

Attachment 2

Criteria for Council Furniture and Equipment Reserve (formerly the Government Relations Reserve XQ0009)

(a) *Location within the Consolidated Reserve Fund Schedule*

Account within Schedule #1 – Corporate Reserves

(b) *Statement of Purpose*

The purpose of the Reserve is to receive, hold and be drawn on to provide for the state of good repair and replacement of furniture of office suites of Members of Council at City Hall, or constituency offices at civic centres or other properties.

(c) *Service Area or Beneficiary Program*

The City Clerk will administer the account.

(d) *Contribution Policy*

Contribution to the Reserve will be from the annual surplus of the City Council operating budget at a level to be determined by the Deputy City Manager and Chief Financial Officer.

(e) *Withdrawal Policy*

Funds will be assigned to specific actions in support of the statement of purpose, subject to the availability of funds and the review by the City Clerk, the Deputy City Manager/Chief Financial Officer and Council approval as part of the operating budget process.

(f) *Review*

The reserve will be reviewed at the beginning of each Council term by the City Clerk.