



ADMINISTRATIVE REPORT

Report Date: March 20, 2009
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Meeting Date: April 7, 2009

TO: Vancouver City Council
FROM: City Clerk
SUBJECT: Councillor's Travel and Training Budget

CONSIDERATION

- A. THAT Council Members' annual travel and training opportunities be planned annually in accordance with the funds available in the Councillors' Travel and Training budget, and that Council travel and training activities for the year be curtailed once the budget is expended; and

Option 1

- B. THAT sufficient funds from the Councillor's Travel and Training budget be made available for the Council Member appointed by Council as the voting representative on the FCM Board of Directors to attend each FCM Board meeting.
- C. THAT all remaining non-designated funds from the Councillor's Travel and Training budget be allocated equally amongst all ten Council Members and where a Council Member has not made use of their allocated funds by September of each year that the unspent allocation be made available to all Council Members on first come first serve basis.

OR

Option 2

- D. THAT sufficient funds from the Councillor's Travel and Training budget be made available for the following:
- i. For all Council Members to attend the annual conventions of the Federation of Canadian Municipalities (FCM) and Union of British Columbia Municipalities (UBCM) as set out in the Mayor and Council Members' Expenses By-law No. 8904.

- ii. For the Council Member appointed by Council as the voting representative on the FCM Board of Directors to attend each FCM Board meeting.
- E. THAT all remaining non-designated funds from the Councillor's Travel and Training budget be made available to all Council Members on first come first serve basis.

OR

Option 3

- F. THAT sufficient funds from the Councillor's Travel and Training budget be made available for the following:
- i. For all Council Members to attend the annual conventions of the Federation of Canadian Municipalities (FCM) and Union of British Columbia Municipalities (UBCM) as set out in the Mayor and Council Members' Expenses By-law No. 8904.
 - ii. For the Council Member appointed by Council as the voting representative on the FCM Board of Directors to attend each FCM Board meeting.
- G. THAT sufficient funds from the Councillor's Travel and Training budget be made available for those Council Members appointed by Council as alternate non-voting delegates on the FCM Board of Directors to attend each Board meeting.
- H. THAT sufficient funds from the Councillor's Travel and Training budget be made available for the Council Member appointed by Council as the City's representative to the Executive Board for the International Association of Peace Messenger Cities to attend the one Executive Board meeting annually.
- I. THAT all remaining non-designated funds from the Councillor's Travel and Training budget be made available to all Council Members on first come first serve basis.

CITY MANAGER'S COMMENTS

The City Manager puts forward the above for Council's CONSIDERATION.

COUNCIL POLICY

The City's Mayor and Council Members' Expenses By-law No. 8904 requires that a Council member wishing to engage in an activity that is representing the City, engaging in City business or attending a course, meeting or convention outside of British Columbia must request Council's prior approval. If the activity is within British Columbia then approval subsequent to the event is allowed, however, it is up to Council to approve or deny the request. If Council approval is granted, the Council Member may claim reimbursement for expenses incurred in accordance to the By-law from the Travel and Training budget.

The By-law also provides approval for the Mayor and Council Members to attend each annual convention of the Federation of Canadian Municipalities and Union of British Columbia Municipalities.

PURPOSE

To propose options to Council for their consideration as to how the Councillors' Travel and Training budget may be allocated for its intended purpose.

BACKGROUND

At the Regular Council meeting held on March 3, 2009, Council asked that staff bring forward proposed policy/options to Council as to how the Councillors' Travel and Training budget can be allocated.

The Mayor and Council Members' Expenses By-law No. 8904 sets out rules governing travel and training for all members of Council.

The budget for Councillors' Travel and Training has increased by approximately \$6,000 since 2005 and in 2008 totalled \$53,400.

The expenditures related to this budget generally fall into five categories:

- Councillors' travel to the FCM and UBCM annual meetings as authorized under the City's Mayor and Council Members' Expenses By-law No. 8904
- Council member travel related to the Council appointment as the City's voting representative on the FCM Board of Directors
- Council members travel related to their Council appointment as alternate non-voting delegates on the FCM Board of Directors to attend each Board meeting
- Council member travel as the City's representative on the Executive Board for the International Association of Peace Messenger Cities to attend the Executive Board meeting
- Other travel undertaken by Council members where they represent the City or engage in City business

The spending for 2005 - 2008 in these areas is summarized in the table below.

Table One - Councillors' Travel and Training 2005 - 2008

	2005	2006	2007	2008
Total Budget	\$ 47,500	\$ 36,650*	\$ 52,380	\$ 53,400
By-law No. 8904 - Provided by By-law	\$ 29,340	\$ 35,311	\$ 20,165	\$ 29,055
FCM Voting Board Member	5,063	4,998	3,419	5,083
FCM - Non-voting/Subcommittee Delegates	4,690	9,313	6,992	12,344
International Assoc. of Peace Messenger Cities	4,010	1,777	5,187	1,817
Other Travel and Training**	24,030	14,992	11,928	8,615
Total T&T Expenditures	\$ 67,133	\$ 66,391	\$ 47,690	\$ 56,914

* Council reduced the Travel and Training budget by approximately \$12,000 in 2006.

** Some funding was provided from sources outside the Councillors' Travel and Training budget for Other Travel and Training activities.

In each of the four years, a portion of the Other Travel and Training expenditures were funded by budgets other than the Councillors' Travel and Training Budget. The annual total of funding from other sources is as follows:

2005: \$12,707

2006: \$8,312

2007: \$801

2008: \$7,321

In two of the four years, that is, in 2005 and 2006, the Councillors' Travel and Training spending exceeded the allotted budget for the respective year.

Of the available funds, Council Members are authorized under the City's Mayor and Council Members' Expenses By-law No. 8904 to attend each annual convention of the Federation of Canadian Municipalities and Union of British Columbia Municipalities. The location of the FCM and UBCM annual meetings changes each year. Of the ten Council Members, typically seven or eight members attend the annual FCM conference whereas the number of members attending the annual UBCM meeting varied from four to ten during 2005 - 2008 depending on the location of the meeting.

DISCUSSION

In allocating the Councillors' travel and training budget, various options are available to Council. Some of the possible options include:

Option 1:

1. Allowing Council member travel related to the Council appointment as the City's voting representative on the FCM Board of Directors; and
2. Allocating all remaining funds equally amongst Council Members for a defined period of the year (e.g. September) after which any unused funds would be made available to Council Members on a first come first-serve basis.

This option would allow for an estimated allocation per Council member of \$5,530. See table two below.

Option 2:

1. Allowing Council member travel related to the Council appointment as the City's voting representative on the FCM Board of Directors;
2. Allowing Councillors' travel to the FCM and UBCM annual meetings as authorized under the City's Mayor and Council Members' Expense By-law No. 8904; and
3. Making the remaining non-designated funds from the Councillor's Travel and Training budget available to all Council Members on first come first serve basis.

This option would allow for an estimated allocation per Council member of \$2,530. See table two below.

Option 3:

1. Allowing Council member travel related to the Council appointment as the City's voting representative on the FCM Board of Directors;
2. Allowing Councillors' travel to the FCM and UBCM annual meetings as authorized under the City's Mayor and Council Members' Expense By-law No. 8904;
3. Council members travel related to their Council appointment as alternate non-voting delegates on the FCM Board of Directors to attend each Board meeting;
4. Allowing Council member travel as the City's representative on the Executive Board for the International Association of Peace Messenger Cities to attend the Executive Board meeting; and
5. Making the remaining non-designated funds from the Councillor's Travel and Training budget available to all Council Members on first come first serve basis.

This option would allow for an estimated allocation per Council member of \$1,430. See table two below.

Table Two - Councillors' Travel and Training - Possible Options

	Option 1	Option 2	Option 3
Estimated Travel and Training Budget - 2009	\$ 60,300	\$ 60,300	\$ 60,300
FCM Voting Board Member	5,000	5,000	5,000
By-law No. 8904 - Provided by By-law		30,000	30,000
FCM - Non-voting/Subcommittee Delegates			9,000
International Assoc. of Peace Messenger Cities			2,000
Total Allocation available to Council Members	\$ 55,300	\$ 25,300	\$ 14,300
Allocation available per Council Member	\$ 5,530	\$ 2,530	\$ 1,430

Note - all amounts are estimates

In addition to the proposed possible options to allocate the Councillors' travel and training budget, Council may wish to consider curtailing Council member travel and training activities for the year once the budget is expended. As indicated previously, travel and training in this area exceeded the available budget in 2005, 2006, and 2008.

FINANCIAL IMPLICATIONS

There are no financial implications.

CONCLUSION

At the Regular Council meeting held on March 3, 2009, Council asked that staff bring forward proposed policy/options to Council as to how the Councillors' Travel and Training budget can be allocated. This report proposes three possible options to Council for their consideration as to how the Councillors' Travel and Training budget may be allocated for its intended purpose.

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