

City Councillors' Travel and Training Policy – Inclusion of Strategic Priority Areas and Housekeeping Amendments

ISSUE

The City Clerk was directed to review Policy No. C01-023 City Councillors' Travel and Training ("Policy") with respect to travel and training related to City Council's Strategic Priority Areas ("Priority Areas"). In addition, the Policy has not been updated since 2008 and therefore other housekeeping amendments are being recommended as outlined in this report.

RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council:

1. That Policy No. C01-023 be amended to include a provision for travel and training pertaining to the Councillors' Strategic Priority Areas and any housekeeping amendments as outlined in this report; and
2. That the City Clerk be instructed to update Policy No. C01-023 City Councillors' Travel and Training Policy.

BACKGROUND

[Policy No. C01-023 City Councillors' Travel and Training](#) was adopted by City Council in 2001 enabling City Councillors to attend appropriate meetings, conferences, seminars, and training sessions to facilitate them in the performance of their duties. Since the inception of the City Council's Strategic Priority Areas in 2017 it has been recognized that the current Policy does not include provisions with respect to travel and training related to the priority areas.

City Council, at its meeting held February 24, 2020, during consideration of City Council's Travel and Training Expenses – 2019, Council resolved, in part, that the Administration report back on updating Policy C01-023 with respect to Council Members' Strategic Priority Areas.

Further it was recognized that the Policy has not been updated since 2008 therefore some minor housekeeping amendments are proposed.

DISCUSSION/ANALYSIS

The City Clerk administers and processes all travel and training expenditures for Councillors in accordance with the Policy. Budgetary provisions related to the Policy are determined during the budget process and does not form part of this review.

There are currently two areas that Councillors' travel and training expenses fall under: Common and Individual Travel and Training.

Section 2.1 Councillors' Common Travel and Training Budget

Councillors are entitled to use this fund to attend any board, committee, or other type of meeting of the Saskatchewan Urban Municipalities Association (SUMA) or the Federation of Canadian Municipalities (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. They are also entitled to use this fund 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.

Section 2.2 Councillors' Individual Travel and Training Budget

Under this Section, each Councillor is allotted funds annually for general travel and training, such as attendance at the annual SUMA convention and FCM conference.

There are various other Boards that Councillors are either appointed to or have a vested interest in that fall outside of the Common and Individual travel and training budgets, such as the City's Pension Boards, Statutory Boards, and Controlled Corporations. Travel and training expenditures for these boards are paid for by those bodies and do not form part of the Policy. There is also a separate budget for those Councillors that do not sit on a Pension Board to receive training.

Travel and Training Related to the Strategic Priority Areas

City Council, at its meeting held on [November 18, 2019](#), adopted the [Strategic Priority & Leadership Policy](#).

Both the Strategic Priority & Leadership Policy and Councillors' Travel and Training Policy do not address if a Councillor wants to access training specific to their priority area that may require a fee and/or also include travel. There is also no approval process for requests for training/travel under the Strategic Priority areas in either Policy.

It is being recommended that Section 2.1 Councillors' Common Travel and Training Budget be amended to include a provision to entitle Councillors to use the Common Travel and Training Budget to attend any conferences, meetings or training provisions that are specific to their strategic priority area. The suggested amendment is as follows:

2.1 Councillors' Common Travel and Training Budget

- c) Councillors are entitled to use this fund in order to attend ~~annual~~ conferences, TRAINING SESSIONS/FORUMS OR SIMILAR, or board meetings of any organization on which he or she sits as an official representative of the City of Saskatoon, conferences where the City of

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Saskatoon is entitled to voting delegates through its membership (e.g. ~~Yellowhead Highway Association~~ Canadian Urban Transit Association), or for sessions related to designated strategic priority areas.

Removing the word “annual” would not limit attendance for conferences that may not be annual in nature. Adding training sessions/forums or similar expands use of the fund for those sessions that aren't labelled as a conference or board meeting. Finally, including the Strategic Priority Areas to this section expands the use of the fund for applicable events/training.

The Policy provides the example of the Yellowhead Highway Association; however Council no longer provides representation on that Board so it is being recommended that the example be updated to the Canadian Urban Transit Association Board (CUTA) as outlined above.

FINANCIAL IMPLICATIONS

It is not anticipated that the inclusion of travel and training pertaining to a Councillor's strategic priority area will require an increase in the travel and training budget. Traditionally this budget has not been exhausted in past years. A review following the 2022 year can be completed and included as part of the next budget cycle should these changes result in a major change in expenditures.

OTHER IMPLICATIONS

There are no privacy, legal, social, or environmental implications identified.

NEXT STEPS

If approved, the City Clerk's Office will update the policy accordingly.

APPENDICES

1. [Policy No. C01-023 City Councillors' Travel and Training](#)
2. [Strategic Priority & Leadership Policy](#)

Report Approval

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