

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

At its 2023 April 25 Regular Meeting, Council referred Report CSC2023-0189 to Administration so that the results of its review of the Supporting Procedures for the Reimbursement of Employee Business Expenses could be considered in proposed amendments to the Councillors’ Budgets and Expenses Bylaw, and directed Administration to report back to the Council Services Committee no later than 2023 December 7.

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;
- (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 36M2021.

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, and was last updated on 2023 October 2.