

From the General Policy for Advisory Committees:

- the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles

Authorization for expenditures shall be as follows:

- (i) the City Clerk, or his/her designate, shall have the authority to process all payments for standard items within the advisory committee's mandate, subject to budget availability, such as costs associated with **Council-approved events** (e.g. speaker's gifts, mailing costs, room rentals, refreshments, etc. for open houses and workshops), costs associated with workshops and conferences attended by members of an advisory committee which are relevant to that advisory committee's mandate, plaques issues by the London Advisory Committee on Heritage, interpreters for the special needs population and purchase of publications to assist in carrying out the advisory committee's mandate;
- (ii) expenses associated with communication and/or promotional efforts being undertaken by an advisory committee, within its mandate, are to be approved by Corporate Communications for consistency in messaging and proper branding, via the Committee Secretary, prior to those expenses being incurred. If Corporate Communications approves the content of those items, then the City Clerk, or his/her 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 Corporate Communications, shall require the approval of the Municipal Council, via the appropriate standing committee; and
- (iii) **financial grants/contributions or awards to third party individuals, organizations or groups shall be directed to the appropriate Civic Department** 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 his/her designate, shall have the authority to process those particular expenditures.