

Travel and Expenses – Conferences, Training/Development Programs and Fact-Finding Missions Policy C04-012 Amendments

ISSUE

City Council Policy C04-012, Travel and Expenses – Conferences, Training/Development Programs and Fact-Finding Missions Policy (C04-012) requires updates to reflect current organizational structure and other administrative changes.

RECOMMENDATION

That the Standing Policy Committee on Finance recommend to City Council that the City Clerk update Travel and Expenses – Conferences, Training/Development Programs and Fact-Finding Missions Policy C04-012 as outlined in Appendix 1.

BACKGROUND

Travel and Expenses – Conferences, Training/Development Programs and Fact-Finding Missions Policy C04-012 was last updated in 1995.

DISCUSSION/ANALYSIS

The proposed changes for Policy C04-021 are shown in Appendix 1. The major changes include:

1. Updating position titles and shifting the responsibility from the Department Head to Directors for ensuring there is benefit of the employee attending the training, receiving the written report from the employee and authorizing travel costs and expenses of departmental employees;
2. Adding an Out-of-Country section that details requirements for a copy of a credit card statement showing the actual Canadian amount paid and if that is not included, the costs will be reimbursed at the average Bank of Canada exchange rate for the duration of the trip. This section also provides clarity around the reimbursement of meals and incidentals for Out-of-Country travel which will always be paid in Canadian dollars; and
3. Revising the responsibility section to add Director of Finance, Standing Policy Committee on Finance and City Council responsibilities and changing the review and update of the policy responsibility to the Chief Financial Officer from City Commissioner.

OTHER IMPLICATIONS

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

NEXT STEPS

If approved, the City Clerks office will adjust C04-012 as shown in Appendix 1.

APPENDICES

1. C04-012 Council Policy Amendments

Report Approval

Written by: Kari Smith, Director of Finance
Reviewed by: Sarah Sliva, Deputy City Clerk
Approved by: Clae Hack, Chief Financial Officer

Admin Report - Travel and Expenses – Conferences, Training/Development Programs and Fact-Finding Missions Policy C04-012
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