

# Background and Previous Council Direction

## Background

On 2022 July 26, Council amended the Procedure Bylaw and established the Council Services Committee (“CSC”), with a mandate that includes “receiving advice from Administration and making recommendations to Council respecting the Councillors’ Budgets and Expenses Bylaw 36M2021.” Section 13(e) of the Councillors’ Budgets and Expense Bylaw requires the City Clerk to recommend to Council that the Bylaw and its schedules be updated by amendment where there are substantial changes to Administration’s Accounts Payable Policy and supporting procedures.

## Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2021 May 10	C2021-0609	<b>Councillor Expense Policy Review</b> The Councillors’ Budgets and Expenses Bylaw was passed.
2022 January 18	C2022-0132	<b>Corporate Security Briefing</b> The Councillors’ Budgets and Expenses Bylaw was amended to allow home security costs necessary to mitigate risks identified by Corporate Security.
2022 November 25	EC2022-0936	<b>Recommended Ward Budget – 2023-2026 One Calgary Budget, EC2022-0936</b> The Councillors’ Budgets and Expenses Bylaw was amended to eliminate limits on expenditure categories.
2022 September 13	C2022-0975	Establishment of a Council Services Committee Council established the CSC through amendments to the Procedure Bylaw.

## Bylaws, Regulations, Council Policies

### Procedure Bylaw 35M2017

Section B.7(1) of the Procedure Bylaw provides that the CSC has the following mandate:

- (a) strategic and policy direction on services provided by Administration for Councillors and their staff;
- (b) funding decisions on the Ward Community Event Fund; and
- (c) receiving advice from Administration and making recommendations to Council respecting the Councillors’ Budgets and Expenses Bylaw 36M2021.

### Councillors’ Budgets and Expenses Bylaw 36M2021

Schedule D incorporates the Supporting Procedures for the Reimbursement of Employee Business Expenses into the Councillors’ Budgets and Expenses Bylaw.

### Supporting Procedures for the Reimbursement of Employee Business Expenses

The Administration Policy for the Supporting Procedures for the Reimbursement of Employee Business Expenses establishes procedures and allowances for employee business expenses, including meal allowances which were last updated on 2022 December 6.