



COUNCILLORS' TRAVEL AND CONFERENCES EXPENSE LIMITATIONS

RECOMMENDATION

The Council Services Committee recommend to City Council:

That revised Council Policy C618D - Councillors' Budget and Expenses Policy, as set out in Attachment 1 of the May 6, 2025, Office of the City Clerk report OCC02973, be approved.

Report Purpose

Council decision required.

Previous Council/Committee Action

At the February 21, 2025, Council Services Committee meeting, the following motion was passed:

That Administration review existing policies and processes to introduce cost guidelines for travel expenses to be covered by the common budget including revised disclosure requirements (including transportation, food, accommodation and miscellaneous), with the option for Councillors to supplement through their Ward budgets or at personal expense.

REPORT

In order to meet the goals of the motion, language regarding cost guidelines for travel expenses from the Employee Business Expenses Procedure was added to the Revised Councillors' Budget and Expenses Policy - C618D Travel Expense Procedures. The revisions align the Council policy with administrative procedures while allowing Councillors the flexibility to perform their roles.

To address the request for revised disclosure requirements, the Reports and Disclosure section of the Councillors' Budget and Expenses Policy was updated to specify that ward and common travel disclosures include the following categories: transportation, food and incidentals, accommodation, miscellaneous and registration fee (if applicable).

The current Councillors' Budget and Expenses Policy C618C was approved at the November 13, 2024, City Council meeting (Attachment 2). This report is recommending that Committee

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recommend to Council that the revised policy be approved as presented in Attachment 1. Attachment 3 includes a redline version of the changes.

ATTACHMENTS

1. Revised Councillors' Budget and Expenses Policy - C618D
2. Councillors' Budget and Expenses Policy - C618C (current)
3. Comparison of Policy C618C and C618D - Redline