



## 2025 Common Travel Plan

### RECOMMENDATION

That the 2025 Common Travel Plan, as outlined in Attachment 1 of the November 6, 2024, Office of the City Clerk report OCC02672, be revised per the discussion, and approved and funded from the Office of the Councillors 2025 Common Travel and Conference Budget.

### Report Purpose

**Committee decision required.**

### REPORT

The current 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 Municipalities and the Federation of Canadian Municipalities (FCM) for all Councillors, including registration fees and banquet tickets for one guest per Councillor.
- c) Alberta Municipalities 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 Director, 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 Director, Councillors' Office Liaison Team, Office of the City Clerk.

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In September 2024, members of Council were surveyed regarding their attendance and asked to identify other engagements they may be interested in attending in 2025. All Councillors responded to this survey or provided feedback to staff.

### Financial/Budget Implications

**Table 1: 2025 Common Travel and Conferences Budget**

Common Travel and Conference Budget for 2025 (full calendar year)	\$73,002
Total Estimated Requests for 2025	<b>\$122,400</b>
<b>Total Budget Remaining Unallocated</b>	<b>-\$49,398</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 2025 Common Travel and Conference 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 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. Alternatively, Committee should only approve travel for Councillors within the current approved budget.
- As 2025 is an election year, the Common Travel and Conference Budget requests have been separated in Attachment to delineate January - October 2025 travel from post-October 2025 travel.
- Common Travel events after October 2025 include:
  - Alberta Municipalities Annual Convention, Calgary, Alberta
  - CUTA Annual Convention, Montreal, Quebec
- Explore Edmonton, Edmonton Global and the Edmonton Chamber of Commerce were asked whether they had any anticipated requests for Elected Officials to travel outside of Edmonton to support events/conferences/initiatives and no response was received.
- At the time of writing, organizers have not provided details of the following events therefore costs have been estimated based on previous years costs:
  - Inter-City Forum on Social Policy
  - Alberta Municipalities Annual Convention
  - Federation of Canadian Municipalities Board Meetings
- At the September 11, 2024, City Council Meeting the following motion was approved: That the City of Edmonton nomination of Councillor Aaron Paquette to serve on the Federation of Canadian Municipalities Standing Committee on Finance, Infrastructure and Transportation and Standing Committee on Community Safety and Crime Prevention for the 2024-2025 term, to the municipal election October 20, 2025, be approved and that the costs associated with

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attendance at the standing committees from the Councillors' Common Travel and Conference Budget for an amount not to exceed \$10,000, be approved.

- These funds will be tracked, however to enable planning and administration all travel plans have been included in Attachment 1.

## **ATTACHMENT**

1. 2025 Common Travel Plan - January - October