



AGENDA

COUNCIL SERVICES COMMITTEE

December 4, 2024, 9:30 AM

ENGINEERING TRADITIONS COMMITTEE ROOM

Members

Councillor A. Chabot
Councillor R. Dhaliwal
Councillor K. Penner
Councillor S. Sharp
Councillor T. Wong

SPECIAL NOTES:

*Public are encouraged to follow Council and Committee meetings using the live stream
www.calgary.ca/watchlive*

Members may be participating remotely.

1. CALL TO ORDER
2. ELECTION OF CHAIR
3. OPENING REMARKS
4. ELECTION OF VICE-CHAIR
5. CONFIRMATION OF AGENDA
6. CONFIRMATION OF MINUTES
 - 6.1 Minutes of the Regular Meeting of the Council Services Committee, 2024 March 7
7. CONSENT AGENDA
 - 7.1 DEFERRALS AND PROCEDURAL REQUESTS
 - 7.1.1 Procedural Request - Schedule a meeting of Council Services Committee on 2025 January 15 at 9:30 a.m., CSC2024-1126

8. POSTPONED REPORTS
(including related/supplemental reports)
None

9. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

9.1 Councillors' Budgets and Expenses Bylaw Amendments, CSC2024-1141

10. ITEMS DIRECTLY TO COMMITTEE

10.1 REFERRED REPORTS
None

10.2 NOTICE(S) OF MOTION
None

11. URGENT BUSINESS

12. CONFIDENTIAL ITEMS

12.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES
None

12.2 URGENT BUSINESS

13. BRIEFINGS
None

14. ADJOURNMENT



MINUTES
COUNCIL SERVICES COMMITTEE

March 7, 2024, 9:30 AM
ENGINEERING TRADITIONS COMMITTEE ROOM

PRESENT: Councillor A. Chabot, Chair
Councillor D. McLean, Vice-Chair
Councillor R. Dhaliwal
Councillor S. Sharp (Remote Participation)
Councillor T. Wong
Councillor J. Mian

ALSO PRESENT: City Clerk K. Martin
Legislative Advisor B. Dufault

1. CALL TO ORDER

Councillor Chabot called the meeting to order at 9:33 a.m.

ROLL CALL

Councillor Dhaliwal, Councillor McLean, Councillor Sharp, Councillor Wong, Councillor Mian, and Councillor Chabot

2. OPENING REMARKS

Councillor Chabot provided opening remarks and a traditional land acknowledgement.

3. CONFIRMATION OF AGENDA

Moved by Councillor McLean

That the Agenda for the 2024 March 7 Regular Meeting of the Council Services Committee be confirmed.

MOTION CARRIED

4. CONFIRMATION OF MINUTES

4.1 Minutes of the Regular Meeting of the Council Services Committee, 2023 December 07

Moved by Councillor Dhaliwal

That the Minutes of the 2023 December 7 Regular Meeting of the Council Services Committee be confirmed.

MOTION CARRIED

5. CONSENT AGENDA

5.1 DEFERRALS AND PROCEDURAL REQUESTS

None

6. POSTPONED REPORTS

None

7. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

7.1 Councillors' Budgets and Expenses Bylaw Amendments, CSC2023-1249

Councillor Sharp (Remote Member) left the meeting at 9:37 a.m.

Councillor Sharp (Remote Member) joined the meeting at 9:38 a.m.

Moved by Councillor Mian

That with respect to Report CSC2023-1249, the recommendations be amended by numbering the existing Recommendation as Recommendation 1 and adding the following as a new Recommendation 2:

2. That Council move to amend the proposed amending Bylaw in Attachment 2 (which amends the Councillors' Budgets and Expenses Bylaw 36M2021) following first reading by adding the following after section 8 as section 8.1:

"8.1. Section 15 is also amended by adding the following after subsection 15(3) as subsection 15(4):

- "(4) Despite section 15(2) above, a *Councillor* must not expense to their *Ward Budget* the cost of billboards that solely communicate a greeting."

For: (3): Councillor Chabot, Councillor Wong, and Councillor Mian

Against: (3): Councillor McLean, Councillor Dhaliwal, and Councillor Sharp

MOTION DEFEATED

Moved by Councillor Wong

That with respect to Report CSC2023-1249, the following be approved:

That the Council Services Committee recommend that Council amend Bylaw 36M2021 by giving three readings to the proposed amending Bylaw (Attachment 2).

MOTION CARRIED

8. ITEMS DIRECTLY TO COMMITTEE

8.1 REFERRED REPORTS

None

8.2 NOTICE(S) OF MOTION

None

9. URGENT BUSINESS

None

10. CONFIDENTIAL ITEMS

10.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

None

10.2 URGENT BUSINESS

None

11. BRIEFINGS

None

12. ADJOURNMENT

Moved by Councillor McLean

That this meeting adjourn at 10:26 a.m.

MOTION CARRIED

The following Item has been forwarded to the 2024 March 19 Regular Meeting of Council:

ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

- Councillors' Budgets and Expenses Bylaw Amendments, CSC2023-1249

The next Regular Meeting of the Council Services Committee is scheduled to be held on 2024 June 13 at 1:00 p.m.

CONFIRMED BY COMMITTEE ON

CHAIR

CITY CLERK

Law, Legislative Services & Security Report to
Council Services Committee
2024 December 04

ISC: UNRESTRICTED
CSC2024-1141

Councillors' Budgets and Expenses Bylaw Amendments

PURPOSE

The purpose of this Report is to bring forward amendments to the *Councillors' Budgets and Expenses Bylaw 36M2021* ("Bylaw 36M2021") to provide a recommended amount for hosting expenses incurred while travelling, rather than a restricted amount.

PREVIOUS COUNCIL DIRECTION

At its 2024 June 18 Regular Meeting of Council, Council directed Administration through Notice of Motion EC2024-0715 to report back to the Council Services Committee by Q4 2024 with amendments to the hosting provisions of Bylaw 36M2021 that are similar to the rules in place for meal allowances, by providing a recommended amount for hosting expenses reflecting current market conditions. Attachment 1 sets out the background and previous Council direction.

RECOMMENDATION:

That the Council Services Committee recommend that Council amend Bylaw 36M2021 by giving three readings to the proposed amending Bylaw (Attachment 2).

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this report.

HIGHLIGHTS

- Section 17(5) of Bylaw 36M2021 limits hosting expenses for Councillors incurred while travelling to \$100 per day per Councillor and allows for the daily limit to be accrued over the course of a trip (e.g., for a four-day trip, \$400 is available for hosting).
- The proposed amendments to Bylaw 36M2021 would replace the spending limit of \$100 per day for hosting expenses with a suggested amount, equal to the meal allowance amounts for each attendee present at a hosted event, as set out in the Supporting Procedures for Reimbursement of Employee Business Expenses ("the Supporting Procedures"), which is incorporated into Bylaw 36M2021 as Schedule 'D'.
- The proposed amendment to Bylaw 36M2021 responds to Council's direction to provide a recommended amount.
- Bylaw 36M2021 requires that expenses incurred by Councillors must be reasonable business expenses related to a Councillor's official duties, and that all expenses must be publicly disclosed.

DISCUSSION

The proposed amendment to Bylaw 36M2021 would align suggested amounts for hosting while travelling with the suggested amounts already specified for meal allowances. Rather than prescribing a fixed limit, the proposed amendment suggests the meal allowance amount for

**Law, Legislative Services & Security Report to
Council Services Committee
2024 December 04**

**ISC: UNRESTRICTED
CSC2024-1141**

Councillors' Budgets and Expenses Bylaw Amendments

breakfast, lunch, or dinner, depending on the time of day, for each attendee present at an event, including the hosting Councillor(s).

The suggested amounts, as provided for in Schedule "D" of Bylaw 36M2021, "Supporting Procedures for Reimbursement of Employee Business Expenses", are as follows:

- Breakfast - \$25.00, including tax and tip
- Lunch - \$30.00, including tax and tip
- Dinner - \$45.00, including tax and tip

The suggested amount for an event occurring at breakfast time with three attendees present, for example, would be \$25 including tax and tip for each attendee, or \$75 in total. The suggested amount for an event at dinner time with six attendees would be \$45 including tax and tip for each attendee, or \$270 in total.

To determine an amount for hosting expenses that reflects current market conditions, Administration reviewed the hosting policies for the councils of several other large Canadian municipalities, as well as the policies of several public sector employers in Alberta (Attachment 3).

The suggested amounts for meal allowances set out in the Supporting Procedures for Reimbursement of Employee Business Expenses were last updated on 2023 October 2. The next review is scheduled for 2026.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input checked="" type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

The Ethics Advisor was consulted in the preparation of this report and the proposed Bylaw amendment.

IMPLICATIONS

Social

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Service and Financial Implications

No anticipated financial impact

Expenses incurred for hosting while travelling will continue to be funded from within existing budgets. Hosting expenses are funded through each Councillor's Ward Budget.

**Law, Legislative Services & Security Report to
Council Services Committee
2024 December 04**

**ISC: UNRESTRICTED
CSC2024-1141**

Councillors' Budgets and Expenses Bylaw Amendments

RISK

An insufficient limit for hosting expenses while travelling could restrict the ability of Councillors to offer customary hospitality at business meetings, or to offer recognition for volunteers at events outside the city.

ATTACHMENTS

1. Background and Previous Council Direction
2. Proposed Bylaw
3. Jurisdictional Comparison of Hosting Policies
4. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen (City Solicitor and General Counsel)	Law, Legislative Services, and Security	Approve
Katarzyna Martin (Director/City Clerk)	Law, Legislative Services, and Security	Approve
Les Tochor (Acting General Manager/Chief Financial Officer)	Corporate Planning & Financial Services	Consult

Author: Connor Molineaux, City Clerk's Office

Background and Previous Council Direction

Background

The Councillors' Budget and Expenses Bylaw 36M2021 ("Bylaw 36M2021") establishes rules for permitted expenses and the disclosure of those expenses by Councillors and their staff. Bylaw 36M2021 applies to all expenditures by Councillors and their staff regardless of whether they are paid for by the Councillor's Ward Budget or the Council Services Budget. Expenditures by Councillors that are governed by Bylaw 36M2021 must be connected with the official duties of Councillors as Members of Council.

Section 17 of Bylaw 36M2021 establishes rules for hosting expenses. Hosting includes meals and refreshments and the costs associated with renting facilities or for other hosting activities. Bylaw 36M2021 does not establish an overall limit for hosting expenses, however Section 17(5) establishes a limit of \$100 per day per Councillor for hosting expenses while travelling.

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2024 June 18	EC2024-0715	Notice of Motion – Councillors' Budgets and Expenses – Hosting Council directed Administration to bring forward amendments to the hosting provisions of Bylaw 36M2021 to reflect similar rules for hosting as those recently made for meal allowances, namely, that the hosting allowance be applied as a recommended amount and not a restricted amount, and that it is updated to reflect current market conditions.
2024 March 19	CSC2023-1249	Councillors' Budgets and Expenses Bylaw Amendments Council approved housekeeping amendments to Bylaw 36M2021 including updates to Schedule D to the Bylaw, the "Supporting Procedures for the Reimbursement of Employee Business Expenses," to keep the procedures in alignment with those in place for employees of The City of Calgary. The updates provide daily meal allowance amounts as a suggested amount rather than a limit.
2021 May 10	C2021-0609	Councillor Expense Policy Review Council adopted the <i>Councillors' Budgets and Expenses Bylaw 36M2021</i> which included a limit of \$100 per day per Councillor for hosting expenses incurred while travelling.

Bylaws, Regulations, Council Policies

Councillors' Budgets and Expenses Bylaw 36M2021

Section 17 of Bylaw 36M2021 contains the provisions related to hosting expenses:

17. (1) Hosting expenses are eligible provided they comply with the *Accounts Payable Policy and supporting procedures* on hosting.
- (2) Types of eligible hosting expenses include; sit down meals and appetizers, takeaway meals, and refreshments (either alone or in combination with other types of hosting).
- (3) Alcohol, tobacco and cannabis expenses, including expenses for the purchase of tobacco and cannabis accessories, are not permitted hosting expenses. *Councillors and staff* may expense tobacco and tobacco accessories for use in Indigenous ceremonial and reconciliation activities.
- (4) Eligible hosting expenses include hosting expenses associated with events such as the costs of renting facilities (e.g., at a community centre to host a townhall) or other hosting activities (such as team building or community activities).
- (5) Hosting when travelling is limited to \$100 per day per *Councillor* and this amount may be accrued over the course of the trip (e.g., for a four day trip, \$400 is available for hosting).
- (6) In place of the seniority rule which applies to hosting events for City administration, where two or more *Councillors* attend the same event, the hosting costs for that event will be split evenly between the *Councillors*.
- (7) *Councillors* must not incur hosting expenses for any City of Calgary employee.
- (8) *Councillors* must not incur hosting expenses where the only other person being hosted is another City of Calgary *Councillor(s)*.
- (9) For clarity, *Councillors* must document hosting expenses by providing a complete list of attendees to the meal or hosted event, the name of the corporation of any attendee who is not a City employee and the business reason for the expenditure.

Supporting Procedures for Reimbursement of Employee Business Expenses

This Administration procedure is incorporated into Bylaw 36M2021 as Schedule "D". Section 7.6 contains the suggested amounts for meal allowances:

- 7.6. The suggested amounts for meal allowances for City expenditures, including meals for employee recognition, in local currency, is as follows.
 - a. Breakfast - \$25.00, including tax and tip
 - b. Lunch - \$30.00, including tax and tip
 - c. Dinner - \$45.00, including tax and tip
 All detailed receipts must be submitted.

**Proposed Wording for a Bylaw to Amend Bylaw 36M2021,
The Councillors' Budgets and Expenses Bylaw**

1. Bylaw 36M2021, the Councillors' Budgets and Expenses Bylaw, as amended, is hereby further amended.
2. Subsection 17(5) is deleted and the following is substituted:
 - "(5) The recommended amounts for hosting while travelling are the amounts suggested as meal allowances in section 7.6 of Schedule "D" (the Supporting Procedures for Reimbursement of Employee Business Expenses) for the meal period during which the hosting event takes place, multiplied by each attendee present including the hosting *Councillor*."
3. This Bylaw comes into force on the day it is passed.

Provisions for Hosting Expenses in Other Jurisdictions

Municipalities

Jurisdiction	Policy Title	Policy for hosting while travelling
City of Edmonton	Policy C618B, Councillors Budget and Expenses Policy	<p>There is no specific provision for hosting expenses while travelling, and no limit is specified for hosting expenses.</p> <p>Section H of the Accounting Procedures provides that “hospitality expense claims must include original itemized receipts showing items purchased and date and purpose of the meeting. Receipts must identify who was hosted; for example: constituent, City staff, Councillor’s staff, representative of an organization or government office. Names are not required.”</p>
City of Ottawa	Council Expense Policy	<p>Section 3.2 provides for Hospitality as an allowable expense. There is no specific provision for hosting while travelling and no limit specified.</p>
City of Saskatoon	Communications and Constituency Relations Allowance City Councillors’ Travel and Training	<p>There is no provision for hosting or hospitality expenses. However, meeting expenses, including catering, are an allowable expense.</p>
City of Toronto	Members of Council Operations Policy	<p>There is no limit specified for business hospitality expenses.</p> <p>Eligible expenses include: “Members’ expenses for food and beverages, including alcohol, related to business meals or receptions with constituents, business contacts, representatives of other levels of government, international delegations or visitors.”</p>

Jurisdiction	Policy Title	Policy for hosting while travelling
City of Vancouver	Mayor and Councillor Expenses By-law No. 11529 Corporate Policy ADMIN-026 – Travel	There is no provision for hosting expenses while travelling. “Entertainment expenses incurred in a hosting capacity” are permitted only as a local expense.
City of Winnipeg	Councillors' Ward Allowance Fund Policy	Section 5.16 provides for “Hospitality expenses” as eligible travel expenses. There is no limit provided.

Public Sector

Jurisdiction	Policy Title	Policy for hosting while travelling
University of Calgary	Hospitality and Travel Expenses Policy	There is no specific provision for hosting expenses while travelling, and no limit is specified for hosting expenses.
Alberta Health Services	Travel, Hospitality and Working Session Expenses	There is no specific provision for hosting expenses while travelling. Hosting expenses estimated to be \$600 or more require prior approval.



Councillors' Budgets and Expenses Bylaw Amendments

CSC2024-1141

2024 December 4

Recommendation

That the Council Services Committee recommend that Council amend Bylaw 36M2021 by giving three readings to the proposed amending Bylaw (Attachment 2)

Previous Council Direction

2024 June 18

Councillors' Budgets and Expenses – Hosting

That Council direct Administration to bring forward amendments to the hosting provisions of Bylaw 36M2021 through Council Services Committee no later than Q4 2024 that reflect similar rules for hosting as those recently made for meal allowances, namely, that the hosting allowance be applied as a recommended amount and not a restricted amount, and that it is updated to reflect current market conditions.

Highlights

- Current limit of \$100 per day for hosting expenses while travelling.
- There is no limit for Councillor hosting expenses except when travelling.
- Suggested meal allowance amounts, per person present, for hosting while travelling, align with current meal amounts.
- All expenses must be reasonable business expenses related to a Councillor's official duties.

Proposed Changes

Current limit

- Limit of \$100 per day for each day of a trip, which may be accrued over the course of the trip.

Example:

- For a 4-day trip, a total of \$400 available for hosting

Proposed suggestion

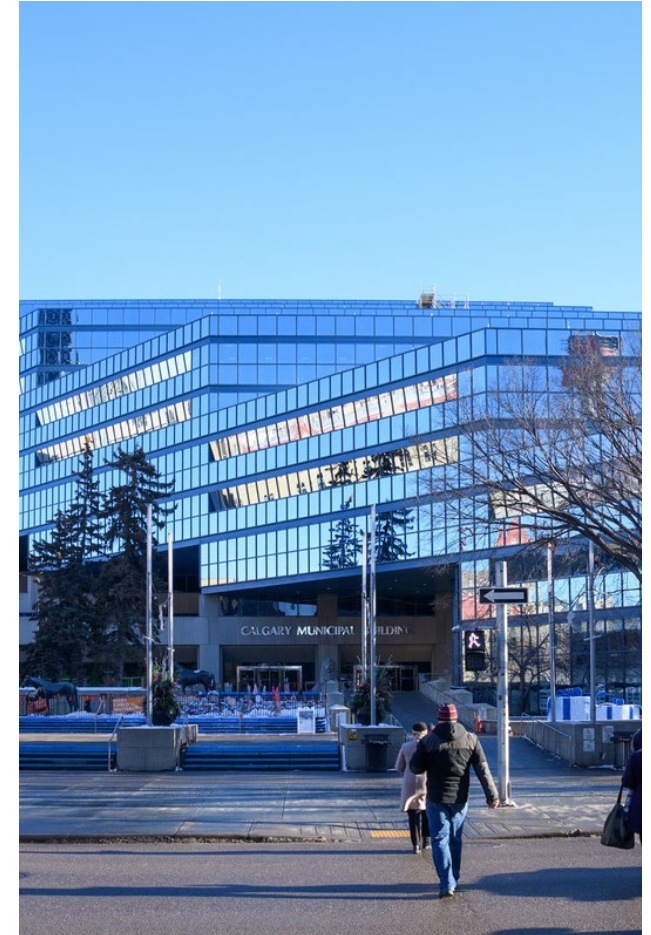
- Suggested amounts would be the same as the meal allowance suggestion for the host and each person hosted
- Meal allowance suggestions, including tax and tip, would be:
 - Breakfast: \$25.00
 - Lunch: \$30.00
 - Dinner: \$45.00

Example:

- For a 4-person dinner gathering, \$180 suggested for hosting
- For a 12-person breakfast, \$300 suggested

Considerations

- Market conditions for the costs of hosting vary from place to place.
- Most other municipalities offer no specific rule for hosting while travelling or do not specify a limit.
 - There are generally no limits on in-town hosting
- This approach responds to Council's direction for a suggested amount.



Recommendation

That the Council Services Committee recommend that Council amend Bylaw 36M2021 by giving three readings to the proposed amending Bylaw (Attachment 2)