

# **TOWNSHIP OF WEST LINCOLN**

## **ALDERMAN PROTOCOL ACCOUNT** **POLICY**

**POLICY NO.:** POL-F-01-00 (**AS AMENDED** by Reports RFD-F-16-04 & RFD-F-33-05)

**AMENDED:** May 10, 2004 & December 12, 2005

**TITLE:** Alderman's Protocol Account – Approved Expenditures (**AS AMENDED**)

**AUTHORITY:** Finance and Administration Committee

**EFFECTIVE DATE:** December 12, 2005

**PURPOSE:** To establish guidelines for what constitutes allowable expenses for Alderman's Protocol Account.

### **DEFINITIONS:**

"In their capacity" shall mean: the attendance at any event, programme, presentation or similar activity where the alderman is representing the municipality in response to an official invitation or on direction from council or the office of the Mayor.

### **POLICY STATEMENT:**

The following items are considered to be acceptable items for "Alderman's Protocol" expenditures:

1. Office Supplies
2. Conventions
3. Training
4. ~~Donation to Local Groups and/or Community Projects~~ (**Removed per Report RFD-F-16-04**)
4. Expenses incurred as a result of acting in their capacity as a member of Council either within or outside the municipality

### **THE FOLLOWING ITEMS WERE ADDED BY REPORT RFD-F-33-05:**

5. Christmas Appreciation Dinner (Added per Report RFD-F-33-05)
6. Flowers/donation for bereavement and illness (amount to be at the discretion of the Mayor)