

<b>TO:</b>	<b>CHAIR AND MEMBERS FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING ON JULY 16, 2012</b>
<b>FROM:</b>	<b>CATHY SAUNDERS CITY CLERK</b>
<b>SUBJECT:</b>	<b>AMENDMENT COUNCIL POLICY 28(2) COUNCIL MEMBERS' EXPENSE ACCOUNT</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the City Clerk, the attached proposed by-law (Appendix "A") **BE INTRODUCED** at the Municipal Council meeting on July 24, 2012 to amend Council Policy 28(2) entitled "Council Members' Expense Account" to amend part (c) of the Policy to establish an additional category for "community event sponsorship and ticket purchases" so that these types of expenses are not subject to the annual cap established for gifts and souvenirs, as previously approved by the Municipal Council.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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- Item #5 – Finance and Administrative Services Committee, March 26, 2012
- Item #8 – Finance and Administrative Services Committee, February 6, 2012
- Item #7 – Finance and Administrative Services Committee, December 12, 2011

<b>BACKGROUND</b>
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At the June 12, 2012 meeting of Municipal Council, the following resolution was passed with respect to the Council Members' Expense Account Policy 28(2):

"That the following actions be taken with respect to the Council Members' Expense Account Policy 28(2):

- a) pursuant to section 13.8 of the Council Procedure By-law, the actions of the Municipal Council taken at its meeting of April 10 and 11, 2012, related to the adoption of clause 5 of the 11th Report of the Finance and Administrative Services Committee, concerning the Council Members' Expense Account Policy 28(2) to address expenses related to "sponsorship" and "event: (ticket) purchases BE RECONSIDERED; and
- b) subject to the approval of a) above, the City Clerk BE DIRECTED to bring forward a further by-law amendment that would establish an additional category for "community event sponsorship and ticket purchases" so that these types of expenses are not subject to the annual cap established for gifts and souvenirs, as previously approved by the Municipal Council."

Council Members have indicated that from time to time they provide support to the community by means of providing monetary sponsorship or the purchase of an event ticket for a community event. The current policy does not specifically address such sponsorship and ticket purchases and therefore these expenses would be subject to the \$1,000 cap established in the Policy for gifts and souvenirs. In response to the direction given by Council, the Civic Administration has prepared the attached by-law that would amend the Council Members' Expense Account Policy 28(2) so that community event sponsorship and ticket purchases are not subject to the annual cap established for gifts and souvenirs.

<b>PREPARED BY:</b>
<b>CATHY SAUNDERS CITY CLERK</b>

## APPENDIX "A"

Bill No.  
2012

By-law No.

A by-law to amend Council Policy 28(2) entitled "Council Members' Expense Account", to provide Council Members with the ability to utilize the Council Members' expense account allocation for community event sponsorship and ticket purchases.

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 section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 283 of the *Municipal Act, 2001* provides that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend Council Policy 28(2) entitled "Council Members' Expense Account" to provide Council Members with the ability to utilize the Council Member's expense account allocation for community event sponsorship and ticket purchases.

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

1. Council Policy 28(2) entitled "Council Members' Expense Account" is hereby amended by deleting part (c) in its entirety and by replacing it with a new part (c) as follows:
  - "(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.

(x) community event sponsorship and ticket purchases.”

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

PASSED in Open Council , 2012.

Joe Fontana  
Mayor

Catharine Saunders  
City Clerk

First reading – July 24, 2012  
Second reading – July 24, 2012  
Third reading – July 24, 2012