



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
Financial Service Department

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	May 9, 2016
SUBJECT/REPORT NO:	Policy For Business Travel, Seminars and Conferences – Amendments (FCS16036) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Bev Neill (905) 546-2424 Ext. 6274
SUBMITTED BY:	Mike Zegarac General Manager Finance and Corporate Services Department
SIGNATURE:	

RECOMMENDATION

That the Policy for Business Travel, Seminars and Conferences, as amended, and attached as Appendix “A” to Report FCS16036, be approved.

EXECUTIVE SUMMARY

The Policy for Business Travel, Seminars and Conferences has been revised and is attached as Appendix “A” to Report FCS16036. This Policy outlines the expenses eligible for reimbursement and the authorization requirements for attendance at business events, seminars, conferences and other business expenses incurred during the conduct of approved City of Hamilton business by Elected Officials and City of Hamilton employees. Changes are being made to address areas of concern regarding approvals and reporting and to ensure per diem rates are current.

Alternatives for Consideration –Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Staff has estimated that the cost of travel for the City could increase by approximately \$10,000 to \$12,000 Corporate-wide with the implementation of the new Canadian and US dollar rates. The number of travel forms processed for 2014 (291) and 2015 (263), using an average of three per diems per trip, was calculated with the new rates to provide this estimation. The current US exchange rate was used in this calculation and substantially impacts the estimated increase. It should be noted that the estimated

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amount could be less as many per diems are reduced to account for meals that are provided at most conferences and seminars.

Staffing: None

Legal: None

HISTORICAL BACKGROUND

On December 9, 2009, Council Report #09-017, Item 6.3, Policy for Business Travel, Seminars and Conferences was approved by City Council. Since that time, a review of the Policy has been completed in order to identify areas of concern and to ensure the Policy is current.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Approving the attached Policy, Appendix “A” to Report FCS16036 will result in the revision of the current Policy for Business Travel, Seminars and Conferences most recently approved by City Council on December 9th, 2009.

RELEVANT CONSULTATION

- Finance and Administration
 - Managers
- Planning and Economic Development Department
 - Director, Open for Business;
 - Director, Economic Development Division
- Internal Audit, City Manager’s Office
 - Acting Director of Audit Services
- Administrative Coordinators Committee
- City of Hamilton Senior Management Team
- Other Municipalities
 - Durham, Mississauga, Windsor, Toronto, Ottawa, Halton, Peel, Waterloo, Niagara

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The current Policy has been amended as follows:

- Provides City Manager with the ability to delegate to General Managers the authorization for travel outside of Canada;
- Per diems for travel within Canada have been increased to \$75.00 for each overnight stay to better reflect current costs;

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- Per diems for travel outside of Canada have been increased to \$100.00 USD for each overnight stay to minimize the impact on the traveller's purchasing power resulting from exchange rate fluctuations;
- A reduced per diem option has been added for employees travelling and / or entertaining for the purpose of promoting the City of Hamilton in the areas of tourism and economic development. Receipts for meal expenses must be submitted in order to receive reimbursement; and,
- Guidelines have been added for the reimbursement of mileage and other expenses incurred while an employee is conducting activities necessary to the performance of the their job duties.

ALTERNATIVES FOR CONSIDERATION

N/A

ALIGNMENT TO THE 2012 – 2015 STRATEGIC PLAN

Strategic Priority #1

A Prosperous & Healthy Community

WE enhance our image, economy and well-being by demonstrating that Hamilton is a great place to live, work, play and learn.

Strategic Objective

- 1.3 Promote economic opportunities with a focus on Hamilton's downtown core, all downtown areas and waterfronts.
- 1.6 Enhance Overall Sustainability (financial, economic, social and environmental).

Strategic Priority #2

Valued & Sustainable Services

WE deliver high quality services that meet citizen needs and expectations, in a cost effective and responsible manner.

Strategic Objective

- 2.1 Implement processes to improve services, leverage technology and validate cost effectiveness and efficiencies across the Corporation.

Strategic Priority #3

Leadership & Governance

WE work together to ensure we are a government that is respectful towards each other and that the community has confidence and trust in.

Strategic Objective

- 3.2 Build organizational capacity to ensure the City has a skilled workforce that is capable and enabled to deliver its business objectives.
- 3.4 Enhance opportunities for administrative and operational efficiencies.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS16036 - City of Hamilton Policy for Business Travel, Seminars, and Conferences