

Cost Estimate Summary

Associated direct costs of implementing the proposed Council Policy include Public Member remuneration for participation in Board, Commission and Committee (“BCC”) meetings, a technology allowance, and reimbursement of reasonable expenses. There are also indirect costs associated with implementing the proposed Council Policy, including temporary and permanent position resources.

The direct cost estimation was performed using the following assumptions:

- The number of anticipated meetings for each BCC is based on the number of meetings noted in the governance documents or otherwise reported to The City Clerk’s Office.
- There are some instances where BCCs have governing documents that provide for the remuneration of Public Members under Bylaw authority. The direct cost estimate assumes these Public Members will continue to be remunerated under those criteria and are not included in the cost estimates. The BCCs under Bylaw authority which are not included in the cost estimate are the Assessment Review Board, Calgary Police Commission, Combative Sports Commission, Green Line Board, Licence and Community Standards Appeal Board, and Subdivision and Development Appeal Board.
- The Council Advisory Committee on Housing will be established later this year. The number of Public Members is estimated at the maximum based on the Terms of Reference document. Frequency of meetings is assumed monthly with additional time allocated to the committee Chair.
- The direct cost estimate assumes that Council will establish two additional BCCs, and assumptions about the size and meeting frequency are based on the median of in-scope BCCs.
- Parking rates and transit fares are calculated for all in-scope BCCs. It is assumed that 90% of Public Members will claim parking expenses and 10% of Public Members will claim transit fares. Maximum parking rates were used based on Calgary Parking Authority rates in the downtown area.
- Meal expenses have been calculated for all in-scope BCCs. The meal calculation includes the number of meetings which are anticipated to exceed four hours. The meal allowance is based on the maximum allowable dinner expense under the City of Calgary *Supporting Procedures for Reimbursement of Employee Business Expenses*.
- It is assumed that all Public Members will claim the maximum technology allowance.
- It is estimated based on data from Statistics Canada that, on average, 20% of Public Members will claim dependent care expenses. It is also assumed that the maximum amount will be claimed.
- The number of Public Members that likely require accessibility supports has been estimated based on data from Statistics Canada. An average of \$500 was used to estimate the potential reimbursement per Member who fits the proposed criteria.

The indirect cost estimation assumes that additional staffing resources will be required to create business procedures and support implementation of the policy. In year one, work will be focused on development and creating tools for policy implementation. This will require two temporary staffing resources and one permanent staffing resource.

In year two, the proposed Council Policy would be in effect, and implementation will be refined, requiring two temporary and three permanent staffing resources. By year three, process implementation will be completed, and the associated indirect costs include three permanent staffing resources to administer and support implementation, including annual training design and delivery to the in scope BCCs on eligible reimbursements and expense practices.

Below is an overall summary of the direct and indirect costs, followed by a more detailed chart per BCC.

Total Estimated Cost to Implement Proposed Policy	
Direct Costs (rounded)	
Meeting Remuneration	\$ 429,000
Expense Reimbursement (Transit, parking, meals, dependent care)	\$ 98,000
Technology Allowance	\$ 109,000
Other Expenses payable in the Council Policy, such as, accessibility supports	\$ 13,000
Estimated additional two BCCs created in 2025-2026	\$ 60,000
Contingency (10%)	\$ 71,000
Total Estimated Direct Costs	\$ 780,000
Indirect Costs (rounded)	
Two Limited-Term Resources	\$ 274,000
Three Permanent Resources	\$ 321,000
Total Estimated Indirect Costs	\$ 595,000
Total Estimated Annual Indirect Costs (Year 1)	\$ 383,000
Total Estimated Annual Direct and Indirect Costs (Year 2)	\$ 1,380,000
Total Estimated Annual Direct and Indirect Costs (Year 3+)	\$ 1,100,000

Board, Commission, or Committee	Total Estimated Meeting Remuneration, Expenses & Allowance
Advisory Committee on Accessibility	\$ 39,000
Anti-Racism Action Committee	\$ 30,000
Arts Commons Advisory Committee	\$ -
Audit Committee	\$ 15,000
Beltline Community Investment Fund Committee	\$ 23,000
BiodiverCity Advisory Committee	\$ 24,000
Calgary Aboriginal Urban Affairs Committee	\$ 33,000
Calgary General Hospital Legacy Fund Review Committee	\$ 3,000
Calgary Planning Commission	\$ 36,000
Calgary Salutes Coordinating Committee	\$ 12,000
Calgary Salutes Committee-Education and Training Subcommittee	\$ 31,000
Calgary Salutes Committee-Friends of HMCS Calgary Subcommittee	\$ 31,000
Calgary Salutes Committee-Heritage and History Subcommittee	\$ 31,000
Calgary Transit Access Eligibility Appeal Board	\$ 26,000
Climate Advisory Committee	\$ 35,000
Community Peace Officer Oversight Committee	\$ 8,000
Council Advisory Committee on Housing (to be established in 2024)	\$ 93,000
Event Centre Committee	\$ 4,000
Multisport Fieldhouse Committee	\$ 2,000

Social Wellbeing Advisory Committee	\$ 29,000
Urban Design Review Panel	\$ 101,000
Ward Boundary Commission*	\$ 31,000

*BCC with a current bylaw stipulating remuneration but does not have an allocated based operating budget