



---

<b>Policy Title:</b>	<b>Councillors' Expenses/Allowances Policy</b>
<b>Policy Number:</b>	<b>PAC006</b>
<b>Report Number:</b>	<b>APA2003-55, APA 2005-21</b>
<b>Approved by:</b>	<b>PAC (Formerly APAC)</b>
<b>Effective Date:</b>	<b>2003 October 28 with amendments to 2008 January 31</b>
<b>Business Unit:</b>	<b>Office of the Councillors</b>

---

## **BACKGROUND**

At its meeting 2003 October 28, the Accountability, Priorities and Agenda Committee adopted the following policy.

## **PURPOSE**

To provide policies and procedures for expenses and allowances allocated to the Office of the Councillors.

## **POLICY**

### **Automobile Policy**

- a. A Flat rate car allowance will be equivalent to Executives of the City, whichever is greater, effective January 1, 2004.  
This allowance is exclusive of travel outside the city which is part of travel expenses related to Councillors' Expenses - Out of Town Travel policy. Individual Councillors will be responsible for their own insurance coverage, which must be at commercial rates and will be required to complete a declaration to this effect.
- b. Usage of taxi cabs for transportation on Ward and City business (to be claimed under Expense Account Policy, No. 2 below) is permitted in the appropriate circumstances.

### **Councillors' Allowance Expense Account**

The Budgeting and Accounting - Office of the Councillors policy governs the Councillors' Allowance Expense Account funding. In accordance with the Budgeting and Accounting - Office of the Councillors policy:

- a. Each year, each ward will receive an equal allocation as approved by Council as part of the Councillors' Legislative Budget which amount is referred to as the 'Ward Based Budget Package'.



- b. Each Councillor will have an account for business expenses which amount is the funding for this policy (referred to as the 'Allowance Account').
- c. Each Councillor may budget to a maximum of 14,000 per year for their Allowance Account from their Ward Based Budget Package. (Amount increased from 12,000/annum to 14,000/annum AOC09-135).
- d. If, in a given year, a Councillor does not submit a budget, the default amount of the Allowance Account as approved as part of the Ward Based Budget Package will be the amount of the Allowance Account budget for that ward for the year.
- e. In the year of a general municipal election, the incumbent Councillor shall only be authorized to expend funds for that portion of the year they are in office.

In addition, the following conditions also apply:

- a. The annual Allowance Account allocation shall be for miscellaneous/incidental expenses incurred by the Councillor in the execution of the duties of their office within the City of Calgary and environs. (See the policy Councillors' Expenses - Out of Town Travel for information relative expenses incurred outside the City of Calgary)
- b. Notwithstanding (a) above and without limiting the generality of the foregoing, the expenses claimed and payable hereunder will be for such things as:
  - Hosting (meals and refreshments)
  - Tickets to official functions/ (banquets, theatre, etc.)
  - Promotion/Presentation items (pins, flags, crests, wine glasses, white Stetsons, flowers, etc.)
  - Production and distribution of information to residents relevant to City business.
  - Taxi cabs.
  - Office supplies and equipment not provided by the Office of the Councillors, subject to paragraph d) below.



- c. Donations to political parties are specifically excluded as an eligible expense from this account or any other source of ward funding.
- d. Office supplies or equipment purchased with Allowance Account funds with a value in excess of \$500.00 will become the property of The City of Calgary at the end of the Councillor's term of office unless the asset is considered obsolete or is past its useful life as determined by the Chairman, CCCO in consultation with Corporate Properties.
- e. All charges to Allowance Accounts require the authorization of the Program Manager or other member of CCCO. Decisions of the Program Manager hereunder may be appealed by the affected Councillor to the Coordinating Committee of the Councillors Office. Decisions of the CCCO hereunder may be further appealed by the affected Councillor to Council.
- f. Proof of expense required. For hosting expenses, Councillors are required to provide the name of the party hosted; the Councillor must sign the Expense Report to which the receipts naming parties hosted is attached as confirmation of same.

### **Clothing Allowance**

The Administration may, at the request of the Councillor, provide a jacket/blazer with City of Calgary Crest or other City logo to each Member of Council soon after each General Municipal Election.

### **PROCEDURE**

Expenses and allowances of Councillors will be managed according to the guidelines provided in this policy.

### **AMENDMENTS**

2006 March 13

2008 January 3

2011 March 7

2013 October 21 - Bylaw 40M2011 Discontinue the use of the title "Alderman" in favour of the title "Councillor"