

2021 QUARTER FOUR COMMON TRAVEL PLAN

Office of the Councillors

RECOMMENDATION

That the November 15, 2021, Quarter Four Common Travel Plan as outlined in Figure 1 of the Office of the City Manager report OCC00849, be approved and funded from the Office of the Councillors' 2021 Common Travel and Conference Budget.

Report Purpose

Council decision required

Council Services Committee is being asked to approve expenditures for the Office of the Councillors' Common Travel and Conference Budget from October 26, 2021, to December 31, 2021.

Executive Summary

- Each year, Council Services Committee approves the Office of the Councillors' Common Travel and Conference Budget. This budget funds registration, attendance, and travel costs for conferences or board meetings of any organization of which a Councillor sits as an official representative of the City of Edmonton.
- As 2021 is a municipal general election year, approval of the budget is required for the period of October 26, 2021 to December 31, 2021 following the election.

REPORT

The Office of the Councillors' Common Travel and Conference Budget requirements are considered at the first Council Services Committee meeting of each year. The Office of the City Manager report OCC00320 presented at the February 9, 2021, Council Services Committee meeting approved expenditures for the period of January 1, 2021 to October 25, 2021. Emergent travel requests may be brought forward to Council Services Committee throughout the year.

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This report recommends expenditure approval for the period of October 26, 2021 to December 31, 2021, based on registration fees and estimated travel costs for Councillors representing the City of Edmonton in an official capacity at annual conferences and board meetings.

Council Policy C618A Councillors' Budget and Expenses states that the Office of the Councillors Common Travel and Conference Budget funds:

- Annual conferences or board meetings of any organization on which a Councillor sits as an official representative of the City of Edmonton, or conferences where the City of Edmonton is entitled to voting delegates through its membership.
- Annual conferences of the Alberta Urban Municipalities Association (AUMA) and the Federation of Canadian Municipalities (FCM) for all Councillors.
- Alberta Urban Municipalities Association and Federation of Canadian Municipalities board meetings, executive committee meetings, standing committee meetings, task force meetings, meetings with federal and provincial ministers, workshops and seminars, if the Councillor is a director, table officer, committee member or task force member.

Note: Many associations and boards continue to meet virtually with two exceptions as noted below, Alberta Urban Municipalities Association's Annual Convention and the Federation of Canadian Municipalities Advocacy Days Conference.

2021 Quarter Four Common Travel and Conferences Budget Plan Figure 1

Board	Conference / Meeting	Dates	Location	City Representative	Estimated Total*
Alberta Urban Municipalities Association (AUMA)	Annual Convention	November 17-19, 2021	Edmonton	Directors: Councillor Knack and Councillor Tang ----- All Councillors at the Annual Convention	All Councillors are able to attend the Annual Convention \$7,376.25 for 12 registrations**
Federation of Canadian Municipalities (FCM)	Board and Advocacy Days	November 22-26, 2021	Ottawa	Councillor Hamilton	\$2,500
Total					\$9,876.25

*Actuals may vary slightly from estimates due to factors such as final registration fees, airfare, hotel, travel costs, etc.

**The total cost represents registration for all Councillors.

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Budget/Financial Implications

2021 Common Travel & Conferences Budget

Office of the Councillors

2021 Budget	\$73,002
Expenditures: Jan 1 to Oct 25, 2021	\$4,842.83
Recommended Expenditures: Oct 26 to Dec 31, 2021	\$9,876.25
Budget Remaining	\$58,282.92