

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON OCTOBER 7, 2014</b>
<b>FROM:</b>	<b>CATHARINE SAUNDERS CITY CLERK</b>
<b>SUBJECT</b>	<b>AMENDMENT TO COUNCIL POLICY 28(2) COUNCIL MEMBERS' EXPENSE ACCOUNT AND MAYOR'S EXPENSES POLICY 28(3)</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the City Clerk, the following actions be taken with respect to amendments to Council Policies 28(2) and 28(3):

- a) the attached proposed by-law (Appendix "A") BE INTRODUCED at the Municipal Council meeting on October 14, 2014 to repeal Council Policy 28(2), "Council Members' Expense Account" and replace it with a revised Council Policy 28(2), in order to incorporate the following amendments to the Council policy to:
- i) provide for the quarterly reporting of Council Members' expenses on the City of London's website;
  - ii) include, as a permissible expense, costs associated with educational forums related to the business of the Municipal Council, hosted by Members of Council, for the benefit of the public;
  - iii) provide for additional guidelines related to single item purchases exceeding \$500 from the Council Members' annual expense allocation;
  - iv) provide for the return to the City Clerk of single purchase items exceeding \$500 at the time of purchase, upon the conclusion of the Members' term;
  - v) incorporate an annual maximum expenditure for advertising;
  - vi) provide for additional clarification and guidelines for the use of the Expense Account, in order to ensure that expenditures are in support of the Councillors in carrying out their roles; and,
  - vii) accommodate various administrative updates; and,
- b) the attached proposed by-law (Appendix "B") BE INTRODUCED at the Municipal Council meeting on October 14, 2014 to repeal Council Policy 28(3), "Mayor's Expenses" and replace it with a revised Council Policy 28(3), in order to incorporate a provision for the return of single purchase items exceeding \$500.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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June 17, 2014 – Amendment To Council Policy 28(2) Posting Council Members' Expenses

March 25, 2014 - Amendment To Council Policy 28(2) Council Members' Expense Account

<b>BACKGROUND</b>
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The above-noted previous reports brought forward various recommendations related to the Council Members' Expense Account policy, as requested by Council Members. The recommendations were referred back to the Civic Administration for further refinements and changes to provide more clarity and control with respect to allowable expenses. The more restrictive policies of other municipalities were referenced in the Council discussions, with clear direction to focus the use of the funds on the necessities to carry out the duties of a Municipal Councillor.

In reviewing the existing policy, the focus of potential amendments was to remove any ambiguity as to the intended purpose of the funds; that being to assist Councillors in fulfilling their role. For example, "community event sponsorship" is heavily utilized and most often questioned as an allowable expense. The use of the funds for "donations" or "grants" is expressly excluded; event support can be accomplished through ticket purchase and through advertisements. As such, an annual maximum for advertising is also proposed to assist with this clarity.

In June of this year Council approved, by resolution, the quarterly posting of the Councillors' expenses to the City's website. This process has been initiated and the by-law accompanying this report will enact the policy by by-law.

A summary of the proposed revisions, as noted in the attached redline versions of the policies, is as follows:

- addition to part c) v), to address the Council direction to have unconsumed purchases returned to the Corporation, upon the completion of the Council term; a minimum single purchase threshold is proposed, and a mechanism for approval of more costly purchases during the final year of the term;
- an annual spending cap added to part c) vi) – advertising, noting that this will not affect or limit a Member's ability to provide ward information, newsletters, etc.;
- additional clarity added to part c) vii) – ward-related expenses;
- addition of a new part c) viii) – hosting educational forums, as per the direction of the Municipal Council;
- removal in part c) x) of "sponsorship" for community events, based on the discussion at Council and the existing restriction of using the expense accounts for "donations or grants";
- addition of a new part e) to clarify the intention of the expense account and the means by which claims are received;
- addition of the quarterly posting of Councillor expenses to the City's website, as approved by Council in June, 2014.

An amendment related to the Mayor's Expense Policy, to require the return of equipment and other non-consumables that exceeded \$500.00 in value at the time of purchase, is also attached.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<b>BARB WESTLAKE-POWER MANAGER, LEGISLATIVE SERVICES</b>	<b>CATHARINE SAUNDERS CITY CLERK</b>