

City Council Travel and Training Expenses - 2020

ISSUE

This report provides a summary of Councillors' Travel and Training expenses for 2020. The Mayor's summary is also provided.

RECOMMENDATION

That the Governance and Priorities Committee:

- 1) approve the allocation of travel and training expenditures for 2020; and
- 2) forward this report to City Council for information, in accordance with Council Policy No. C01-023, *City Councillors' Travel and Training*.

BACKGROUND

City Council's former Executive Committee, at its meeting held on September 7, 2010, considered the matter of posting the expenses of all members of City Council, including the Mayor, on the City's website and resolved that the information be posted on the City's website annually in order to demonstrate City Council's commitment to transparency.

Further, at its meeting held on January 29, 2018, City Council resolved that in accordance with City Council's commitment to transparency, the annual posting of car allowance expenditures and travel and training expenditures for members of City Council to the City's website for 2017 and going forward be to the same level of detail as currently provided for in City Council's Communications and Constituency Relations Allowance. Redacted receipts and related information will be posted accordingly.

DISCUSSION/ANALYSIS

Section 3.4 of Policy No. C01-023, "City Councillors' Travel and Training", states that the City Clerk will, on an annual basis, prepare a report listing the total cost of each Councillor's Common and Individual Travel and Training. Upon approval of the Councillors, the report is to be submitted to City Council, as information.

Also included in the report are Councillors' other travel and training expenses that were either budgeted outside of the regular travel budget (i.e. pension training for those Councillors that do not sit on a pension board) or were paid from other sources (i.e. Board of Police Commissioners, Pension Boards, etc.). For 2020, there was nothing to report for these expenses.

Individual Travel and Training

Each Councillor is allotted funds annually for general travel and training, such as attendance at the annual SUMA (operating as Municipalities of Saskatchewan) convention and FCM conference. The total amount budgeted for 2020 for all Councillors was \$29,166.66 (10/12 of \$35,000.00 due to election year). For 2020, the

total expenditures, less GST, were \$2,463.25. Appendix 1 sets out the details for each individual Councillor.

Common (Appointed) Travel and Training

A Common Travel and Training Budget is provided in order for Councillors to attend annual conferences or board meetings of any organization on which they are appointed as an official representative of the City of Saskatoon, or as a Board member, such as the Trans Canada Yellowhead Highway Association or FCM Boards and Committees. The total amount budgeted for Common Travel and Training in 2020 was \$20,000.00 (10/12 of \$24,000.00 due to election year). For 2020, the total expenditures, less GST, were \$8,337.07. Appendix 2 sets out the details for each individual Councillor.

As per Sections 2.1 g) and 2.2 e) of Policy No. C01-023, the amount in the above budgets is pro-rated during an election year (10/12 of the full allowance) in order to ensure that sufficient funds remain for the newly-elected Councillors. This means sitting Councillors are allocated \$23,333.33 (\$2,333.33 per Councillor) for individual travel as 8/12 of the allowance. Newly elected and re-elected Councillors are allocated an additional \$5,833.33 (\$583.33 per Councillor) as 2/12 of the allowance. Similarly, sitting Councillors are allocated \$16,000.00 for common/appointed travel as 8/12 of the allowance. Newly elected and re-elected Councillors are allocated an additional \$4,000.00 as 2/12 of the allowance.

Pension (Non-Appointed) and Other Travel and Training

There are various Boards that Councillors are either appointed to or have a vested interest in that fall outside of the above travel and training budgets. A \$7,000.00 budget was approved for 2020 for those Councillors that do not sit on a pension board to obtain pension training. For 2020, there were no expenditures.

Travel and training expenditures are generally also included for those Councillors who sit on Boards which are paid from other sources. For example, if a Councillor is a Trustee on a pension board, those expenses are paid for from the Plan. For 2020, there were no expenditures

Appendix 3 lists the 2020 travel expenses for Mayor Clark. The total amount budgeted for 2020 for the Mayor's Office (including staff) was \$25,000.00. For 2020, the total expenditures of the Mayor only, less GST, was \$3,904.59. It should be noted the attached summary for Mayor Clark lists car allowance expenses, which is the subject of a separate report.

APPENDICES

1. Individual Travel and Training 2020 – Councillors
2. Common (Appointed) Travel and Training 2020 – Councillors
3. Travel Expenses – 2020 – Mayor Clark

Report Approval

Written by: Janice Hudson, Committee Assistant

City Council Travel and Training Expenses - 2020

Reviewed by: Shellie Bryant, Deputy City Clerk – Administrative Services
Approved by: Mike Jordan, Interim City Clerk

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INDIVIDUAL COUNCILLORS TRAVEL & TRAINING EXPENSES (2020)

* As per Section 2.2 e) of Policy No. C01-023, "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". Sitting Councillors are allocated \$23,333.33 for Individual Travel and Training or \$2,333.33 per Councillor as 8/12 of the allowance. Newly elected and re-elected Councillors are allocated an additional \$5,833.33 or \$583.33 per Councillor as 2/12 of the allowance.

Travel Date	Purpose	Location	Actual
Opening Balance of \$29,166.66 pro-rated for calendar year or ~ \$2,916.66/Councillor			
BLOCK Cynthia			
<i>Individual Total</i>			<u>0.00</u>
DAVIES Troy			
<i>Individual Total</i>			<u>0.00</u>
DONAUER Randy			
June 4 - 8	Federation of Canadian Municipalities Conference (cxld due to Covid)	Toronto ON	493.55
	WestJet Flight travel credit on file		
<i>Individual Total</i>			<u>493.55</u>
DUBOIS Bev			
<i>Individual Total</i>			<u>0.00</u>
GERSHER Sarina			
<i>Individual Total</i>			<u>0.00</u>
GOUGH Hilary			
Feb 3 & 4	Saskatchewan Urban Municipalities Association (SUMA) Convention	Regina SK	753.36
Feb 27	Institute of Corporate Directors: Conflicts of Interest Training	Saskatoon SK	35.00
<i>Individual Total</i>			<u>788.36</u>
HILL Darren			
<i>Individual Total</i>			<u>0.00</u>
IWANCHUK Ann			
<i>Individual Total</i>			<u>0.00</u>
JEFFRIES Zach			
<i>Individual Total</i>			<u>0.00</u>
KIRTON, David			
<i>Individual Total</i>			<u>0.00</u>
LOEWEN Mairin			
Feb 2 - 5	Saskatchewan Urban Municipalities Association (SUMA) Convention	Regina SK	1,181.34
<i>Individual Total</i>			<u>1,181.34</u>
Total Individual Travel (All Councillors)			<u><u>2,463.25</u></u>
2020 Budget		49,166.66	
2020 Actual		10,800.32	

COMMON (APPOINTED) COUNCILLORS TRAVEL & TRAINING EXPENSES (2020)

* As per Section 2.1 g) of Policy No. C01-023, "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". Sitting Councillors are allocated \$16,000.00 for Common/Appointed Travel as 8/12 of the allowance. Newly elected and re-elected Councillors are allocated an additional \$4,000 as 2/12 of the allowance.

Travel Date	Purpose	Location	Actual
Opening Balance \$20,000 pro-rated for calendar year (10/12 of allowance due to election year)			
BLOCK Cynthia			<u>0.00</u>
DAVIES Troy			
Sept 15 - 18	Venues Now Conference (rescheduled to June 2021) <i>WestJet Flight travel credit on file</i>	New York City	2,006.30
			<u>2,006.30</u>
DONAUER Randy			
Feb 2 - 5	Saskatchewan Urban Municipalities Association (SUMA) Convention <i>no charge due to Board member</i>	Regina SK	<u>0.00</u>
DUBOIS Bev			<u>0.00</u>
GERSHER Sarina			<u>0.00</u>
GOUGH Hilary			
Mar 3 - 6	Federation of Canadian Municipalities (FCM) Board & Committee Meetings	St Hyacinthe QC	1,217.43
			<u>1,217.43</u>
HILL Darren			
Feb 3 - 6	Saskatchewan Urban Municipalities Assoc. (SUMA) Convention <i>no charge due to Executive Board member</i>	Saskatoon SK	0.00
Mar 3 - 6	Federation of Canadian Municipalities Board & Committee Meetings Scott Woroniuk c/o Ganarly Films: FCM 2nd VP Campaign Videos	St Hyacinthe QC	2,496.64
			1,269.75
			<u>3,766.39</u>
IWANCHUK Ann			<u>0.00</u>
JEFFRIES Zach			<u>0.00</u>
KIRTON, David			<u>0.00</u>
LOEWEN, Mairin			
Mar 3 - 6	Federation of Canadian Municipalities Board & Committee Meetings	St Hyacinthe QC	1,346.95
			<u>1,346.95</u>
Total Common (Appointed) Travel (All Councillors)			<u><u>8,337.07</u></u>

MAYOR CHARLIE CLARK
January 1 to December 31, 2020

WITHIN CANADA - TRAVEL EXPENSES

Destination	Date	Purpose	Amount	GST	Total Cost
Regina SK	Feb 1 - 3	Saskatchewan Urban Municipalities Association	\$ 937.66	\$ 43.49	\$ 894.17
Ottawa ON	Feb 5 - 7	BCMC Meeting	\$ 1,455.50	\$ 106.47	\$ 1,349.03
Leduc AB	Feb 10	Western Economic Solutions Taskforce Meeting	\$ 585.36	\$ 27.87	\$ 557.49
TOTAL			\$ 2,978.52	\$ 177.83	\$ 2,800.69

BCMC - Big City Mayors Caucus

OUTSIDE OF CANADA TRAVEL EXPENSES

Destination	Date	Purpose	Amount	GST	Total Cost
San Francisco CA	Mar 17 - 18	World Agri-Tech Innovation Summit (Summit cancelled due to COVID-19. Airfare credit will be applied to future flight.)	\$ 950.75	\$ 141.57	\$ 809.18
TOTAL			\$ 950.75	\$ 141.57	\$ 809.18

CAR ALLOWANCE

Mayor's Expenses: \$ 294.72

Total Travel and Car Allowance Expenses: \$ 3,904.59