

As you may be aware, each of the City of London’s Community Advisory Committee have an operating budget approved annually by Municipal Council. The intended purpose of these funds is to cover the cost of expenditures by an Advisory Committee related to matters directly within its mandate. Authorization for expenditures shall be as follows:

1. The City Clerk, or their designate, shall have the authority to process all payments for standard items within the Advisory Committee’s mandate, subject to budget availability, such as:
 - A. costs associated with Council-approved events (e.g. speaker’s gifts, mailing costs, room rentals, refreshments, etc. for open houses and workshops),
 - B. costs associated with workshops and conferences attended by members of an Advisory Committee which are relevant to that Advisory Committee’s mandate,
 - C. plaques issued by the London Advisory Committee on Heritage,
 - D. communication supports for persons with disabilities, and
 - E. purchase of publications to assist in carrying out the Advisory Committee’s mandate;

2. Expenses associated with communication and/or promotional efforts being undertaken by an Advisory Committee, within its mandate, are to be approved by Communications for consistency in messaging and proper branding, via the Committee Secretary, prior to those expenses being incurred. If Communications approves the content of those items, then the City Clerk, or their designate, shall have the authority to process those expenses, subject to budget availability. Expenses associated with communication and/or promotional efforts that are not to the satisfaction of Communications, shall require the approval of the Municipal Council, via the appropriate Standing Committee; and

3. Financial grants/contributions or awards to third party individuals, organizations or groups shall be directed to the appropriate service area to be addressed through the approval and reporting processes already established by the Municipal Council for those situations, unless that authority is explicitly provided for by the Municipal Council in an Advisory Committee’s mandate. If that authority has been explicitly provided for in an Advisory Committee’s mandate, then the City Clerk, or their designate, shall have the authority to process those particular expenditures.

In addition to the above, each Advisory Committee is required to provide an annual report to Municipal Council, through the appropriate Standing Committee, detailing all expenses incurred against its annual budget allocation and in a format established by the City Clerk.

The annual budget allocated to your Advisory Committee is as follows:

Advisory Committee	Ecological Community Advisory Committee
Budget Allocation for Fiscal Year 2024	\$1,500

Please be advised that your Advisory Committee must have all planned spending for the current fiscal year submitted and approved no later than **Friday November 15, 2024** to ensure all required payments can be issued and closed off prior to the end of the year.