

Council Business Expense and Conference Policy

General Committee
June 8, 2017

Agenda

1. Committee Resolution
2. Current Business Expense & Conference Policy
3. Current Business Expense & Conference Budget
4. Policy Objective
5. FCM and AMO 2014-2016 Historical Costs
6. FCM and AMO 2017-2019 Forecasted Costs
7. Recommendations

1. Committee Resolution

April 11, 2017 Development Services Committee Meeting Resolution

18. NEW BUSINESS CONFERENCE ATTENDANCE

- 2) That staff be directed to develop a policy for Council members' attendance at seminars, conferences, and on-line education.

2. Current Business Expense & Conference Policy

5 – SEMINARS, CONFERENCES & BUSINESS TRAVEL

This policy applies to the attendance of Members of Council and Staff at conferences, seminars, and for other business travel deemed to be in the best interests of the Corporation ; and to provide for the reimbursement of expenses incurred by those persons authorized to attend.

5.10 OTHER – ATTENDANCE AT CONFERENCES AND CHARITABLE FUNCTIONS

- a) The costs associated with Members of Council attending the annual FCM and AMO conferences are to be charged to the Mayor & Councillor Administration budget which is over and above an individual Councillor's Discretionary budget.

Note: Council must approve any conference requiring overnight accommodation

3. Current Business Expense & Conference Budget

Current Budgets

- Council Administration Conference Budget - \$29,000
 - Business expenses that have been **pre-approved by Council** including FCM and AMO
- Councillor Discretionary Budget - \$8,000
 - Business expenses that have **not been pre-approved by Council**

4. Policy Objective

- To provide Councillors with access to funding through the Council Administration Conference Budget for additional approved business related conferences and training opportunities, beyond FCM & AMO, to support them in fulfilling their responsibilities

5. FCM and AMO

2014-2016 Historical Costs

Year	Conference	Location	Date	Attending #	Cost/Conference \$	Total Cost \$
2014	FCM	Niagara Falls	May 30-June 2	6	10,200	14,500
	AMO	London	August 17-20	4	4,300	
2015	FCM	Edmonton	June 4-8	5	11,800	19,900
	AMO	Niagara Falls	August 16-19	5	8,100	
2016	FCM	Winnipeg	June 2-5	7	17,000	25,400
	AMO	Windsor	August 14-17	7	8,400	

6. FCM and AMO

2017-2019 Forecasted Costs

Year	Conference	Location	Date	Attending #	Cost/ Conference \$	Total Cost \$
2017	FCM	Ottawa	June 1-4	7	13,200	25,200
	AMO	Ottawa	August 13-16	7	12,000	
2018	FCM	Halifax	June	7	17,800	30,100
	AMO	Ottawa	August	7	12,300	
2019	FCM	Quebec City	June	7	18,200	30,700
	AMO	Ottawa	August	7	12,500	

Assumptions:

- Seven Councillors attend each of FCM & AMO
- Three nights of hotel accommodations for all attending Councillors
- Events taking place in Halifax and Quebec City require flights
- Registration fees are based on 2017 rates with 2% inflation/year
- All other costs (mileage, taxi services, food) are based on average historical costs per Councillor

7. Recommendations

- That Councillors will continue to be pre-approved to attend FCM and AMO
- That Councillors be allowed to request Council pre-approval to attend any additional business-related conference or training seminar and have the associated costs expensed to the Council Administration Conference budget
- That the Council Administration Conference budget remain at \$29,000
- That Staff monitor the Council Administration Conference budget and make appropriate annual budget adjustments, if required
- That Staff be authorized and directed to do all things necessary to give effect to this resolution