



ECONOMIC AND FINANCE STANDING POLICY COMMITTEE REPORT

Title Redevelopment of City Council's Travel Budget
to Align with Advocacy Framework

Meeting Date November 15, 2023

Submitted By Darrell Mathews, Chief Financial Officer and Treasurer

Presented By

Summary

The re-development of City Council's travel budget has been re-aligned to help to promote City Council's strategic advocacy efforts as well as other Council travel to attend events including professional development and community support.

Recommendation(s)

That the Economic and Finance Standing Policy Committee recommends that City Council:

1. Approve the redevelopment of City Council's travel budget as presented, effective January 1, 2024.
2. Publish the re-aligned travel budget for City Council and City Manager on the City's website on a quarterly basis starting in 2024.
3. Rescind the wording for reporting purposes from "monthly" to "quarterly" from the December 9, 2013 resolution regarding the City Council and City Manager Travel Budget.
4. Update the Council Per Diem and Travel Expense Policy (CC13) by the end of Q1 2024 to align with these changes.

Financial

The 2023-2026 travel budget (per year) for Mayor and City Council is as follows:

	Mayor	Councillors	TOTAL
Travel Budget	\$18,000	\$7,000	
Per Diem	\$10,000	\$3,500	
		\$10,500 X 8 Councillors	

TOTAL per year	\$28,000	\$84,000	\$112,000
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The recommendation for future travel budget (per year) to allocated as follows:

Mayor & Council Travel	Budget
Advocacy and Intergovernmental Business Travel (80% of the budget)	\$89,600
Council travel for local events, professional development, etc. (20% of the budget)	\$22,400
TOTAL	\$112,000

The Mayor, Deputy Mayor and Acting Mayor would determine attendance to specific conferences based on those who are interested. Reporting of travel budget will be broken out by advocacy topics as the purpose of these trips vary from year to year.

Examples of advocacy efforts may include travel for:

- Alberta Municipalities conference
- Federations of Canadian Municipalities (FCM) conference
- Provincial Advocacy
- Federal Advocacy
- Advocacy Trips related to Mid-Sized Cities Mayors Caucus

Examples of local travel may include:

- Council Events Hosting
- Tickets for Local Events

See attachment 1 for example of travel expense report.

Background and Prior Decisions

Currently, Council’s travel budget is designed with a specific amount allotted to each member of Council.

December 9, 2013: City Council instructed the City Manager to publish detailed and itemized reports showing the travel expenditures of all members of City Council and the City Manager to City's website on a monthly basis with cumulative amounts relative to budget.

October 3, 2023: City Council directed the City Manager to:

1. Look at the historical purposes and costs of travel conducted by City Council which would help to redevelop and align the travel budget with the new Advocacy Framework and to bring back recommendations for a re-developed Council Travel Budget that is designed to promote City Council’s strategic advocacy efforts as well as other Council travel to

attend events including professional development, community support, etc. as part of the budget check-in process in November; and

2. Make improved reporting recommendations for City Council's travel budget and expenditures that aligns the reporting to the re-aligned Council Travel budget as part of the Annual Operating Budget Review in November.

Engagement

N/A

Recommendation and Option(s) Analysis

Option 1 (recommended option): for Economic and Finance SPC to recommend that City Council:

- a. Approve the redevelopment of City Council's travel budget as presented effective January 1, 2024.
- b. Publish the re-aligned travel budget for City Council and City Manager on the City's website on a quarterly basis starting in 2024.
- c. Rescind the wording for reporting purposes from "monthly" to "quarterly" from the December 9, 2013 resolution regarding the City Council and City Manager Travel Budget.
- d. Update the Council Per Diem and Travel Expense Policy (CC13) by the end of Q1 2024 to align with these changes.

Option 2 (alternate option): for Economic and Finance SPC to recommend that City Council adjust their travel budget at a different ratio than presented (for example 50% for advocacy and 50% for local travel and personal development).

Option 3 (status quo): for Economic and Finance SPC to not adjust City Council's travel budget.

- *Community/Citizen:* The Community can view City Council's travel budget and expenditures on the City website on a quarterly basis.
- *Risk:* N/A
- *Implementation and Communication Plan:* City Council's travel budget and expenditures are published on the City website to enhance public confidence by improving accountability and transparency.

Attachment(s)

1. Council Travel Budget Report Example

Link(s)

- 1. N/A

Approvals	
A/Department	Jennifer Jerred
Director:	
City Manager:	Lloyd Brierley