

Agenda

Governance Working Group

1st Meeting of the Governance Working Group

May 17, 2023, 9:00 AM

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

H. McAlister, S. Lewis, P. Cuddy, S. Stevenson, S. Trosow, C. Rahman, A. Hopkins, D.Ferreira, S. Hillier

The City of London is committed to making every effort to provide alternate formats and communication supports for meetings upon request. To make a request specific to this meeting, please contact abush@london.ca.

Pages

1. Call to Order

- 1.1 Disclosures of Pecuniary Interest
- 1.2 Election of Chair and Vice Chair
- 1.3 Establishment of GWG Meeting Dates and Times

2. Consent Items

- 2.1 Council Resolution Dated April 25, 2023 Re: Governance Working Group 3

3. Items for Discussion

- 3.1 2024 Standing Committee Meetings and Annual Meeting Calendar 5
- 3.2 Management of In Camera Items at Municipal Council Meetings
- 3.3 Council Members' Expense Account Policy 20
- 3.4 Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions Policy 24
- 3.5 Current Council Policies
 - a. Appointment of Deputy Mayor 26
 - b. Remuneration for Elected Officials and Appointed Citizen Members 28
 - c. Selection Process Policy for Appointing Members to Committees, Civic Boards and Commissions 29

3.6 Potential New Council Policies

- a. Appointment of Budget Chair
- b. Training and Onboarding Process for New Council

4. Deferred Matters/Additional Business

5. Adjournment



P.O. Box 5035
300 Dufferin Avenue
London, ON
N6A 4L9

April 26, 2023

Chair and Members
Governance Working Group

I hereby certify that the Municipal Council, at its meeting held on April 25, 2023 resolved:

That the Civic Administration BE DIRECTED to call the first meeting of the Governance Working Group no later than May 18, 2023 and the following matters BE REFERRED to the Governance Working Group for discussion and for potential recommendation(s) back to the Strategic Priorities and Policy Committee:

- a) discussion related to the management of In Camera items at the Municipal Council meetings; it being noted that the current practice requires that the Council Chambers be vacated by the public immediately following the Call to Order of the Council meeting;
- b) discussion with respect to potential changes and/or clarification of the Council Members' Expense Account Policy, specifically related (but not necessarily limited) to permitting a Councillor to host community engagement and/or community building events that include recreational and/or social components at City-owned and operated facilities and other civic spaces;
- c) consideration of the development of new Council policies related to:
 - i) participation requirements for individual Council members related to the City's Agencies, Boards and Commissions, and compensation incentives for 'uneven' workloads and standing committee participation expectations by individual Council members, including a requirement that members rank all committees in terms of preference; it being noted that any associated change may require an update to the Selection Process Policy for Appointing Members to Committees, Civic Boards and Commissions;
 - ii) establishment of an appointment of Budget Chair Policy that would include a recommended additional stipend for the role;
 - iii) establishment a new Council Policy related to formalization of a training and onboarding process for new Councillors at the beginning of the term;
- d) consideration of revisions to the following existing Council policies:
 - 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;
 - 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;

e) undertake a review of the appointment 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. (5.2/14/SPPC) (2023-C12)



M. Schulthess
City Clerk
/hw

cc: A. Bush, Administrative Assistant, Administration and Protocol
E. Skalski, Manager, Records and Information Services



P.O. Box 5035
300 Dufferin Avenue
London, ON
N6A 4L9

April 26, 2023

Chair and Members
Governance Working Group

I hereby certify that the Municipal Council, at its meeting held on April 25, 2023 resolved:

That the 2024 Standing Committee Meetings and Annual Meeting Calendar Report BE REFERRED to the Governance Working Group for consideration of moving standing committee meetings to regular City Hall business hours for all standing committees, effective December 1, 2023. (2.9/7/CSC) (A02-2023)

M. Schulthess
City Clerk
/hw

cc: A. Bush, Administrative Assistant, Administration and Protocol

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee
From: Michael Schulthess, City Clerk
Subject: Standing Committee Meetings and Annual Meeting Calendar
Date: April 11, 2023

Recommendation

That, on the recommendation of the City Clerk, the attached annual meeting calendar for the period January 1, 2024 to December 31, 2024 (Appendix "A"), BE APPROVED; it being understood that adjustments to the calendar may be required from time to time in order to accommodate special/additional meetings or changes to governing legislation.

Previous Reports Pertinent to this Matter

May 30, 2022 – Corporate Services Committee
May 31, 2021 – Corporate Services Committee
June 8, 2020 – Corporate Services Committee
May 14, 2019 – Corporate Services Committee
April 2, 2019 – Corporate Services Committee
May 28, 2018 – Governance Working Group
September 11, 2018 – Corporate Services Committee

Background

The attached (Appendix "A") draft meeting schedule is generally in accordance with the current Council Procedure By-law, which includes the following direction:

- Corporate Services Committee meetings to be held on Mondays at 12:00 PM.
- Civic Works Committee meetings to be held on Tuesdays at 12:00 PM.
- Community and Protective Services Committee to be held on Tuesdays at 4:00 PM.
- Planning and Environment Committee to be held on Mondays at 4:00 PM.
- Strategic Priorities and Policy Committee meetings to be held on Tuesdays at 4:00 PM.

The above-noted draft is based on the current three-week rotation, introduced in 2021, that includes all of the standing committees.

In developing the draft calendar, consideration was given to the scheduling of the Federation of Canadian Municipalities' (FCM) Annual General Meeting and the Association of Municipalities of Ontario's (AMO) Annual General Meeting.

Multi-Year Budget Process

The proposed meeting schedule also incorporates dates to accommodate the Multi-Year Budget process.

Additions and/or Adjustments

It is understood that from time-to-time exceptional circumstances arise where special meetings will have to be added to the meeting schedule, or certain adjustments may have to be made to the meeting schedule.

Prepared by and Recommended by: **Michael Schulthess, City Clerk**

January 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|--|-----------|-----------|-----------|-----------|
| | 1 CITY HALL CLOSED NEW YEAR'S DAY | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 9 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 COUNCIL 1:00 PM | 24 | 25 | 26 | 27 |
| 28 | 29 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 30 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 31 | | | |

February 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|---|---|---|----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Includes Budget Public Participation) | 7 | 8 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET | 9 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET | 10 |
| 11 | 12 | 13 COUNCIL 1:00 PM | 14 AUDIT 12:00 PM | 15 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET | 16 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET | 17 |
| 18 | 19 CITY HALL CLOSED FAMILY DAY | 20 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 21 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 22 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET | 23 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET | 24 |
| 25 | 26 | 27 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Includes Budget Public Participation) | 28 | 29 | | |

March 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|--|-----------|----------|---------------------------------------|----------|
| | | | | | 1 | 2 |
| 3 | 4 CORPORATE SERVICES COMMITTEE 12:00 PM (Remuneration Report) | 5 COUNCIL 1:00 PM (Includes Budget Approval) | 6 | 7 | 8 | 9 |
| 10 | 11 Week of March Break | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 19 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 SPECIAL COUNCIL 1:00 PM (if Needed) STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 27 | 28 | 29 CITY HALL CLOSED GOOD FRIDAY | 30 |
| 31 | | | | | | |

April 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|--|--|-----------|-----------|-----------|
| | 1 CITY HALL CLOSED EASTER MONDAY | 2 COUNCIL 1:00 PM | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 10 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 11 | 12 | 13 |
| 14 | 15 | 16 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 17 | 18 | 19 | 20 |
| 21 | 22 CORPORATE SERVICES COMMITTEE 12:00 PM (Tax Policy) | 23 COUNCIL 1:00 PM | 24 | 25 | 26 | 27 |
| 28 | 29 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 30 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | | | | |

May 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|---|----------|--------|----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 7 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 COUNCIL 1:00 PM | 15 | 16 | 17 | 18 |
| 19 | 20 CITY HALL CLOSED VICTORIA DAY | 21 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 22 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 23 | 24 | 25 |
| 26 | 27 | 28 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 29 | 30 | 31 | |

June 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------------|---|---|-------------------------|----------------------------|----------------------------|----------------------------|
| | | | | | | 1 |
| 2 | 3 PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 4 COUNCIL 1:00 PM | 5 | 6 FCM ANNUAL CONFERENCE | 7 FCM ANNUAL CONFERENCE | 8 FCM ANNUAL CONFERENCE |
| 9 FCM ANNUAL CONFERENCE | 10 CORPORATE SERVICES COMMITTEE 12:00 PM | 11 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 12 AUDIT 12:00 PM | 13 | 14 | 15 |
| 16 | 17 PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 18 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 COUNCIL 1:00 PM | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

July 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|--|----------|--------|----------|
| | 1 CITY HALL CLOSED CANADA DAY | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 16 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 17 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 18 | 19 | 20 |
| 21 | 22 | 23 COUNCIL 1:00 PM | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

August 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------------------|---|---|--|----------|--------|----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 CITY HALL CLOSED CIVIC HOLIDAY | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 13 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 14 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 15 | 16 | 17 |
| 18 <i>AMO ANNUAL CONFERENCE</i> | 19 <i>AMO ANNUAL CONFERENCE</i> | 20 <i>AMO ANNUAL CONFERENCE</i> | 21 <i>AMO ANNUAL CONFERENCE</i> | 22 | 23 | 24 |
| 25 | 26 PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 27 COUNCIL 1:00 PM | 28 | 29 | 30 | 31 |

September 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|-------------------------|----------|--------|----------|
| 1 | 2 CITY HALL CLOSED LABOUR DAY | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 10 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 18 AUDIT 12:00 PM | 19 | 20 | 21 |
| 22 | 23 | 24 COUNCIL 1:00 PM | 25 | 26 | 27 | 28 |
| 29 | 30 CITY HALL CLOSED NATIONAL DAY FOR TRUTH AND RECONCILIATION | | | | | |

October 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|--|---|-----------|-----------|-----------|
| | | 1 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 2 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 3 | 4 | 5 |
| 6 | 7 | 8 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 9 | 10 | 11 | 12 |
| 13 | 14 CITY HALL CLOSED THANKSGIVING DAY | 15 COUNCIL 1:00 PM | 16 | 17 | 18 | 19 |
| 20 | 21 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 22 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Includes Tabling of the Budget) | 30 | 31 | | |

November 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|-------------------------|--|---|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 COUNCIL 1:00 PM | 6 | 7 | 8 | 9 |
| 10 | 11 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 12 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 13 AUDIT 12:00 PM | 14 | 15 | 16 |
| 17 | 18 PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 19 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM (Includes Budget Public Participation) | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 COUNCIL 1:00 PM | 27 | 28 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET | 29 STRATEGIC PRIORITIES AND POLICY COMMITTEE 9:30 AM BUDGET (If Needed) | 30 |

December 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|--|--------------------------------------|-----------------------------------|------------------------|----------|
| 1 | 2 CORPORATE SERVICES COMMITTEE 12:00 PM PLANNING AND ENVIRONMENT COMMITTEE 4:00 PM | 3 CIVIC WORKS COMMITTEE 12:00 PM COMMUNITY AND PROTECTIVE SERVICES COMMITTEE 4:00 PM | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 STRATEGIC PRIORITIES AND POLICY COMMITTEE 4:00 PM | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 COUNCIL 1:00 PM (Includes Budget Approval) | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 CITY HALL CLOSED at 12:00 PM | 25 CITY HALL CLOSED CHRISTMAS DAY | 26 CITY HALL CLOSED BOXING DAY | 27 CITY HALL CLOSED | 28 |
| 29 | 30 CITY HALL CLOSED | 31 CITY HALL CLOSED | | | | |



London
CANADA

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)

Last Review Date: November 15, 2022

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; and,
 - 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 conference(s); it being noted that any related expenses would be eligible for reimbursement from the individual expense account;
 - 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 \$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 \$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 \$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) publication of newspaper notices to extend Seasons Greetings, advertise ward or neighbourhood meetings, extend congratulations to community organizations, convey Council actions on matters of public interest up to a maximum value of \$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, lease of constituency office space within the ward, printing, etc.;
- 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 thereafter:
- A) a monthly transportation allowance in the amount of up to \$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.
- 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; and,
- h) all eligible claim receipts shall be submitted for processing within 45 (forty-five) days from the date the expense occurred, in order to be considered for reimbursement.



London
CANADA

Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions Policy

Policy Name: Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions Policy

Legislative History: Adopted August 22, 2017 (By-law No. CPOL.-71-303); Amended July 24, 2018 (By-law No. CPOL.-71(a)-409); Amended August 10, 2021 (By-law No. CPOL.-71(b)-244)

Last Review Date: August 10, 2021

Service Area Lead: City Clerk

1. Policy Statement

1.1 This policy clarifies how Council Members are to be appointed to Standing Committees of Council and various Civic Boards and Commissions.

2. Definitions

2.1 **Council Year** – shall mean a one-year period commencing December 1 until November 15.

3. Applicability

3.1 This policy shall apply to all City of London Council Members.

4. The Policy

4.1 General

Council Members shall be appointed to Standing Committees of Council each Council Year, with the exception of the Strategic Priorities and Policy Committee which shall serve for the Council Term.

Council Members shall make every effort to serve on different Standing Committees throughout the Council Term, with the exception that the Council Procedure By-law provides for the Mayor to be, ex officio, a member of all Standing Committees of the Council, except for the Strategic Priorities and Policy Committee where the Mayor shall serve as Chair; and

Council Members shall be appointed to the Audit Committee, civic boards and commissions each Council Term, to serve for the Council Term, unless the term of office is otherwise specified by legislation.

The Strategic Priorities and Policy Committee shall nominate the appointment of Council Members to Standing Committees of Council, Audit Committee and various civic boards and commissions to the Municipal Council.

4.2 Appointment of Council Members at the Commencement of a New Council Term

The City Clerk, or designate, shall convene a meeting of the Strategic Priorities and Policy Committee, as soon as possible after the Inaugural Council meeting, with respect to the appointment of Council Members to the Standing Committees of Council, Audit Committee and various civic boards and commissions. In advance of the above-noted Strategic Priorities and Policy Committee meeting, the City Clerk, or designate, shall provide incoming Council Members with a communication describing the mandate of each of the Standing Committees, Audit Committee, boards and commissions to which

Council Members are to be appointed, and providing a document on which each Council Member is to indicate their committee, board and commission preferences. The latter document shall be returned to the City Clerk, or designate, by a specified date, in order to form part of the agenda for the Strategic Priorities and Policy Committee meeting. Appointments to the Standing Committees, Audit Committee and various civic boards and commissions shall be in keeping with the process approved by the Municipal Council.

4.3 Appointment of Council Members to Council Standing Committees after Appointments at the Commencement of a Council Term

The City Clerk, or designate, shall convene a meeting of the Strategic Priorities and Policy Committee in sufficient time for a nomination to be brought forward to the Municipal Council for consideration prior to the commencement of a new Council Year, with respect to the appointment of Council Members to Standing Committees of Council for the upcoming Council Year. The City Clerk, or designate, shall provide the Council Members with a document on which each Council Member is to indicate their Standing Committee preference. The latter document shall be returned to the City Clerk, or designate, by a specified date, in order to form part of the agenda for the Strategic Priorities and Policy Committee meeting. Appointments to the Standing Committee shall be in keeping with the process approved by the Municipal Council.

In the event a Council Member is no longer able to hold office on the Municipal Council and another individual is elected in their place during a Council Year, the new Council Member shall assume the membership on the Standing Committee previously held by the Council Member which they are replacing.

4.4 Appointment of Council Members to the Audit Committee and Civic Boards and Commissions after Appointments at the Commencement of a Council Term

In the event a Council Member vacancy on the Audit Committee or a civic board or commission becomes available during a Council Term, after appointments have been made at the commencement of the Council Term, the City Clerk, or designate, shall canvass the Council Members to determine which Council Members would be interested in filling the vacancy. The names of the Council Members who have expressed an interest in filling the vacancy shall be placed on an agenda of the Strategic Priorities and Policy Committee, at the earliest opportunity, and the selection of the Council Member to fill the vacancy shall be made based upon the same process approved by the Municipal Council for the filling of vacancies at the beginning of a Council Term.



London
CANADA

Appointment of Deputy Mayor Policy

Policy Name: Appointment of Deputy Mayor Policy

Legislative History: Adopted August 22, 2017 (By-law No. CPOL.-54-286)

Last Review Date: August 10, 2021

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy establishes the process for the appointment of a Deputy Mayor to assist the Mayor in carrying out their powers and duties and/or act in the place of the head of Council or other member of Council designated to preside at meetings in the municipality's procedure by-law when the head of Council or designated member is absent or refuses to act or the office is vacant. This shall include general business continuity in the absence of, or refusal to act by, the Mayor; attendance at meetings/events on behalf of the Mayor; participation/representation on civic committees, local boards, commissions or agencies and other related organizations and assistance with the Operating and Capital budget process through participation on the Audit Committee.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy applies to all Ward Councillors.

4. The Policy

4.1 General

- a) All Ward Councillors shall be eligible to serve as Deputy Mayor.
- b) The Deputy Mayor shall be selected by the Mayor, confirmed by a majority vote of the Municipal Council and appointed by by-law.
- c) The Mayor shall be solely responsible for determining which of their powers and duties are to be allocated to the Deputy Mayor and may adjust that allocation from time to time at their discretion.
- d) There shall be no limit to the number of terms a Member of Council can serve as Deputy Mayor.
- e) In the event the head of Council's seat becomes vacant, as defined in section 259 of the *Municipal Act, 2001*, that vacancy shall be filled in accordance with section 263 of the *Municipal Act, 2001*, with the Deputy Mayor to act in the place of the head of Council until such time as the vacant seat is otherwise filled.

4.2 Selection of Deputy Mayor Process

- a) The Mayor's initial selection for Deputy Mayor shall be determined and confirmed at the Inaugural Meeting of Municipal Council, and appointed by by-law.

- b) The term of the Deputy Mayor shall last no longer than the Council term during which the Deputy Mayor was selected.
- c) The Mayor may, at their discretion, change their selection for Deputy Mayor throughout the course of their term as Mayor, in order to allow the Mayor to effectively draw upon the varied skill sets of Council Members.
- d) In the event the Mayor exercises their right under (c) above, any subsequent selection for Deputy Mayor shall be confirmed by Council, and appointed by by-law.



London
CANADA

Remuneration for Elected Officials and Appointed Citizen Members Policy

Policy Name: Remuneration for Elected Officials and Appointed Citizen Members Policy

Legislative History: Adopted August 22, 2017 (By-law No. CPOL.-70-302); Amended July 24, 2018 (By-law No. CPOL.-70(a)-408)

Last Review Date: August 10, 2021

Service Area Lead: City Clerk

1. Policy Statement

1.1 This policy establishes how the remuneration for City of London elected officials and appointed citizen members of local boards and commissions, where such remuneration is paid by the City of London, is adjusted.

2. Definitions

2.1 Not applicable.

3. Applicability

3.1 This policy shall apply to City of London elected officials and appointed citizen members of local boards and commissions whose remuneration is paid by the City of London.

4. The Policy

- 4.1 The remuneration for City of London elected officials and appointed citizen members of local boards and commissions, where stipends are paid by the City of London, shall be adjusted annually on January 1st by the percentage increase reflected in the Labour Index (monthly Index, Table 3), on the understanding that:
- a) if such an index reflects a negative percentage, the annual adjustment to the remuneration for City of London elected officials and appointed citizen members will be 0%; and
 - b) if the Labour Index (monthly Index, Table 3) has increased by a percentage greater than the Consumer Price Index, Ontario, the annual percentage increase in the remuneration for elected officials and appointed citizen members will be no greater than the increase in the Consumer Price Index, Ontario; and
 - c) in those years where non-union staff wages are frozen, no increase shall be applied.



London
CANADA

Selection Process Policy for Appointing Members to Committees, Civic Boards and Commissions

Policy Name: Selection Process Policy for Appointing Members to Committees, Civic Boards and Commissions

Legislative History: Enacted January 28, 2020 (By-law CPOL.-398-43)

Last Review Date: August 10, 2021

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 The City of London is committed to ensuring the appointment of qualified candidates to boards, commissions and committees in a manner that is open, transparent, and equitable. This policy outlines the selection process by which candidates to fill a position on a board, commission or committee are selected for recommendation.

2. Definitions

For the purposes of this policy:

- 2.1 **Absolute Majority** – shall mean fifty percent plus one (50% +1) of the available votes.
- 2.2 **Clerk** – shall mean the City Clerk of the City of London, or designate.
- 2.3 **Committee** – shall mean the Standing Committee responsible for recommending appointments for consideration by the Municipal Council or, in applicable circumstances, the Municipal Council.
- 2.4 **Qualified Candidate** – shall mean an individual who has expressed an interest in filling a vacant position on a board, commission or committee and meets the relevant membership requirements.
- 2.5 **Qualified Voter** – shall mean a member of the Committee or, in applicable circumstances, Municipal Council, qualified to make the appointment recommendation(s) to the Municipal Council.

3. Applicability

- 3.1 The policy shall apply to Committee members.

4. General

- 4.1 The names of candidates who have expressed an interest in filling a vacancy or a position to which the Municipal Council appoints members shall be placed on an agenda for consideration and a selection process to recommend a candidate to fill the position(s) shall be conducted in accordance with this policy.

5. Appointments

- 5.1 Appointments for boards, commissions and all committees to which Council appoints members shall be recommended for consideration in accordance with the Council Procedure By-law and the relevant terms of reference, policy or by-law for that board, commission or committee.
- 5.2 Advisory Committee appointments occurring mid-term shall be recommended for consideration in accordance with the Council Policy “General Policy for Advisory Committees”.
- 5.3 Prior to making a recommendation for appointment to Municipal Council, Committee may utilize the selection process detailed in this policy to short-list

applicants for further consideration via a formal interview process.

6. Selection Process

6.1 Qualified candidates will be placed on a Committee Agenda as a slate for consideration by the Committee.

6.1.1 In accordance with the Council Procedure By-law, in the year of a municipal election, the Striking Committee shall meet to make recommendations for initial Qualified Candidate appointments to boards, commissions and advisory committees and shall submit its recommendations to the new Municipal Council through the Strategic Priorities and Policy Committee.

6.2 The Committee may, by consensus, accept a slate for the recommendation of Qualified Candidate(s) to fill the position(s).

Every effort shall be made to achieve consensus amongst Committee Members on recommended appointments. The Clerk shall assist in the process by displaying a slate of potential appointees to each vacancy, and by amending that slate as consensus is achieved.

In the event consensus is achieved, the Chair shall immediately call for a motion to recommend the appointment for the candidates' for which consensus was reached.

6.3 Where the number of candidates recommended for appointment exceeds the number of positions available, all potential appointees' names for whom consensus has not been reached shall be listed in alphabetical order on a ballot and a selection process shall be conducted in accordance with the procedure outlined in this policy.

6.4 Voting - one (1) position to be filled

Where there is one (1) position to be filled and the number of candidates recommended for appointment exceeds one (1), the following procedure shall be followed, for as many voting rounds as necessary:

6.4.1 Each Qualified Voter on the Committee may vote for one (1) candidate to be recommended for appointment. All votes will be tabulated electronically by the Clerk.

6.4.2 The candidate that receives an Absolute Majority of the available votes shall be recommended for appointment.

6.4.3 If after the first round of counting, one candidate does not receive an Absolute Majority of available votes, the candidate(s) who received the least amount of votes and those with zero votes are removed from the slate and the vote is held again until one candidate to be recommended for appointment receives an Absolute Majority of the available votes.

6.5 Voting – more than one (1) position to be filled

Where the number of positions to be filled is greater than one (1) and the number of candidates recommended for appointment exceeds the number of positions available, the following procedure shall be followed, for as many voting rounds as necessary:

6.5.1 Each Qualified Voter on the Committee may vote for as many candidates for a position as there are positions to be filled, but may only vote once for each candidate. All votes will be tabulated electronically by the Clerk.

6.5.2 All candidates run against each other in a race for the required number of positions to be filled.

6.5.3 After the first round of counting, candidates with the least amount of votes and those with zero votes will be removed from the slate, and the vote is held again for all positions until the number of candidates left on the ballot equals the number of positions to be filled.

6.5.4 After all voting rounds have completed, the candidates that remain shall

be recommended for appointment, up to the required number of positions to be filled.

6.6 Resolution of tie – recommended candidate

In the event of a tie between two or more candidates who receive the same number of votes and cannot both or all be appointed to the position(s), the following procedure shall be followed with any modifications the Committee deems necessary:

- 6.6.1 A run-off vote between the tied candidates shall be conducted and tabulated electronically. The candidate(s) that receive(s) the most votes in the run-off shall be recommended for appointment.
- 6.6.2 In the event of a tie between the same two or more candidates in a run-off vote, the tie will be resolved by lot as follows and the candidate chosen by lot shall be declared eligible for recommendation:
 - a) The Clerk shall, in full view of the Committee, write the name of each tied candidate on a similar size paper, fold the papers with each candidate's name in two (2) equal parts and deposit these papers, in full view of all persons present, in an open-end box.
 - b) The Clerk shall ensure that the contents have been displaced sufficiently, and proceed to draw name(s) for the purpose of determining the candidate(s) who shall be recommended for appointment.
- 6.7 If it becomes apparent by reason of an equality of votes that no candidate can obtain sufficient votes to be recommended for appointment by the Committee, the Committee may repeat the selection process detailed in this policy with any necessary modifications in order to make a recommendation for appointment.
- 6.8 If it becomes impractical to tabulate the votes electronically, the selection process may be conducted and recorded manually in accordance with this Policy. The manual process shall follow the procedures outlined in sections 6.4 to 6.8 of this Policy, to the extent possible.
- 6.9 Once the number of candidates recommended for appointment equals the number of vacancies to be filled, the Chair shall immediately call for a motion to recommend the selected candidates for appointment.
- 6.10 The Clerk shall record the result and shall record how each Committee member voted in the selection process, and shall form a part of the public record.