

Law, Legislative Services & Security Report to  
Council Services Committee  
2024 December 04

ISC: UNRESTRICTED  
CSC2024-1141

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

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### **PURPOSE**

The purpose of this Report is to bring forward amendments to the *Councillors' Budgets and Expenses Bylaw 36M2021* ("Bylaw 36M2021") to provide a recommended amount for hosting expenses incurred while travelling, rather than a restricted amount.

### **PREVIOUS COUNCIL DIRECTION**

At its 2024 June 18 Regular Meeting of Council, Council directed Administration through Notice of Motion EC2024-0715 to report back to the Council Services Committee by Q4 2024 with amendments to the hosting provisions of Bylaw 36M2021 that are similar to the rules in place for meal allowances, by providing a recommended amount for hosting expenses reflecting current market conditions. Attachment 1 sets out the background and previous Council direction.

### **RECOMMENDATION:**

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

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

The City Solicitor and General Counsel concurs with this report.

### **HIGHLIGHTS**

- Section 17(5) of Bylaw 36M2021 limits hosting expenses for Councillors incurred while travelling to \$100 per day per Councillor and allows for the daily limit to be accrued over the course of a trip (e.g., for a four-day trip, \$400 is available for hosting).
- The proposed amendments to Bylaw 36M2021 would replace the spending limit of \$100 per day for hosting expenses with a suggested amount, equal to the meal allowance amounts for each attendee present at a hosted event, as set out in the Supporting Procedures for Reimbursement of Employee Business Expenses ("the Supporting Procedures"), which is incorporated into Bylaw 36M2021 as Schedule 'D'.
- The proposed amendment to Bylaw 36M2021 responds to Council's direction to provide a recommended amount.
- Bylaw 36M2021 requires that expenses incurred by Councillors must be reasonable business expenses related to a Councillor's official duties, and that all expenses must be publicly disclosed.

### **DISCUSSION**

The proposed amendment to Bylaw 36M2021 would align suggested amounts for hosting while travelling with the suggested amounts already specified for meal allowances. Rather than prescribing a fixed limit, the proposed amendment suggests the meal allowance amount for

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breakfast, lunch, or dinner, depending on the time of day, for each attendee present at an event, including the hosting Councillor(s).

The suggested amounts, as provided for in Schedule "D" of Bylaw 36M2021, "Supporting Procedures for Reimbursement of Employee Business Expenses", are as follows:

- Breakfast - \$25.00, including tax and tip
- Lunch - \$30.00, including tax and tip
- Dinner - \$45.00, including tax and tip

The suggested amount for an event occurring at breakfast time with three attendees present, for example, would be \$25 including tax and tip for each attendee, or \$75 in total. The suggested amount for an event at dinner time with six attendees would be \$45 including tax and tip for each attendee, or \$270 in total.

To determine an amount for hosting expenses that reflects current market conditions, Administration reviewed the hosting policies for the councils of several other large Canadian municipalities, as well as the policies of several public sector employers in Alberta (Attachment 3).

The suggested amounts for meal allowances set out in the Supporting Procedures for Reimbursement of Employee Business Expenses were last updated on 2023 October 2. The next review is scheduled for 2026.

**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 Ethics Advisor was consulted in the preparation of this report and the proposed Bylaw amendment.

**IMPLICATIONS**

**Social**

Not applicable.

**Environmental**

Not applicable.

**Economic**

Not applicable.

**Service and Financial Implications**

**No anticipated financial impact**

Expenses incurred for hosting while travelling will continue to be funded from within existing budgets. Hosting expenses are funded through each Councillor's Ward Budget.

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**RISK**

An insufficient limit for hosting expenses while travelling could restrict the ability of Councillors to offer customary hospitality at business meetings, or to offer recognition for volunteers at events outside the city.

**ATTACHMENTS**

1. Background and Previous Council Direction
2. Proposed Bylaw
3. Jurisdictional Comparison of Hosting Policies
4. 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
Les Tochor (Acting General Manager/Chief Financial Officer)	Corporate Planning & Financial Services	Consult

Author: Connor Molineaux, City Clerk's Office