

## City Council Travel and Training Expenses - 2021

### ISSUE

This report provides a summary of Councillors' Travel and Training expenses for 2021. The Mayor's summary is also provided.

### RECOMMENDATION

That the Governance and Priorities Committee:

- 1) approve the allocation of travel and training expenditures for 2021; and
- 2) forward this report to City Council for information, in accordance with Council Policy No. C01-023, *City Councillors' Travel and Training*.

### BACKGROUND

Since 2010, the expenses of all members of City Council, including the Mayor, have been posted on the City's website annually in order to demonstrate City Council's commitment to transparency.

Further, since 2017's reporting, the annual posting of car allowance expenditures and travel and training expenditures for members of City Council to the City's website has been to the same level of detail as currently provided for in City Council's Communications and Constituency Relations Allowance. In this regard, this report, redacted receipts, and supporting documentation 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 are 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.).

It should be noted that City Council reduced its overall travel and training budget for Councillors for 2021 to \$15,000.00.

### Individual Travel and Training

Each Councillor is allotted funds annually for general travel and training, such as attendance at the annual Saskatchewan Urban Municipalities Association (SUMA) convention and Federation of Canadian Municipalities (FCM) conference. The total amount budgeted for 2021 for all Councillors was \$9,000.00. The total expenditures,

less GST, were \$4,071.16. Appendix 1 sets out the details for each individual Councillor.

Common (Appointed) Travel and Training

A common travel and training budget is provided for Councillors to attend annual conferences or board meetings of any organization to which they are appointed as an official representative of the City of Saskatoon, or as a Board member, such as the Canadian Urban Transit Association or FCM Boards and Committees. The total amount budgeted for 2021 was \$6,000.00. The total expenditures, less GST, were \$2,966.06. Appendix 2 sets out the details for each individual Councillor.

Pension and Other Travel and Training

There are various Boards that Councillors are either appointed to or have a vested interest in (ie. non-appointed Pension Boards) that fall outside of the above travel and training budgets.

A \$7,000.00 budget was approved for 2021 for those Councillors that do not sit on a pension board to obtain pension training. For 2021, the total expenditures, less GST, were \$1,795.00. Appendix 3 sets out the details for each individual Councillor.

Other travel and training expenditures are also reported 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 2021, there were no expenditures to report.

Appendix 3 lists the 2021 travel expenses for the Mayor. The total amount budgeted for 2021 for the Mayor's Office (including staff) was reduced to \$10,000.00. The total expenditures of the Mayor only, less GST, was \$1,487.88. It should be noted the attached summary for the Mayor lists car allowance expenses, which is the subject of a separate report; however for 2021, there was no budget nor expenditures.

**APPENDICES**

1. Individual Travel and Training 2021 – Councillors
2. Common (Appointed) Travel and Training 2021 – Councillors
3. Pension Board (Non-Appointed) Travel and Training 2021 - Councillors
4. Travel Expenses – 2021 – Mayor

**Report Approval**

Written by: Janice Hudson, Assistant to the City Clerk  
Reviewed by: Shellie Bryant, Deputy City Clerk – Administrative Services  
Approved by: Adam Tittlemore, City Clerk

Admin Report - City Council Travel and Training Expenses - 2021.docx

## INDIVIDUAL COUNCILLORS TRAVEL & TRAINING EXPENSES (2021)

City Council reduced its Councillor 2021 travel & training budget to \$15,000

Travel Date	Purpose	Location	Actual
<b>Opening Balance \$9,000 for calendar year or ~\$900/Councillor</b>			
<b>BLOCK, Cynthia</b>			
Feb 7 - 11	Municipalities of Saskatchewan (SUMA) Convention	Virtual	285.00
<i>Individual Total</i>			<b>285.00</b>
<b>DAVIES, Troy</b>			
Feb 7 - 11	Municipalities of Saskatchewan (SUMA) Convention	Virtual	285.00
<i>Individual Total</i>			<b>285.00</b>
<b>DONAUER, Randy</b>			
May 31-June 4	Federation of Canadian Municipalities (FCM) Virtual Annual Conference	Virtual	600.00
<i>Individual Total</i>			<b>600.00</b>
<b>DUBOIS, Bev</b>			
Feb 7 - 11	Municipalities of Saskatchewan (SUMA) Convention	Virtual	185.00
May 31-June 4	Federation of Canadian Municipalities (FCM) Virtual Annual Conference	Virtual	600.00
<i>Individual Total</i>			<b>785.00</b>
<b>GERSHER, Sarina</b>			
Feb 7 - 11	Municipalities of Saskatchewan (SUMA) Convention	Virtual	185.00
Oct 19 - 21	Federation of Canadian Municipalities (FCM) Virtual Sustainable Communities Conference	Virtual	250.00
<i>Individual Total</i>			<b>435.00</b>
<b>GOUGH, Hilary</b>			
Feb 7 - 11	Municipalities of Saskatchewan (SUMA) Convention	Virtual	285.00
Mar 24 - 26	SK First Nations Women's Commission (FSIN) We Rise Conference	Virtual	60.00
<i>Individual Total</i>			<b>345.00</b>
<b>HILL, Darren</b>			
Jan 28	Prairie Pride Interview	Regina SK	431.16
<i>Individual Total</i>			<b>431.16</b>
<b>JEFFRIES, Zach</b>			
Feb 7 - 11	Municipalities of Saskatchewan (SUMA) Convention	Virtual	185.00
<i>Individual Total</i>			<b>185.00</b>
<b>KIRTON, David</b>			
Feb 7 - 11	Municipalities of Saskatchewan (SUMA) Convention	Virtual	185.00
Apr 28 & 29	Cdn Housing & Renewal Assoc. Congress on Housing & Homelessness	Virtual	250.00
<i>Individual Total</i>			<b>435.00</b>
<b>LOEWEN, Mairin</b>			
Feb 7 - 11	Municipalities of Saskatchewan (SUMA) Convention	Virtual	285.00
<i>Individual Total</i>			<b>285.00</b>
<b>Total Individual Travel (All Councillors)</b>			<b><u>4,071.16</u></b>
<b>2021 Budget</b>			<b>9,000.00</b>
<b>2021 Actual</b>			<b>4,071.16</b>

**COMMON (APPOINTED) COUNCILLORS TRAVEL & TRAINING EXPENSES (2021)**

City Council reduced its Councillor 2021 travel & training budget to \$15,000

<b>Travel Date</b>	<b>Purpose</b>	<b>Location</b>	<b>Actual</b>
<i>Opening Balance \$6,000 for calendar year</i>			
<b>BLOCK, Cynthia</b>			
			<u>0.00</u>
<b>DAVIES, Troy</b>			
			<u>0.00</u>
<b>DONAUER, Randy</b>			
Feb 7 - 11	Municipalities of Saskatchewan (SUMA) Convention <i>no charge due to Executive Board member</i>	Virtual	0.00
			<u>0.00</u>
<b>DUBOIS, Bev</b>			
May 10 & 11	Canadian Urban Transit Association (CUTA) Spring Summit	Virtual	275.00
Oct 4 - 6	Canadian Urban Transit Association (CUTA) Annual Conference	Virtual	330.53
			<u>605.53</u>
<b>GERSHER, Sarina</b>			
May 10 & 11	Canadian Urban Transit Association (CUTA) Spring Summit	Virtual	300.00
Oct 4 - 6	Canadian Urban Transit Association (CUTA) Annual Conference	Virtual	330.53
			<u>630.53</u>
<b>GOUGH, Hilary</b>			
Apr 28 & 29	Cdn Housing & Renewal Assoc. Congress on Housing & Homelessness	Virtual	250.00
Nov 22	S'toon Housing Initiatives P'ship (SHIP) Innov. Approaches to Housing & Homelessness Conf.	Virtual	30.00
			<u>280.00</u>
<b>HILL, Darren</b>			
Feb 7 - 11	Municipalities of Saskatchewan (SUMA) Convention <i>no charge due to Executive Board member</i>	Virtual	0.00
May 31-June 4	Federation of Canadian Municipalities (FCM) Virtual Annual Conference	Virtual	600.00
			<u>600.00</u>
<b>JEFFRIES, Zach</b>			
			<u>0.00</u>
<b>KIRTON, David</b>			
			<u>0.00</u>
<b>LOEWEN, Mairin</b>			
May 31-June 4	Federation of Canadian Municipalities (FCM) Virtual Annual Conference	Virtual	600.00
Oct 19 - 21	Federation of Canadian Municipalities (FCM) Virtual Sustainable Communities Conference	Virtual	250.00
			<u>850.00</u>
<b>Total Common (Appointed) Travel (All Councillors)</b>			<u><u>2,966.06</u></u>

<b>2021 Budget</b>	<b>6,000.00</b>
<b>2021 Actual</b>	<b>2,966.06</b>

## Councillors Pension Training / Conferences (2021)

### IFEPB - International Foundation of Employee Benefit Plans

Travel Date	Description	Location	Budget	Actual
	Opening Balance		7,000.00	
<b><i>BLOCK, Cynthia</i></b>				
				0.00
<b><i>DAVIES, Troy</i></b>				
				0.00
<b><i>DONAUER, Randy</i></b>				
				0.00
<b><i>DUBOIS, Bev</i></b>				
				0.00
<b><i>GERSHER, Sarina</i></b>				
				0.00
<b><i>GOUGH, Hilary</i></b>				
Dec 31	IFEBP Foundations of Trust Management Standards (FTMS) Online Training			1,795.00
<b><i>HILL, Darren</i></b>				
				0.00
<b><i>JEFFRIES, Zach</i></b>				
				0.00
<b><i>KIRTON, David</i></b>				
				0.00
<b><i>LOEWEN, Mairin</i></b>				
				0.00

**2021 Budget**      7,000.00  
**2021 Actual**     1,795.00

**MAYOR CHARLIE CLARK**  
**January 1 to December 31, 2021**

**WITHIN CANADA - TRAVEL EXPENSES**

Destination	Date	Purpose	Amount	GST	Total Cost
Virtual	May 31 - June 4	BCMC/FCM Conference	\$ 678.00	\$ 78.00	\$ 600.00
Yorkton SK	Aug 18 - 19	SK City Mayor's Caucus	\$ 269.85	\$ 11.20	\$ 258.64
Ottawa ON	Oct 12 - 13	BCMC Meeting	\$ 1,727.72	\$ 93.57	\$ 1,634.15
<b>TOTAL</b>			<b>\$ 2,675.57</b>	<b>\$ 182.77</b>	<b>\$ 2,492.79</b>

BCMC - Big City Mayors Caucus  
FCM - Federation of Canadian Municipalities

**OUTSIDE OF CANADA TRAVEL EXPENSES**

Destination	Date	Purpose	Amount	GST	Total Cost
San Francisco CA	Mar 17 - 18, 2020	World Agri-Tech Innovation Summit (Summit cancelled due to COVID-19. Refund for airfare received August 2021)	\$ (1,004.91)	\$ -	\$ (1,004.91)
<b>TOTAL</b>			<b>\$ (1,004.91)</b>	<b>\$ -</b>	<b>\$ (1,004.91)</b>

**CAR ALLOWANCE**

Mayor's Expenses:                   \$           -

*Total Travel and Car Allowance Expenses:*    \$ 1,487.88