

TO:	CHAIR AND MEMBERS FINANCE AND ADMINISTRATION COMMITTEE Meeting on October 19, 2011
FROM:	CATHARINE SAUNDERS CITY CLERK
SUBJECT	COUNCIL MEMBERS' EXPENSE ACCOUNT

RECOMMENDATION

That, on the recommendation of the City Clerk, the attached proposed by-law **BE INTRODUCED** at the Municipal Council meeting on October 24, 2011 for the purpose of amending Council Policy 28(2), being the Council Members' Expense Account Policy, to adjust the annual expense allocation for each Council Member by an equal share of the annual amount budgeted for reimbursement of claims for local City business travel, in order to amalgamate the two allocations into one lump sum, effective January 1, 2012 and to reflect the elimination of the Board of Control.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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September 14, 2011 - Finance and Administration Committee – Agenda Item #4 –Items for Direction

BACKGROUND

The Municipal Council, at its session held on September 19, 2011, resolved:

*“That, on the recommendation of the City Clerk, the Civic Administration **BE DIRECTED** to undertake the following actions with respect to Council Members’ use of personal vehicles for local city business:*

- (a) to discontinue the current procedure for local travel and apply the current budgetary amount of \$22,000 evenly amongst the annual expense allocation for each Council Member, excluding the Mayor; and*
- (b) amend the policy for the Council Members’ annual expense allocation to provide for reimbursement of eligible local travel from those monies;*

it being noted that this would allow the Council Members to use their monies for any eligible expenditure identified in the Council policy applicable to their annual expense allocation, and the associated costs could be accommodated within the existing budget.”

The attached draft proposed by-law is being put forward for consideration to make the necessary amendments to the existing Council Members' Expense Account Policy to implement the above-noted Council direction, as well as to reflect the elimination of the Board of Control. As it is difficult, from a claims and reporting perspective, to make this change very late in the fiscal year, it is being recommended that the change be implemented effective January 1, 2012.

RECOMMENDED BY:
CATHARINE SAUNDERS CITY CLERK

Attachment

Bill No.

By-law No. A.-

A by-law to amend Council Policy 28(2) entitled
"Council Members' Expense Account".

WHEREAS the Council of The Corporation of the City of London wishes to amend Council Policy 28(2) entitled "Council Members' Expense Account" in order to amalgamate the annual funding set aside for reimbursement for local City business travel with the annual funding set aside for Council Members' expenses and to reflect the elimination of the Board of Control;

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

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

1. Council Policy 28(2) is hereby amended by repealing the existing Policy 28(2) and enacting the revised Policy 28(2), attached as Schedule "A", in its place.
2. This by-law comes into force and effect on January 1, 2012.

PASSED in Open Council on October 24, 2011.

Joe Fontana
Mayor

Catharine Saunders
City Clerk

First Reading – October 24, 2011
Second Reading – October 24, 2011
Third Reading – October 24, 2011

28(2) Council Members' Expense Account

That the policy set out in [Appendix 28\(2A\)](#) allocating an annual sum of \$8,570 to the Members of Council for expenses incurred while acting as Members of Council be established.

28(2A) Appendix to Council Members' Expense Account

That the following policy be established allocating the annual sum of \$8,570 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 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 officials' 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;
- (b) The annual allocation shall be subject to annual Budget deliberations;
- (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 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;
 - (iv) the expenses of a spouse or companion when claiming business entertainment expenses, at the discretion of the elected official, when such entertainment is considered to be necessary for the advancement of the interests of the City;

- (v) office and computer equipment, furniture and supplies exceeding corporate issue;
 - (vi) publication of newspaper notices to extend Season's Greetings, advertise ward or neighbourhood meetings, extend congratulations to community organizations, convey Council actions on matters of public interest; and,
 - (vii) expenses related to ward, neighbourhood or constituent business;
 - (viii) 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 Members' 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.
 - 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;
- (f) All elected official expense information is considered to be public information and shall be made available upon request to the City Clerk.