



Policy Title: **Councillor Assistants and Staff Parking and Travel Plan Policy**
Policy Number: **PAC012**
Report Number: **AOC2010-28**
Approved by: **PFC (Formerly PAC and NAP)**
Effective Date: **1994 March 15, amended 2003 October 28, and 2010 April 6**
Business Unit: **Office of the Councillors**

PURPOSE

To provide policy and procedures for the authorization of expenses allocated for the Councillor's Assistants and Staff Parking and Travel Plan Policy.

POLICY

The following conditions apply on funds so allocated:

1. Assistants and Staff of the Office of the Councillors all receive parking as a privilege by virtue of position.
2. Assistants and Staff may, at their discretion, decline a parking pass in favour of re-imbursement for the costs of a monthly transit pass.
3. Whether a parking pass or transit pass the value of the choice will be treated as a taxable benefit to the employee.
4. All expenses paid in accordance with this policy shall be supported by:
 - a) expense receipts for bus passes, or,
 - b) mileage information submitted in accordance with City Policy for use of a personal vehicle while on City business;
 - c) where a parking permit has been issued to an Assistant or staff person, by charges from Calgary Parking Authority.
5. Travel allowance or parking expenses will be paid at the appropriate City or Calgary Parking Authority prescribed rate.
6. Where this policy is used to provide an annual parking permit to an Assistant or Staff person, the parking shall be as assigned by the Calgary Parking Authority and at the assessed value specified by the Authority.



PROCEDURE

The procedure will be implemented as described in the policy statements. Any concern arising from the administration of this policy may be referred for consideration of the CCCO by any Councillor.

AMENDMENTS

2003 October 28 - as amended by PAC

2010 April 26 Council

2013 October 21 – Bylaw 40M2011 Discontinue the use of the title “Alderman” in favour of the title “Councillor”