business hosting expenses, at the discretion of the elected official, when such an expense is considered to be necessary for the advancement of the interests of the City and is in accordance with the Travel and Business Expenses Policy;
 - v) office and computer equipment, furniture and supplies exceeding corporate issue, subject to the following conditions:
 - A) purchases of single items exceeding **\$900.00** ~~\$750.00~~ (excluding HST) in value will require the pre-approval of the Expense Review Officer (or designate) and it must be demonstrated that such purchases are necessary in order to effectively represent and serve the constituents;
 - B) purchases of single items exceeding **\$900** ~~\$750.00~~ (excluding HST) in value will be returned to the City Clerk upon the completion of the term to determine appropriate Corporate reuse or redistribution, should the Council Member not be returning for an additional term;
 - C) notwithstanding part B), above, out-going Member of Council may purchase a piece of equipment, originally purchased with "City" funds, using personal funds payable to the City, at present-market value;
 - D) purchases of single items exceeding **\$900.00** ~~\$750.00~~ (excluding HST) in value in the final year of the term will require the submission of a request for approval to the Corporate Services Committee on an exception basis, and will remain subject to all conditions described above;
 - vi) advertising, in the manner deemed appropriate by the Member to extend greetings up to a maximum value of **\$1,200.00** ~~\$1,000.00~~ annually;
 - vii) expenses related to ward matters and the operation of a "ward office", including such expenses as: neighbourhood or constituent meetings,

notices, printing, and other engagement opportunities deemed appropriate by the Member;

- viii) expenses related to the hosting of educational forums related to the business of the Municipal Council, for the benefit of the public (e.g., Speaker's fees and travel expenses, venue rental for the forum, etc.);
- ix) transportation expenses for business-related travel within the City of London, to be paid by one of the following means at the discretion of individual Members of Council ~~for the balance of 2015 (November and December)~~, and for each ~~entire~~ fiscal year, **as applicable**:
 - A) a monthly transportation allowance in the amount of up to **\$177.00** ~~\$150.00~~ maximum; OR
 - B) a per kilometer rate, based upon submission and approval of a "Corporate Car Allowance Statement" claim form, which provides for both parking and kilometre usage;
- x) contracting of temporary, part time office assistants subject to the following conditions:
 - Members of Council will be responsible for the contracting and supervision of office assistants who will be under a purchase of service agreement with the Council Member;
 - Members of Council shall arrange for their assistants to submit an invoice for work performed at the agreed upon rate. All invoices will be approved by the contracting Council Member prior to submission to the City Treasurer for payment. All payments will be subject to the availability of funding in the Council Member's Expense Account;
 - temporary office assistants contracted by Members of Council will not be provided with access to the City Hall computer system, but could be provided with access to any offsite service provided by an outside service provider, at the discretion of the Council Member;
 - office assistants working for Members of Council will be provided keys and security card access from 8:00 a.m. to 5:30 p.m., Monday to Friday, to the office of the Council Member for which they are providing services; and,
 - the Code of Conduct policy for Members of Council will be followed in supervising these assistants including the protection of confidential information.
- xi) community event ticket purchases, for the individual Members of Council;
- xii) discretionary expenses of the individual Member that may not be explicitly provided for in subsections i) to xi) above, up to a maximum value of \$3,000.00 annually.**
- d) for expenses not included in (c), above, Members of Council may, at their discretion, submit a request, ~~on the required form~~, through the Corporate Services Committee for approval of an expense, on an exception basis;
- e) no goods or services shall be purchased in excess of what the Council Members require to complete their term of office, and all expense claims will require the submission of original, detailed receipts and clear explanation of the City/Ward-related purpose;
- f) the City Treasurer will provide an annual report to the Municipal Council detailing elected official remuneration and all expenses incurred against each elected official's expense account, such report to be prepared on or before March 31st of each calendar year;

- g) all elected official expense information is considered to be public information, with the exception of any detail that is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, or any other relevant legislation, and shall be posted by the City Clerk, or designate, on the City of London website, on a quarterly basis;
- h) all eligible claim receipts shall be submitted for processing within **60 (sixty)** ~~45 (forty-five)~~ days from the date the expense occurred, in order to be considered for reimbursement.

Report to Governance Working Group

To: Chair and Members
Governance Working Group
From: Michael Schulthess
Subject: Governance Working Group 2024 Meeting Schedule
Date: November 27, 2023

Recommendation

That, on the recommendation of the City Clerk, the following actions be taken with respect to the Governance Working Group Meeting Schedule:

- a) the report dated November 27, 2023, entitled “Governance Working Group 2024 Meeting Schedule”, **BE RECEIVED** for information;
- b) the following dates **BE ESTABLISHED** as meeting dates for Governance Working Group (GWG):

Monday, January 22, 2024;
Monday, March 25, 2024;
Monday, May 13, 2024;
Monday, June 24, 2024;
Monday, September 23, 2024; and
Monday, November 25, 2024

it being noted that the meeting times will be at 10:00 AM.

Analysis

1.1 Previous Reports Related to this Matter

Governance Working Group – July 27, 2023 – [Schedule of 2023 Governance Working Group Meeting Dates](#)

1.2 2023 Governance Working Group Meeting Dates

At its meeting on July 27, 2023, Governance Working Group (GWG) passed a motion establishing meeting dates for 2023:

“That the following dates BE ESTABLISHED as monthly meeting dates for Governance Working Group (GWG):

- Monday, August 28;
- Monday, September 25;
- Monday, October 16;
- Monday, November 6;
- Monday, November 27; and
- Monday, December 18

it being noted that the meeting times will be at 1:00 PM.”

1.3 2024 Proposed Governance Working Group Meeting Dates

Civic Administration is proposing to schedule six meetings in 2024. There is flexibility to add additional meetings should they be required. GWG would be meeting on the following dates at 10:00 AM:

- Monday, January 22, 2024
- Monday, March 25, 2024
- Monday, May 13, 2024
- Monday, June 24, 2024
- Monday, September 23, 2024
- Monday, November 25, 2024

Conclusion

The suggested dates accommodate the opportunity of regular meetings for Governance Working Group within the existing meeting schedule, allowing for flexibility to incorporate additional meetings if needed.

Recommended by: Michael Schulthess, City Clerk

GOVERNANCE WORKING GROUP DEFERRED MATTERS (as at 11/17/2023)

NO.	COUNCIL DATE/ CLAUSE REF	ITEM	SERVICE AREA RESPONSIBLE	STATUS
1	GWG July 27, 2023	<p>Council Members' Expense Account Policy c) the balance of the draft Council Member's Expense Account Policy BE REFERRED to the next meeting of Governance Working Group for further discussion;</p>	Clerks	27-Nov-23
2	April 25, 2023 (5.2/14/SPPC) (2023-C12)	<p>c) Potential New Council Policies - Budget Chair ii) establishment of an appointment of Budget Chair Policy that would include a recommended additional stipend for the role;</p>	Clerks	
3	April 25, 2023 (5.2/14/SPPC) (2023-C12)	<p>c) Potential New Council Policies - Council onboarding iii) establishment a new Council Policy related to formalization of a training and onboarding process for new Councillors at the beginning of the term;</p>	Clerks	
4	April 25, 2023 (5.2/14/SPPC) (2023-C12)	<p>d) Existing Council policies - Deputy Mayor i) the Appointment of Deputy Mayor Policy to add formality to certain job duties for the position and to consider additional compensation (or stipend) for the position of the Deputy Mayor;</p>	Clerks	
5	April 25, 2023 (5.2/14/SPPC) (2023-C12)	<p>d) Existing Council policies - Remuneration ii) the Remuneration for Elected Officials and Appointed Citizen Members Policy, to provide for the establishment of a new full-time compensation model for Councillors, for the start of the 2026 Municipal Council term, as well as a draft terms of reference for an independent task force to review and consult with the public with respect to same; it being noted that this may require additional revisions to associated Council Policies, such as Discussion of Remuneration for Elected Officials and Individuals Appointed by City Council to serve on its Committee or a Local Agency, Board or Commission Policy;</p>	Clerks	
6	April 25, 2023 (5.2/14/SPPC) (2023-C12)	<p>e) Selection Process for Boards, Agencies, and Commissions, with regard to the filling of vacancies during a council term including but not limited to: i) the potential for ABCs to review and identify recommended candidates based on their skill needs; ii) providing an evaluation matrix tool to assist Councillors in reviewing applications; and, iii) consideration of an interview process.</p>	Clerks	

GOVERNANCE WORKING GROUP DEFERRED MATTERS (as at 11/17/2023)

NO.	COUNCIL DATE/ CLAUSE REF	ITEM	SERVICE AREA RESPONSIBLE	STATUS
7	Council 9/26/23 (5.3/22/SPPC)	<p>Ward Boundary Review</p> <p>a) the following actions be taken with respect to the 2023 Ward Boundary Review Process:</p> <p>i) the report dated September 11, 2023, entitled “2023 Ward Boundary Review Process – Terms of Reference”, BE RECEIVED for information;</p> <p>ii) the Civic Administration BE DIRECTED to bring forward the amended Terms of Reference, with the inclusion of a target to strive for no greater than 15% population variance and consideration of ward naming conventions, for adoption at the October 17, 2023 Council meeting;</p> <p>iii) the Civic Administration BE DIRECTED to undertake a competitive procurement process to retain an independent third-party consultant to initiate Option 1 as the preferred option of Municipal Council and under the adopted Terms of Reference for the City of London;</p>	Clerks	
8	SPPC Sep 19, 2023 (5.3/22/SPPC)	<p>iv) that matters regarding governance and compensation be referred back to a future Governance Working Group (GWG), as related to deferred items; Remuneration of Elected Officials and Appointed Citizen Members, Training and Onboarding Process for New Council, Selection Process Policy for Appointing Members to Committees, Civic Boards, and Commissions (as it relates to Council), and it being noted that as previously directed by GWG Chair Lewis & Vice Chair Franke have been collecting data on workloads and council job description reflecting the workload, as appended to the agenda, for further deliberation and discussion;</p>	Clerks	
9	GWG Nov 6, 2023	<p>the Civic Administration BE DIRECTED to schedule a time at a future meeting for general discussion regarding efficient meeting management.</p>	Clerks	