

Councillors' Budgets and Expenses Bylaw Amendments

RECOMMENDATION:

That Council Services Committee recommend that Council amend the Councillors' Budgets and Expenses Bylaw by giving three readings to the proposed amending Bylaw (Attachment 1).

RECOMMENDATION OF THE COUNCIL SERVICES COMMITTEE, 2023 MARCH 1:

That Council:

1. Amend the Councillors' Budgets and Expenses Bylaw by giving three readings to the **Proposed Bylaw 19M2023** (Attachment 1); and
2. Amend the **Proposed Bylaw 19M2023** after first reading as follows:

By deleting section 7.6 of the amended Schedule "D" (under the heading "Meal and Hosting Expenses") that is added by section 3 of the amending bylaw, and substituting in its place:

"7.6 The maximum meal allowance for City expenditures, including meals for employee recognition, in local currency, is limited as follows,

7.6.1 For meals held within the City of Calgary, the daily maximum allowance per person is \$45 including tax and tip.

7.6.2 For meals held outside of the City of Calgary, the daily maximum allowance is:

- a. Per full day of travel (3 meals) - \$120 including tax and tip
- b. Per half day of travel (2 meals) - \$60 including tax and tip
- c. Incidentals like coffees, teas, snacks will count towards the daily maximum allowance."

Opposition to recommendations: Councillor Chabot

HIGHLIGHTS

- Administration recommends amending the Councillors' Budgets and Expenses Bylaw 36M2021 to include updated procedures and allowances provided in the Supporting Procedures for the Reimbursement of Employee Business Expenses ("the Supporting Procedures") (Attachment 2).
- What does this mean to Calgarians? To support good governance, responsible financial administration and transparency, the Supporting Procedures provided for Councillors' business expenses in the Councillors' Budgets and Expenses Bylaw were established as being the same as those provided for City of Calgary ("City") employee business expenses.
- Why does this matter? Councillors incur reasonable business expenses that are subject to inflation and need to be updated from time to time to keep them in alignment with those for City employees.
- Strategic Alignment to Council's Focus Areas: Modernizing Government.
- Background and Previous Council Direction are included in Attachment 3.

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DISCUSSION

Section B.7(1)(c) of the Procedure Bylaw 35M2017 provides that the mandate for the Council Services Committee includes "receiving advice from Administration and making recommendations to Council respecting the Councillors' Budgets and Expenses Bylaw 36M2021."

The Supporting Procedures are incorporated into the Councillors' Budgets and Expenses Bylaw as Schedule D of the Bylaw. Amendment of Schedule D is recommended to keep procedures and allowances for Councillors aligned with those for employees.

The proposed amending bylaw replaces Schedule D of the Bylaw with the version of the Supporting Procedures that was updated by Administration on 2022 December 6. Updates to the Supporting Procedures include new meal allowances for 2023: \$25 for Breakfast; \$30 for Lunch; and, \$45 for dinner, the allowance for each of which includes tax and tip.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input 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 |

IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

Service and Financial Implications

No anticipated financial impact.

The meal allowance increases are not anticipated to significantly impact existing operating budgets.

RISK

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. Accordingly, there are no risks associated with this report.

**Law, Legislative Services and Security Report to
Council Services Committee
2023 March 01**

**ISC: UNRESTRICTED
CSC2023-0189
Page 3 of 3**

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ATTACHMENTS

1. **Proposed Bylaw 19M2023**
2. Supporting Procedures for the Reimbursement of Employee Business Expenses, Last Updated 2022 December 6
3. Background and Previous Council Direction

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen, City Solicitor and General Counsel	Law, Legislative Services and Security	Approve
Kate Martin, City Clerk	Law, Legislative Services and Security	Approve