

DECISION/DIRECTION NOTE

Title: Travel Per Diems
Date Prepared: February 6, 2023
Report To: Committee of the Whole
Councillor and Role: Councillor Ron Ellsworth, Finance & Administration
Ward: N/A

Decision/Direction Required: To approve and increase in travel per diems for members of Council and staff

Discussion – Background and Current Status:

Travel per diems are currently the same for both staff and members of Council at \$53.50 per day. This rate has been in effect since at least 2009. Staff in Finance have received feedback that the per diem rate is not sufficient to cover the cost of meals when travelling on City business.

In comparing neighbouring municipalities the following information was obtained:

	City of St. John's	Conception Bay South	Paradise	Mount Pearl
One set per diem	\$53.50	\$75	\$100	
Council/CAO/Directors				\$100
Managers				\$75
All other Staff				\$50

Key Considerations/Implications:

1. Budget/Financial Implications: Relatively negligible on the City's overall budget
2. Partners or Other Stakeholders:
3. Alignment with Strategic Directions:

A Sustainable City: Be financially responsible and accountable.

An Effective City: Work with our employees to improve organizational performance through effective processes and policies.

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4. Alignment with Adopted Plans:
5. Accessibility and Inclusion:
6. Legal or Policy Implications:
7. Privacy Implications:
8. Engagement and Communications Considerations:
9. Human Resource Implications: It is unfair to expect any staff or Council member of the City to travel on City business and expend their own personal funds for meals. An increase of the per diem would alleviate some of this inequity.
10. Procurement Implications:
11. Information Technology Implications:
12. Other Implications:

Recommendation:

That Council approve an increase in the meal per diem from \$53.50 to \$100 per day.

Prepared by: Derek Coffey

Approved by: