



## COMMON TRAVEL PLAN COUNCIL ENGAGEMENT

### RECOMMENDATION

That the 2023 Common Travel Plan, as outlined in Attachment 1 of the March 3, 2023, Office of the City Clerk report OCC01672, be approved and funded from the Office of the Councillors 2023 Common Travel and Conference Budget.

### Report Purpose

**Committee decision required.**

### Previous Council/Committee Action

At the January 24, 2023, Council Services Committee meeting, the following motion was passed:

That Administration engage members of Council to identify other engagements, events, and opportunities to include in the 2023 Common Travel budget.

### REPORT

#### Current State

Allocation of the Common Travel & Conferences budget within the Office of the Councillors is approved by Council Services Committee. Funding is set aside to cover the cost of civic agency travel as well as attendance at the Federation of Canadian Municipalities (FCM) and the Alberta Municipalities' annual conventions for all Councillors.

As part of their duties, Councillors may be required to travel to additional meetings and conferences to act as representatives of the City of Edmonton. For example, meetings with officials from other municipalities, orders of government, and/or regional or industry partners.

At the January 24, 2023, Council Services Committee meeting, the Committee requested that Councillors be engaged regarding these additional types of meetings/events that could be funded from the Common budget.

#### Engagement Results

The Office of the City Clerk sent a survey in February 2023 to each Councillor's office asking the following:

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- Are there other conferences or specific opportunities that require travel you would suggest for consideration for 2023?

All 12 Councillors responded to the survey. Eight respondents did not have anything further to add to the 2023 Common Travel Plan. Of these eight respondents, one raised the notion of aligning to the City's current direction on travel and another recommended ensuring that civic agency travel is adequately funded as a priority. Suggestions to add to the plan from the remaining four respondents included:

- Alberta Municipalities President's Summit on the Future of Municipal Government and Spring Leaders' Caucus in Edmonton, March 29-31, 2023
- Alberta Recreation and Parks Association Annual Conference, October 26-28, 2023
- Bloomberg CityLab Conference for Public Sector Innovation (details to be confirmed)
- Calgary Stampede, July 7-16, 2023
- Canadian Urban Transit Association conferences (Edmonton Transit Service Advisory Board advisor to attend)
- FCM Big City Mayors' Caucus Reconciliation Circle (details to be confirmed)
- Participatory Canada Learning Community, study trip to Halifax (details to be confirmed)

One respondent suggested reaching out to Edmonton Global, Explore Edmonton, and other similar industry organizations prior to preparing the 2024 Common Travel Plan.

## Financial/Budget

The approved 2023 Common Travel Plan allocated \$69,195 out of the \$73,002 budget.

Since January, one Councillor did not attend the FCM Sustainable Community Conference in-person, therefore the \$3,000 set aside for that purpose may be reverted back to the budget for reallocation.

New requests for funding related to travel total \$18,175 for the year.

**Table 2.0: Common Travel Plan - Revised**

Previously Approved Total Costs (with revision of adding back the in-person FCM Sustainable Communities Conference amount)	\$66,195
New Requests	\$18,175
Total Estimated Costs	\$84,370
Total Budget Available	\$73,002
Budget Shortfall	(\$11,368)

## Additional Considerations

- Depending on the opportunity, there may be multiple Councillors who express interest in attending a particular conference or event. Current practice is to use a prorating strategy for group travel if full funding is not available.

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- For meetings with an intergovernmental component, clarity regarding roles and briefing requirements may be required. This could be addressed on a case-by-case basis.
- Ad hoc requests may be brought forward throughout the year to Council Services Committee as often emergent or topic-based meetings and conferences are not known in advance.
- Council may wish to consider increasing its annual Common Travel Budget on an ongoing basis to fund additional opportunities.

## **ATTACHMENT**

1. OCC01672 Common Travel Plan Council Engagement