

Memorandum

Date: May 20, 2022
Submitted by: Finance and Technology Department – Corporate Purchasing and Risk Management Division
Subject: Travel and Expense Corporate Policy Amendment

It is recommended that the City's policies be reviewed regularly to ensure that the City is following best practices and complying with all current legislation. Since its adoption in 1993, the Travel and Expense policy has had 11 updates, most recently with amendments approved at the Regular Council meeting held on February 8, 2022, for several housekeeping updates and to delete the Expense Requisition Form to ensure timely annual updates.

Staff have further reviewed Corporate Policy – 05-1800-01 – Travel and Expense and are recommending an additional change be made to the Travel and Expense policy and that is to have the City's meal and allowance per diem rates aligned with the annual Treasury Board of Canada Rate vs. increasing by CPI annually. This will bring the City in line with current per diem rates across all provinces in Canada.

The proposed rate changes are as follows:

Meals & Allowances	Current Rate	Treasury Board of Canada Rate	% Change
Breakfast	\$13.25	\$21.10	59%
Lunch	\$19.77	\$21.35	8%
Dinner	\$39.53	52.40	33%
Incidentals	\$17.44	\$17.50	.3%

A copy of Corporate Policy – 05-1800-01 – Travel and Expense with proposed changes tracked is included as **Attachment 1** for Council review. Draft Revised Corporate Policy – 05-1800-01 – Travel and Expense is included as **Attachment 2** for Council consideration of adoption.

The recommended resolution is:

THAT Corporate Policy – 05-1800-01 – Travel and Expense be adopted as attached to and recommended in the memo dated May 20, 2022, from the Finance and Technology Department – Corporate Purchasing and Risk Management Division regarding Travel and Expense Corporate Policy Amendments.

Attachment(s)

1. Corporate Policy – 05-1800-01 – Travel and Expense – Proposed Changes Tracked.
2. Draft Revised Corporate Policy – 05-1800-01 – Travel and Expense.

Report Approval Details

Document Title:	Travel and Expense Corporate Policy Amendment.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 Corporate Policy - 05-1800-01 Travel and Expense - Proposed Tracked Changes.pdf- Attachment 2 Draft Revised Corporate Policy-05-1800-01 - Travel and Expense.pdf
Final Approval Date:	Jun 13, 2022

This report and all of its attachments were approved and signed as outlined below:

Paul Rockwood, General Manager of Finance and Technology - May 22, 2022 - 11:42 AM

Rosemary Lodge, Manager of Communications and Engagement - May 26, 2022 - 1:45 PM

Tim Savoie, City Manager - Jun 13, 2022 - 1:45 PM