

SCHEDULE A

28(2) Council Members' Expense Account

That the following policy be established allocating the annual sum of \$8,570.00 to each Member of Council, subject to the following conditions:

- (a) This policy does not apply to:
 - (i) the Head of Council;
 - (ii) any travel-related expenses that are not eligible for reimbursement under Council Policy 28(1) 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, cell phones, PDAs and computers issued by the Corporation; noting that the standards for the aforementioned equipment are established by the Technical Services Division and include two City-standard desktop computers, or a laptop IBM-compatible Personal Computer, networked to the City, with City-standard software installed, a small personal laser or colour ink jet printer for use at the elected official's home, one land-line telephone at City Hall and either of a cellular phone or PDA for off-site communication purposes;
 - (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; and,
 - (x) expenses incurred by delegates who the Mayor may, from time to time and at his/her discretion, request to attend meetings with federal, provincial or municipal organizations, or of the Mayors and Regional Chairs of Ontario (MARCO) and the Large Urban Mayors Caucus of Ontario (LUMCO) on his/her behalf; and,
 - (xi) any donations or grants as these items are covered under the City of London Municipal Granting program.

- (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 Council Policy 28(1) Travel and Business Expenses;
 - (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 **up to a maximum value of \$1000 annually**;
 - (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 Council Policy 28 (1) Travel and Business Expenses;
 - (v) office and computer equipment, furniture and supplies exceeding corporate issue;
 - (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;
 - (vii) expenses related to ward, neighbourhood or constituent meetings, such as the expenses related to the lease of space within the ward;
 - (viii) expenses relating to normal “wear and tear” of the primary vehicle used for City business such as: gas receipts, oil changes, tires, brakes, parking and other fluid changes/fills.
 - (ix) 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.
- (d) For expenses not included in (c), above, elected officials may, at their discretion, submit a request through the Finance and Administrative Services Committee for approval of an expense, on an exception basis;
- (e) 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; and,
- (f) All elected official expense information is considered to be public information and shall be made available upon request to the City Clerk.