



**RESORT MUNICIPALITY OF WHISTLER**

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## STAFF REPORT TO COUNCIL

**PRESENTED:** September 20, 2022 **REPORT:** 22-134  
**FROM:** Finance **FILE:** A-36  
**SUBJECT:** COUNCIL TRAVEL AND EXPENSE REIMBURSEMENT POLICY A-36 UPDATE

### RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the General Manager of Corporate and Community Services be endorsed.

### RECOMMENDATION(S)

**That** Council approve an updated Council Travel and Expense Reimbursement Policy A-36 as attached to Administrative Report 22-134 as Appendix A.

### PURPOSE OF REPORT

The proposed changes to Travel and Expense Reimbursement Policy A-36 (Policy) are intended to simplify wording in some cases and importantly to separate per diem amounts into an Administrative Procedure in order to streamline the process for updating these values in the future. In addition, the changes address the per diem rates to ensure alignment with best practices and industry standards.

Information Report  Administrative Report (Decision or Direction)

### DISCUSSION

#### Background

The Policy exists to define the nature of reimbursable travel expenses and the reimbursement process for the Resort Municipality of Whistler (RMOW).

#### Analysis

The Policy was most recently updated in November of 2017, at which time it also consolidated the information contained in the rescinded Expense Policy A-10. The proposed policy changes included within this report aim to reduce the frequency with which the Policy must be updated going forward, by removing figures related to per diems into the accompanying Administrative Procedure D-09 Employee Travel and Expense Reimbursement D-09 Procedure), and by clarifying the source of mileage reimbursement rates.

The specific updated per diem values (consistent with the Province of British Columbia practice) and mileage rates (consistent with Canada Revenue Agency Direction on Travel) are referenced in Schedule A of the D-09 Procedure attached as Appendix B to this report.

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## POLICY CONSIDERATIONS

### Relevant Council Authority/Previous Decisions

On [November 7, 2017](#) Council resolved to rescind Council Policy A-10: Expenses Policy and replaced it with Council Policy A-36: Council Travel and Expense Reimbursement Policy. This same policy is proposed to be updated today.

### Corporate Plan

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization. This section identifies how this report links to the plan.

### Council Focus Areas

- Community Balance  
*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*
- Climate Action  
*Provide leadership to **accelerate climate action and environmental performance** across the community*
- Housing  
*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***
- Pandemic Recovery  
*Leadership and support for **community and tourism recovery and sustainability** – priority focuses are where recovery needs intersect with other Council focus areas*
- Not Applicable

### Corporate Goals

- Community character and mountain culture is reflected in municipal initiatives
- Municipal decision-making supports the effective stewardship of natural assets and ecological function
- Corporate policies and operations ensure continuous excellence in infrastructure, facility and program management
- A high level of accountability, transparency and community engagement is maintained
- Corporate financial health is optimized to ensure long-term community success
- A vibrant local economy and safe, resilient resort community is effectively reinforced by organizational activities

### **Community Vision and Official Community Plan**

The Official Community Plan (OCP) is the RMOW's most important guiding document that sets the community vision and long-term community direction.

The Economic Viability Chapter of the OCP refers to the importance of *applying scrutiny* to municipal expenditures in order to ensure the *highest and best use* of the municipality's *limited financial resources*. Although it affects only a small portion of the municipal budget, this Policy furthers that goal by thoughtfully defining one category of expenditures and by establishing transparent procedures for reimbursement.

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### **BUDGET CONSIDERATIONS**

The proposed changes increase the per diem rate of reimbursement and source rates for mileage reimbursement from a more specific source. The value of the reimbursement in all cases is increasing, between 3 and 19 per cent depending on the specific item (approx. 3.4% increase per annum since the previous values were set). The net result will be a very small increase in the amount of expenditure required to support amounts of travel that are comparable to those incurred in previous years.

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### **LÍLWAT NATION & SQUAMISH NATION CONSIDERATIONS**

The RMOW is committed to working with the Lílwat People, known in their language as *L'il'wat7úl* and the Squamish People, known in their language as the *Skwxwú7mesh Úxwumixw* to: create an enduring relationship; establish collaborative processes for Crown land planning; achieve mutual objectives; and enable participation in Whistler's resort economy. This section identifies areas where RMOW activities intersect with these relationships.

There are no specific considerations to include in this report.

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### **COMMUNITY ENGAGEMENT**

Level of community engagement commitment for this project:

Inform     Consult     Involve     Collaborate     Empower

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### **REFERENCES**

Appendix A – Council Travel and Expense Reimbursement Policy A-36 (as amended)  
Appendix B – Employee Travel and Expense Reimbursement Procedure D-09

## **SUMMARY**

The proposed changes to the Policy aim to make current the reimbursable amounts for travel and meals, and also to streamline the process for making additional updates in the future by adopting the D-09 Procedure.

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## **SIGN-OFFS**

**Written by:**

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**Reviewed by:**

Ted Battiston,  
General Manager of Corporate and Community  
Services

Virginia Cullen,  
Chief Administrative Officer