



Policy Title:	Office of the Councillors Expenditure Authorization Policy
Policy Number:	PAC008
Report Number:	AOC2010-26
Approved by:	PFC (Formerly PAC and APAC), with amendment approved by Council 2010 April 26
Effective Date:	2003 October 29
Business Unit:	Office of the Councillors

PURPOSE

It is the purpose of this policy to clarify responsibilities and establish guidelines for those who are authorized to initiate the acquisition of goods or services that have been provided for in current budgets approved by City Council.

POLICY

SIGNING AUTHORITY

The Chairman of the Coordinating Committee of the Councillors Office is designated Program Manager of the Office of the Councillors Legislative Budget. As Program Manager, he is authorized to initiate the acquisition of goods or services that have been provided for in current budgets approved by City Council.

Subject to Office of the Councillors policy, the Manager, Office of the Councillors is authorized to initiate the acquisition of goods or services that have been provided for in current budgets approved by City Council on behalf of the Program Manager.

Direct payments to individuals from the Assistants Allowance can only be made on the authorization of the employing Councillor and in accordance with the terms of the Assistants Policy - Office of the Councillors.

The Manager shall monitor expenditures and report regularly thereon to the Program Manager.

The Vice-Chairman of the Coordinating Committee of the Councillors Office is designated Deputy Program Manager of the Office of the Councillors Legislative Budget. As Deputy Program Manager, he/she is authorized to initiate the acquisition of goods or services that have been provided for in current budgets approved by City Council in cases where the Program Manager or Manager are unavailable or where it is deemed inappropriate for those persons to act as the signing officer.



In the absence of the Chairman, Vice-Chairman and Manager, or where it is deemed inappropriate for those persons to act as signing officer, any other member of the Coordinating Committee of the Councillors Office is designated as a signing officer for the Office of the Councillors Legislative Budget.

The Chairman of the Priorities and Finance Committee is authorized to act as Program Manager in instances where the above-noted authorities are deemed inappropriate.

GENERAL EXPENDITURES

Acquisitions which are required in order to support the day-to-day operation of the Office of the Councillors are approved by the Manager at his discretion subject to budget constraints.(i.e.: stationery and office supplies; furniture requirements; mail room services; sundries such as miscellaneous refreshments and cafeteria charges not directly related to a meeting of Council or Committee of Council, etc.).

Ward offices will be provided with standard quality and quantity furniture, IT equipment, stationery, office supplies and services at the expense of the office. Non-standard items or quantities will be charged to the Councillor's Ward Allowance account.

EXPENDITURES FOR ALCOHOL

1. Alcohol expenses for business meetings can only be permitted with City funds in the event a meeting meets all of the following criteria:
 - The meeting involves third parties (i.e. non-City), external agencies or organizations; and
 - Alcohol consumption is reasonable.
2. No alcohol expense will be paid by City funds for any meeting that is attended only by Councillors. Any alcohol consumed will be at the attendees' own expense, cannot be claimed as an eligible expense and will not be reimbursed.
3. Notwithstanding paragraphs 1 and 2, Councillors may continue to host appreciation events that include alcohol for volunteers and/or members of the public service and the Mayor may continue to host similar events for all Councillors.



4. An alleged breach of these alcohol expenditure policies will be considered an alleged breach of the Ethical Conduct Policy for Members of Council (CC042).

PROCEDURE

The acquisition of goods or services that have been provided for in current budgets approved by City Council will be authorized and managed according to the guidelines provided in this policy.

AMENDMENTS

Date of Council Decision	Report / Bylaw	Description
2015 February 09	PFC2015-0077	To provide guidance on alcohol use as follows: 1. To not allow the expensing of alcohol for meals incorporating the direction from Revised NM2014-37, Workplace Alcohol and Business Expenses for City of Calgary Elected Officials (Councillor Colley-Urquhart), including travel meals.
2013 October 21	Bylaw 40M2011	Discontinue the use of the title "Alderman" in favour of the title "Councillor"
2013 September 16		AOCC (Change reference to PAC to PFC)
2010 April 26		