

Council Expense Policy Amendments

Recommendation:

THAT The Audit & Finance Committee endorse the amendments to Council Expense Policy 3.07 and recommend that Policy 3.07, as amended, be forwarded to Council for consideration.

Report Purpose and Summary Statement:

This report responds to a request from Council to amend Council Expense Policy 3.07 to include language to address cell phone charges.

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:

The amendment to Policy 3.07 will have no financial impact

Strategic Alignment:

Governance & Corporate Excellence

To: Audit & Finance Committee

File number: [n/a]

Council Expense Policy Amendments

BACKGROUND:

Council Expense Policy No. 3.07 was adopted by Council on October 8, 2024. The policy addressed expenses related to Council attendance at meetings, conferences, training and networking opportunities, and reimbursement for out-of-pocket expenses, but specifically excluded expenses for cell phones and other technology required by members of Council used to conduct their work.

On July 15, 2025, Council directed staff to bring the policy back with language to address the costs associated with cell phones and other devices used to facilitate Council’s work.

ANALYSIS:

Discussion:

The amended policy attached to this report continues to exclude expenses incurred to advance the business interests of the City, such as costs incurred to meet with officials in other levels of government to advocate the advancement of City interests.

The following summarizes 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.

OPTIONS & IMPLICATIONS:

Staff would like the Audit & Finance Committee to endorse the suggested changes to the policy and recommend that the amended policy be forwarded to Council for consideration. Should the Committee want additional changes to the policy staff will incorporate them into the amended policy and either bring back to the Committee or forward to Council pending Committee direction.

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 devices used to facilitate Council business. The amended policy attached to this report addresses that request.

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Deputy Director of Finance

Attachments: (A) Council Expense Policy No. 3.07

Report Approval Details

Document Title:	Council Expense Policy Amendments.docx
Attachments:	- Council Expense Policy - Cell Phone Amendments.docx
Final Approval Date:	Nov 12, 2025

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

Trevor Thompson, Chief Financial Officer

No Signature - Task assigned to Carolyn Mushata, Director of Legislative Services and Corporate Officer was completed by delegate Corinn Howes, Deputy Corporate Officer

Carolyn Mushata, Director of Legislative Services and Corporate Officer

Scott Hartman, Chief Administrative Officer