

Law, Legislative Services & Security Report to  
Council Services Committee  
2025 May 21

ISC: UNRESTRICTED  
CSC2025-0346

## Council Services–Related Bylaw and Policy Amendments

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### PURPOSE

The purpose of this Report is to propose two sets of amendments, as follows:

- Amending the *Councillors' Budgets and Expenses Bylaw* 36M2021 ("Bylaw 36M2021") to reflect updated meal allowance amounts; and
- Rescinding the *Members of Council Remuneration Policy* (CC045) ("Remuneration Policy") which is no longer aligned with Council's direction.

### PREVIOUS COUNCIL DIRECTION

At its 2024 March 19 Regular Meeting, Council passed amendments to Bylaw 36M2021 to introduce a suggested amount, rather than a restricted amount, for meal allowances.

Council provided direction on compensation for Members of Council at its 2024 December 17 Regular Meeting for the 2025-2029 Council term by adopting the recommendations, as amended, of the Council Compensation Review Committee ("CCRC"). More information on background and previous Council direction is included in Attachment 1.

### RECOMMENDATIONS:

That the Council Services Committee recommend that Council:

1. Amend Bylaw 36M2021 by giving three readings to the proposed amending Bylaw (Attachment 2); and
2. Rescind the *Members of Council Remuneration Policy* (CC045) (Attachment 3).

### CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

### HIGHLIGHTS

- This Report recommends that Council amend Bylaw 36M2021 by increasing the suggested meal allowance amounts to align with amounts that were recently updated for use by Administration. Under subsection 17(5) of Bylaw 36M2021, these amounts are also the suggested amounts for hosting expenses incurred while travelling.
- Under subsection 13(e) of Bylaw 36M2021, the City Clerk is responsible for recommending to Council that Bylaw 36M2021 and its schedules be updated by amendment where there are substantial changes to Administration's Accounts Payable Policy and supporting procedures.
- In addition, this Report recommends that Council rescind the Remuneration Policy, which is outdated and not aligned with Council's direction. Council's current practice is to set compensation for Members of Council by resolution after considering the recommendations of the CCRC. Annual compensation for Members of Council is posted publicly on the City of Calgary's Council Accountability webpage on calgary.ca.

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### **DISCUSSION**

#### Amendments to Bylaw 36M2021

Administration reviews the suggested meal allowance amounts in the *Supporting Procedures for Reimbursement of Employee Business Expenses* periodically to ensure they reflect current market conditions. The last review was completed in February 2025 and resulted in increases to suggested meal allowance amounts.

The proposed amending Bylaw would amend the suggested meal allowance amounts specified in section 7.6 of Schedule “D” to Bylaw 36M2021 with the updated amounts in the *Supporting Procedures for Reimbursement of Employee Business Expenses*. The amendments would ensure that the suggested amounts in place for Councillors’ expenses are in alignment with the suggested amounts for employees of The City of Calgary.

Should the recommended changes be adopted by Council, the suggested meal allowance amounts would each increase by \$5.00, including tax and tip, as follows:

- Breakfast: \$30.00, including tax and tip (currently \$25.00)
- Lunch: \$35.00, including tax and tip (currently \$30.00)
- Dinner \$50.00, including tax and tip (currently \$45.00).

The 20% maximum for gratuities and tips provided for in subsection 17(10) is unchanged.

The increases would also apply to hosting expenses incurred while travelling. Section 17(5) of Bylaw 36M2021 provides that the recommended amount for hosting expenses is the specified meal allowance amount for the meal period during which hosting takes place times the number of attendees present, including the hosting Councillor.

#### Members of Council Remuneration Policy

The Remuneration Policy contains the remuneration amounts for Members of Council as of 2015 January 1. This Council Policy has not been updated to reflect subsequent changes to Council’s compensation, and the formula for determining annual compensation has not been updated since 2012.

The current practice of Council is to establish and provide a mandate for a CCRC by bylaw to review Council’s compensation and make recommendations on compensation for Members of Council. Council then gives direction on compensation for Members of Council by resolution, after considering the recommendations of the CCRC. As the Remuneration Policy has not been updated to reflect Council’s direction, there is a risk of misapplication of Council’s direction as long as it remains in place.

At the 2019 January 14 Combined Meeting of Council, Administration identified an inconsistency between the methods identified in the Remuneration Policy and the recommendations of the CCRC adopted by Council at its 2012 January 23 Regular Meeting for determining annual adjustments to compensation for Members of Council. Rescinding the Remuneration Policy will mitigate the risk of such inconsistencies arising in the future.

Details on Council’s compensation including pay, pension and benefits will continue to be posted publicly on the City of Calgary’s Council Accountability webpage and will be updated each year to reflect annual adjustments.

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### **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 |

The Ethics Advisor was consulted in the preparation of this report and the proposed amending Bylaw.

### **IMPLICATIONS**

#### **Social**

Not applicable.

#### **Environmental**

Not applicable.

#### **Economic**

Not applicable.

#### **Service and Financial Implications**

#### **No anticipated financial impact**

There are no changes to the compensation for Members of Council nor other financial implications resulting from this Report's recommendations.

### **RISK**

Rescinding the Remuneration Policy would reduce the risk of confusion or error in identifying and applying Council's direction on compensation for Members of Council.

### **ATTACHMENTS**

1. Background and Previous Council Direction
2. Proposed Wording for an Amending Bylaw
3. Members of Council Remuneration Policy (CC045)
4. Councillors' Budgets and Expenses Bylaw 36M2021
5. Presentation

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Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen, City Solicitor and General Counsel	Law, Legislative Services & Security	Approve
Katarzyna Martin, Director/City Clerk	Law, Legislative Services & Security	Approve
Les Tochor, General Manager/Chief Financial Officer	Corporate Planning & Financial Services	Inform
Aaron Brown, Acting Director/City Treasurer	Corporate Planning & Financial Services	Inform
Chris Arthurs, General Manager	People, Innovation & Collaboration Services	Inform

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