

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C01-023

<b>POLICY TITLE</b> <i>City Councillors' Travel and Training</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>August 13, 2001</i>
		<b>UPDATED TO</b> <i>August 1, 2008</i>
<b>ORIGIN/AUTHORITY</b> <i>Clause 1, Report No. 9-2001 of the Executive Committee</i>	<b>CITY FILE NO.</b> <i>CK. 4500-4</i>	<b>PAGE NUMBER</b> <i>1 of 5</i>

## 1. PURPOSE

To enable City Councillors to attend appropriate meetings, conferences, seminars and training sessions which will facilitate them in the performance of their duties.

## 2. POLICY

The City Clerk, through the Councillors' Assistant, will administer and process all travel and training for Councillors in accordance with this policy. The City Clerk is entitled to seek further explanation or documentation of any expense statement submitted pursuant to this policy.

### 2.1 Councillors' Common Travel and Training Budget

- a) Budgetary provision will be allocated for Councillors' Common Travel and Training, such amount to be determined annually through the budget process.
- b) Councillors are entitled to use this fund in order to attend any board, committee or other type of meeting of SUMA or the FCM, where the Councillor is a director or has been appointed by City Council as Council's representative on a particular committee or task force.
- c) Councillors are entitled to use this fund in order to attend annual conferences or board meetings of any organization on which he or she sits as an official representative of the City of Saskatoon, or conferences where the City of Saskatoon is entitled to voting delegates through its membership (e.g. Yellowhead Highway Association).

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- d) Councillors wishing to access this fund must, if possible, submit travel plans to the City Clerk by December 31 of each year for the succeeding year's budget. The annual travel plan and any additional requests from this budget will be approved by His Worship the Mayor.
- e) No spousal expenses will be paid.
- f) Out-of-town events attended by a Councillor on behalf of the Mayor will be at the Mayor's expense.
- g) The amount of this budget will be pro-rated during an election year in order to ensure sufficient funds remain for newly-elected Councillors.

## 2.2 Councillor's Individual Travel and Training Budget

- a) Each Councillor will be allocated funds for travel and training, the amount to be determined annually through the budget process.
- b) Attendance at the annual SUMA and FCM conferences will be funded from this budget.
- c) No spousal expenses will be paid.
- d) Where the funds are used for travel, Councillors will follow the guidelines set out in this policy, and will be reimbursed in accordance with this policy. The City Clerk will ensure that travel and expenses are reimbursed in accordance with this policy.
- e) The amount in this budget will be pro-rated during an election year in order to ensure that sufficient funds remain for the newly-elected Councillors.

## 3. PROCEDURES

The Councillors' Secretary will make all travel arrangements, including airfare, hotel reservations, registrations, etc. The Councillor may use his or her personal credit card, or obtain a cash advance. The City Clerk's corporate credit card may be used to book airfare, car rentals and accommodation.

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Travel expense statements must be submitted within 14 days of return. Original receipts must accompany the statements. If there are monies owing to the City, these must be reimbursed within 30 days, or the outstanding amount will be deducted from the next paycheque. No claims will be refunded until all monies owing to the City have been received.

The following guidelines are provided for reimbursement of allowable expenses:

### 3.1 Accommodation

The best government, corporate or conference rate will be requested when reserving rooms. Only the single room rate will be paid by the City. The original hotel bill must be provided with the expense statement. Any personal charges on hotel bills will be deducted prior to submission for reimbursement.

For Councillors who wish to stay with friends or family, an allowance of \$30.00 for each night is allowed.

### 3.2 Meals and Incidental Expenses

Councillors will be reimbursed for actual and reasonable expenses for meals and incidentals up to the maximum payable to exempt staff.

Any meal reimbursement over and above the allowable amount must be supported by a receipt with a reasonable explanation. Meals reimbursements are only for any meals not provided at the meeting or conference.

The incidental claim of \$7.00 is allowed only for those days requiring an overnight stay. It is intended to cover miscellaneous out-of-pocket costs such as newspapers and snacks. Any expenses over the above this rate will be reimbursed if reasonable. Examples of reasonable expenses include up to two personal long distance phone calls (one upon arrival and one upon departure) and laundry services for extended travel.

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### 3.3 Transportation

A Councillor may choose his or her own means of travel, keeping in mind the most direct economical route. Councillors are encouraged to car-pool whenever possible.

If a Councillor chooses to drive his or her own private vehicle, expenses will be reimbursed as follows:

In-Province Travel – In accordance with Policy A03-021, “Local Travel – Employees”, the same rate per km payable to exempt staff.

Out-of-Province Travel – An allowance equal to the equivalent return economy airfare, plus any other costs such as airport limousines which would be incurred if the Councillor traveled by air.

Car rentals may be used where it is more cost effective than the use of taxis, limousine services, etc.

A Councillor will be reimbursed for actual and reasonable costs incurred for taxis, airport limousines or equivalent, for transportation between home or workplace and the designated airport or rail or bus station required for his or her travel. A Councillor will also be reimbursed for any actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business at the destination.

### 3.4 Expense Reports

The City Clerk will, on an annual basis, prepare a report listing:

- a) the total cost of Councillors' combined travel and training from the Councillors' Common Travel and Training Budget; and
- b) the total cost of each Councillor's individual travel and training.

Upon approval of the Councillors, the report will be submitted as information to a City Council meeting.

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If a request for detailed information regarding Councillors' travel expenses is made pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act*, the City Clerk will advise the affected Councillors.

#### 4. RESPONSIBILITIES

- 4.1 The City Clerk is responsible for administering this policy as outlined above and for recommending updates to this policy as necessary.
- 4.2 City Councillors are responsible for providing the necessary information to the City Clerk and for following the guidelines as noted in Sections 2 and 3 above.
- 4.3 Executive Committee is responsible for reviewing proposed amendments to this policy and forwarding recommendations to City Council for approval.
- 4.4 City Council is responsible for approving amendments to this policy.