

MEMO

To: Governance Working Group
From: City Clerk's Office
Date: November 12, 2021
Re: Draft Policy Revisions

Attached you will find for your review a draft of the Council Members' Expense Account Policy, reflecting the changes proposed at the Governance Working Group meeting of November 8, 2021. The policy changes are indicated with paragraph borders for ease of distinction.

There are two additions to part 4.2 a), to indicate additional expenses that are not covered under the expense account. The FCM/AMO registration costs and one annual ward-wide mail out will be excluded from the eligible expenses, and rather be covered under the general office budget were applicable.

Added to the eligible expenses are the following:

- part iii) – additional clarity
- part vi) – 'media publications'
- part vii) – the exclusion of home internet

The financial impact of the above-noted 4.2 a) revisions are being reviewed. The initial cost estimate to the overall office budget, related to the conference registration will be an increase of approximately \$23,000.