

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: September 11, 2023
TO: Mayor and Council
FROM: Candice Gartry, Director, Financial Services
SUBJECT: Draft Business Travel and Expense Policy

RECOMMENDATION

THAT Council receive for information the September 11, 2023, corporate report from the Director, Financial Services, titled "Draft Business Travel and Expense Policy" and endorse and approve Finance policy # 325, Business Travel and Expense (Appendix A).

EXECUTIVE SUMMARY

This corporate report introduces a new policy to establish a framework and guidelines for the purchase and reimbursement of approved business and travel expenses incurred on behalf of the City of White Rock (the "City") while on authorized City business. The policy defines approved reasonable business and travel expenses and established responsibility for the approval of same.

PREVIOUS COUNCIL DIRECTION

N/A

INTRODUCTION/BACKGROUND

It is generally seen as "best practice" for organizations to have a policy in place that provides a framework and guidelines for the purchase and reimbursement of business-related travel and expenses. As these expenses are largely paid for by tax dollars, it is important that such a policy be endorsed and approved by Council.

Currently, a Staff Administrative Directive is in place, similar to a procedures document, for staff and council members to refer to for business and travel expenses. This Staff Administrative Directive (Appendix B) was recently updated and will be effective as of September 1, 2023. However, staff recommend that moving forward it is important that an official policy be put in place and for it to be available publicly for taxpayers to view. This provides additional transparency and accountability to the public.

The policy pertains to all employees of the City, Council members, and to individuals working on behalf of the City. It defines reasonable business and travel expenses, as well as establishes responsibility for the approval of these expenses. The policy also discusses pre-approval for travel and hospitality expenses, as well as guidelines around receiving gifts, favours and other complimentary items.

The policy has been discussed and reviewed by the Senior Leadership Team.

FINANCIAL IMPLICATIONS

There are no budget implications related to this policy. From a finance perspective this policy provides additional guidelines and accountability around business and travel expenses.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Members of the Senior Leadership Team have reviewed and discussed this policy.

ALIGNMENT WITH STRATEGIC PRIORITIES

This policy aligns with the Organization and Governance strategic priority.

OPTIONS / RISKS / ALTERNATIVES

The following options are available for Council's consideration:

1. Endorse and approve finance policy # 325 Business Travel and Expense; or
2. Not endorse and approve finance policy # 325 Business Travel in which case Council, staff and individuals working on behalf of the City will continue to refer solely to the Staff Administrative Directive.

CONCLUSION

This corporate report introduces a new policy to establish a framework and guidelines for the purchase and reimbursement of approved business and travel expenses incurred on behalf of the City. Staff recommend the policy for endorsement and approval.

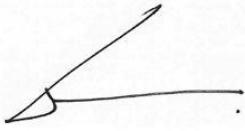
Respectfully submitted,



Candice Gartry
Director, Financial Services

Comments from the Chief Administrative Officer

I concur with the recommendation of this corporate report.

A handwritten signature in black ink, consisting of a stylized 'G' followed by a horizontal line and a small dot at the end.

Guillermo Ferrero
Chief Administrative Officer

Appendix A: 325 Business Travel and Expense Policy
Appendix B: Directive 209 – Business Travel and Expense