

## APPENDIX "A"

Bill No.  
2013

By-law No. A.-

A by-law to amend subsection 5 of section VIII of Council Policy 28(1) entitled "Travel & Business Expenses".

WHEREAS section 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to delete and replace subsection 5 of section VIII "Working Meetings/Life Events" of Council Policy 28(1) entitled "Travel & Business Expenses", in order to order to add a provision that addresses bereavement;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. Subsection 5 of section VIII "Working Meetings/Life Events" of Council Policy 28(1) entitled "Travel & Business Expenses" is hereby deleted and replaced with the following new section VIII (5) in order to add a provision that addresses bereavement.

### VIII. **BUSINESS EXPENDITURES**

#### 5. Working Meetings/Life Events (Only Officials/Staff Present)

- (i) Non-alcoholic beverages and snacks may be offered to Officials or Staff required to work through "breaks" (otherwise called "coffee breaks"). Such hospitality should be restricted to occasions where the dispersal of participants during a break period is not desirable (e.g. training workshops). Managerial discretion and due regard for economy should be used in identifying such occasions.
- (ii) Non-alcoholic refreshments, meals, or both may be offered to Officials or Staff required to work through meal hours. Such hospitality should be restricted to occasions where the dispersal of participants during the meal hour is not desirable. Managerial discretion and due regard for economy should be used in identifying such occasions.
- (iii) Expenses will be reimbursed for employee events such as: team building events, general staff appreciation or celebrations, recognition of project milestones, or recognition of the extra efforts of employees. It is the responsibility of the ERO to exercise good judgment to ensure that the expense is warranted and reasonable, and that the type of event or award is appropriate for the purpose. Officials and Staff must be mindful of the fact that entertainment expenses in particular must be able to withstand public scrutiny.
- (iv) Expenses associated with functions for departing staff may NOT be charged to a service area's budget. All expenses related to this type of function are the responsibility of those hosting the function.
- (v) Cash awards are considered taxable benefits under income tax regulations.
- (vi) It is NOT permissible to use City funds to purchase flowers or gifts in recognition of any individual or group of individuals unless required within the business context in such circumstances as:

- A) In the event of the death of an employee, an employee's spouse or an employee's child, Human Resources may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, Human Resources may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
- B) In the event of the death of a current Member of Council, a current Member of Council's spouse or a current Member of Council's child, the City Clerk may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, the City Clerk may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
- C) In the event of the death of a current local Member of Parliament or current local Member of the Legislative Assembly of Ontario, the City Clerk may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, the City Clerk may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
- D) Gifts for employees in keeping with the Council and Corporate Policies and Procedures related to the Employee Service Recognition Program.

2. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on December 17, 2013.

Joe Fontana  
Mayor

Catharine Saunders  
City Clerk

First reading – December 17, 2013  
Second reading – December 17, 2013  
Third reading – December 17, 2013