



REPORT TO COUNCIL

To: **Mayor Schaffer and Councillors**

Subject **Travel and Expense Policy – GE-10
Amendment**

From: Darrin Leite, CPA, CA
Director of Corporate Services

Date: July 11, 2017

Report #: 17-039

File #: 3900.00
Doc #: 148902

RECOMMENDATION:

THAT City Council adopt the amended Travel and Expense Policy – GE-10.

PURPOSE:

Update the Travel and Expense Policy – GE-10 to reflect an increase to the amount of the allowable expense the Mayor and Council can incur on an annual basis and increase the daily per diem rate.

POLICY:

Travel and Expense Policy – GE-10

COMMENTS/ANALYSIS:

The Travel and Expense Policy was last updated in 2015. Under Section 4.1 of the policy the Mayor's allowable expense amount will change from \$12,160 during a four year term to \$7,000 during each year of the four year term in office. Similarly, under Section 4.2 of the policy a Council member's allowable expense amount will change from \$8,840 during a four year term to \$5,000 during each year of the four year term in office. The change will be effective on January 1, 2018.

City Council thought it was important for Council members to have the ability to attend more than one conference a year so the allowable expense amount has increased to accommodate approximately two out of town conferences per year.

As well, under Section 6.5, the per diem allowance has been increased by \$5 to a maximum of \$75 per day. The per diem amount is to cover meals and gratuities, phone calls, minor entertainment and other incidental costs when traveling out of town. The change will be effective immediately.

BUDGET IMPLICATIONS:

The Council travel budget will increase \$20,700 to reflect the changes to the allowable expenditure amounts. The increase in the per diem rate will increase the total travel expenditures by approximately \$600 spread throughout all the departments of the City.

ALTERNATIVES:

Maintain the Mayor and Council allowable expense amounts and per diem rates at the current 2015 rates.

Respectfully Submitted,



Darrin Leite, CPA, CA
Director of Corporate Services

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer

Attachment: 1. Amended Travel and Expense Policy – GE-10