

Council Expense Policy

Recommendation:

THAT on the recommendation of the Audit & Finance Committee, Council Expense Policy 3.07, as amended, be adopted.

Report Purpose and Summary Statement:

On July 15, 2025, Council directed staff to incorporate provisions into the Council Expense Policy No. 3.07 addressing cell phone charges. On November 18, the Audit & Finance Committee reviewed the report attached as Appendix A and discussed the proposed amendments to the policy. Their comments are reflected in the revised policy, attached as Appendix B, for consideration.

Previous Council Action:

Council Resolution from July 15, 2025:
THAT Council direct staff to bring back Council Expense Policy 3.07 with revisions to align with the staff expense policy surrounding cell phone use

Financial Impact:

None

Strategic Alignment:

Governance & Corporate Excellence

Applicable Legislation/Bylaw/Policy:

Policy 3.07 Council Expenses

To: Mayor and Council

File number: [n/a]

Council Expense Policy

BACKGROUND:

Council Expense Policy No. 3.07 was adopted by Council on October 8, 2024. The policy specifically excluded expenses for cell phones and other technology used by members of Council to conduct their work.

On July 15, 2025, Council directed staff to revisit the policy and incorporate language to address the costs associated with cell phones and other devices used to facilitate Council's work. This report and the attached policy address that direction.

ANALYSIS:

Discussion:

The Audit & Finance Committee reviewed the amended policy on November 18 and offered comments. Those comments are incorporated into the amended policy attached for Council consideration.

The following summarizes the proposed changes to the policy:

Policy Section	Change
Scope	Now includes cell phones and other devices
Definitions	Now includes a definition for "Devices" to mean cell phones, laptops or tablets provided to members of Council.
Procedure	<p>A new section DEVICES has been added with the following provisions:</p> <ul style="list-style-type: none"> 27. Members of Council are provided with Devices to facilitate the conduct of Council business. 28. Members of Council are responsible to minimize the costs to the City by using WiFi networks where available rather than relying on cellular data from the service provider. 29. Any information received, shared or contained in these Devices is subject to the provisions of the <i>Freedom of Information and Protection of Privacy Act</i>. 30. Up to \$1,000 of the Annual Budget Allocation may be directed to the costs of the Devices.

Schedule A – Annual Budget Allocation	Starting in 2026 the annual allocation has been adjusted to reflect the allocation provided for cell phones. This amount is already provided for in the budget.
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OPTIONS & IMPLICATIONS:

Should Council want additional changes to the policy, staff will incorporate those changes and bring an amended policy to an upcoming meeting for Council consideration.

CONCLUSION:

Council directed staff to amend Council Expense Policy No. 3.07 to incorporate language addressing the expenses related to the use of cell phones and other devices. The amended policy attached to this report was reviewed by the Audit & Finance Committee on November 18. Their comments have been incorporated into the attached amended policy for Council consideration.

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Deputy Director of Finance

Attachments:

- (A) Council Expense Policy Amendments Report to the AFC dated November 18, 2025
- (B) Amended Council Expense Policy No. 3.07

Report Approval Details

Document Title:	Council Expense Policy Amendments from AFC.docx
Attachments:	- Council Expense Policy Amendments.pdf - Council Expense Policy - Cell Phone Amendments.pdf
Final Approval Date:	Dec 1, 2025

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

Trevor Thompson, Chief Financial Officer

Scott Hartman, Chief Administrative Officer