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09/08/2014

NOTICE OF MOTION

CC 661 (R2009-05)

THE CITY OF CALGARY
CITY CLERK'S

RE: TRAVEL & BUSINESS EXPENSES OF CITY OF CALGARY ELECTED OFFICIALS

Councillor Diane Colley-Urquhart

WHEREAS the City of Calgary Administrative Policy on the "*Reimbursement of Meal and Hosting Expenses*" implemented in 2010 May defines the business rules for allowable meals, hosting and alcohol expenses for all City employees and contract employees, and

WHEREAS the payment for meals, hosting and limited permitted alcohol expenses is subject to the provisions of this policy plus an additional nine (9) policies, and

WHEREAS the scope of this policy applies to those employees incurring expenses from attendance at meetings, events, or corporate functions that are related to City business, and WHEREAS failure to adhere to this policy may result in the requirement for reimbursement to The City for any inappropriate expense incurred, and/or disciplinary action, and

WHEREAS Section 3.6 of the above noted policy states that "Alcohol expenses for business meetings can only be permitted with City funds in the event a meeting meets all of the following criteria"

- a) The meeting involves third parties (i.e. non-City), external agencies or organizations; and
- b) Alcohol consumption is reasonable, and

WHEREAS Section 3.7 states that "No alcohol expense will be paid by City funds for any meeting that is attended by only City staff. Any alcohol consumed will be at the attendees' own expense, cannot be claimed as an eligible expense and will not be reimbursed," and

WHEREAS the City of Calgary Administrative Policy on "*Substance Use*" implemented in 2008 April outlines The City's expectations and processes regarding the use of alcohol and/or legal or illegal substances that impact employees', contractors' or volunteers' ability to perform their duties professionally, safely and efficiently, and

WHEREAS neither of these policies currently apply to Members of City Council,

Signature of Member(s) of Council



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NOW THEREFORE BE IT RESOLVED THAT:

1. Both policies referenced apply to all Members of Council and their employees effective immediately and supersede other Council policies and procedures, and
2. Members of Council may continue to host appreciation events for volunteers and/or members of the public service.
3. Administration be directed to review these current policies and in that review consider other leading best practices such as that applied by the City of London, and report back through the Priorities and Finance Committee no later than 2015 January with recommended amendments for Council consideration.

Signature of Member(s) of Council