

Law, Legislative Services & Security Report to  
Council Services Committee  
2024 March 07

ISC: UNRESTRICTED  
CSC2023-1249

## **Councillors' Budgets and Expenses Bylaw Amendments**

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### **PURPOSE**

The purpose of this report is to recommend house keeping amendments to the Councillors' Budgets and Expenses Bylaw 36M2021 ("Bylaw 36M2021") to align with current procedures and terminology.

### **PREVIOUS COUNCIL DIRECTION**

At its 2023 April 25 Regular Meeting, Council referred Report CSC2023-0189 to Administration. More information about Previous Council Direction is provided in Attachment 1.

#### **RECOMMENDATION:**

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

#### **RECOMMENDATION OF THE COUNCIL SERVICES COMMITTEE, 2024 MARCH 7:**

That Council amend Bylaw 36M2021 by giving three readings to **Proposed Bylaw 17M2024** (Attachment 2).

Excerpt from the Minutes of the Regular Meeting of the Council Services Committee, 2024 March 7:

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**"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 Mian, Councillor Chabot, and Councillor Wong

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

**MOTION DEFEATED"**

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### **CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS**

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The City Solicitor and General Counsel concurs with this Report.

#### **HIGHLIGHTS**

The amendments to Bylaw 36M2021 will modernize terminology, align meal allowance to current City of Calgary Administration policies, adjust expense disclosure criteria, and clarify Councillor attendance at events.

#### **DISCUSSION**

Proposed amendments to Bylaw 36M2021 include the following changes:

##### Modernized Terminology

The proposed amending Bylaw includes updates to out of date references with new references such as "Leader, Council Services" and "Alberta Municipalities," and improves clarity about the distinction between Council Services section of the City Clerk's Office and the Office of the Councillors.

##### Event Attendance

Section 22 of Bylaw 36M2021 provides that Councillors may attend: the Alberta Municipalities ("AM") events for up to two nights, the Federation of Canadian Municipalities ("FCM") Conference for the length of the conference, the Grey Cup for up to five nights, and the Quebec Carnival for up to four nights. The proposed changes clarify that all Councillors may attend AM for up to three nights, that all Councillors may attend FCM, and sets out that up to two Councillors are able to attend each of the Grey Cup or Quebec Carnival events each year.

The amendments to Section 22 also introduce the process by which Councillors will be selected for attendance at Grey Cup and Quebec Carnival.

##### Expense Disclosure Provision

Proposed amendments to Bylaw 36M2021 include adjustments to disclosure requirements by deleting the words "City administration, or a City Board, Commission, or Committee" from Section 23(1)(b). This change clarifies disclosure requirements for Councillors and Ward Office staff by removing ambiguity regarding the disclosure of general administrative service expenditures. However, an expense must continue to be publicly disclosed if incurred at the request or initiative of a Councillor.

##### Meal Allowances Policy:

The Supporting Procedures for the Reimbursement of Employee Business Expenses ("the Supporting Procedures") are incorporated as Schedule D of Bylaw 36M2021, which must be updated to keep in alignment with standards currently in place for employees of The City of Calgary. Daily meal allowances are now provided as suggested amounts rather than a limit, and remain at the same level as 2023:

- a. Breakfast - \$25.00, including tax and tip
- b. Lunch - \$30.00, including tax and tip
- c. Dinner - \$45.00, including tax and tip

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**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 City Clerk's Office consulted Dr. Emily Laidlaw, the Ethics Advisor, about proposed changes to expense disclosure provisions.

**IMPLICATIONS**

**Social**

Not Applicable

**Environmental**

Not Applicable

**Economic**

Not Applicable

**Service and Financial Implications**

No anticipated financial impact

**RISK**

None

**ATTACHMENTS**

1. Background and Previous Council Direction
2. **Proposed Bylaw 17M2024**
3. 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
Carla Male (General Manager/Chief Financial Officer)	Corporate Planning & Financial Services (CPFS)	Inform

Author: Steven Lancashire, City Clerk's Office

**City Clerks: C. Doi / A. Degrood**