



## 2024 COMMON TRAVEL PLAN

### RECOMMENDATION

That the 2024 Common Travel Plan, as outlined in Attachment 2 of the January 24, 2024, Office of the City Clerk report OCC02302, be revised per the discussion, and approved and funded from the Office of the Councillors 2024 Common Travel and Conference Budget.

### Report Purpose

**Decision required.**

### REPORT

Council Policy C618B - Councillors' Budget and Expenses states in section 4 b. that Councillors' travel expenses for officially-appointed representation at conferences and meetings is covered within the Common Budget. Section 5 of the policy expands that further:

- a) 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.
- b) Annual conferences of the Alberta Urban Municipalities Association (AUMA) and the Federation of Canadian Municipalities (FCM) for all Councillors, including registration fees and banquet tickets for one guest per Councillor.
- c) 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.
- d) Councillors submit their Common Travel and Conference attendance plans to the Manager, Councillors' Office Liaison Team, Office of the City Clerk in order to be brought forward to Council Services Committee. A recommendation for allocation of the Common Travel and Conference budget will be presented at the first Council Services Committee meeting each year. Emergent travel needs may be brought forward to Council Services Committee throughout the year by submitting requests to the Manager, Councillors' Office Liaison Team, Office of the City Clerk.

## 2024 Common Travel Plan

In December 2023 members of Council were surveyed regarding their attendance, and asked to identify other engagements they may be interested in attending in 2024. Ten Councillors responded to this survey.<sup>1</sup>

### Financial/Budget Implications

**Table 1: 2024 Common Travel and Conferences Budget**

Common Travel and Conference Budget for 2024	\$73,002
Total Estimated Requests for 2024	\$95,833
<b>Total Budget Remaining Unallocated</b>	<b>-\$22,831</b>

Council Services Committee is asked to approve funding for the costs associated with representing the City of Edmonton as an official representative or appointee at conferences and board meetings from the 2024 Common Travel and Conferences Budget in accordance with Council Policy C618B - Councillors' Budget and Expenses.

### Additional Considerations

- 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 or it is recommended that Committee consider reducing the approved travel to be within the Council approved budget.

## ATTACHMENTS

1. 2024 Common Travel Requests from Councillors
2. 2024 Approved Travel Requests from Councillors

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<sup>1</sup> The remaining two Councillors' attendance is assumed for the purposes of estimating the 2024 travel expenditures.