

THE CORPORATION OF THE DISTRICT OF BURNABY

29 December, 1965.

CHAIRMAN AND MEMBERS
OF THE POLICY COMMITTEE

Gentlemen: Re: Travelling Expenses

The following information is supplied for purposes of a review of the Policy respecting payment of Travelling Expenses for Council, staff, and members of the Parks Commission.

The Parks and Recreation Commission members have asked that they be given the same allowance as Council members when travelling on Commission business on delegation by Council. The Treasurer suggests that a change in wording covering staff allowances would be desirable to conform to the wording contained in Section 203(1) of the Municipal Act.

- A. A recent Resolution of Council provided for payment to a member of Council for travel on municipal business the sum of \$45 per day plus registration and transportation. This Resolution as it stands cannot be applied to members of the Parks and Recreation Commission even though it is now practice to have them delegated by Council.

Since the Commission has two Councillors as Commissioners it can be seen that there can be a decided difference in treatment even though the Councillors may be travelling as Commissioners. If it is the decision of Council to extend the per diem allowance of \$45.00 to members of the Parks and Recreation Commission when travelling on delegation by Council the afore-mentioned Resolution requires amendment.

For purposes of simplification of Treasury accounting and auditing it would be desirable to establish a regulation governing portions of days, e.g. less than 12 hours - no per diem allowance; over 12 hours - full per diem allowance. It would also be desirable to establish the type, and/or class of transportation and to set out allowances payable in lieu of transportation.

- B. An examination of the practices of other Municipalities in the lower Mainland, shows most pay a daily expense allowance to staff members travelling on municipal business.

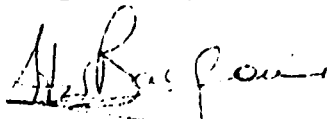
Section 203(1)(f) of the Municipal Act permits Council, by an affirmative vote of at least two thirds of all members thereof, to expend money

"for paying all or some of the expenses necessarily incurred by employees of the Municipality when, on instructions of the Council, they are engaged in or about the business of the Municipality."

The Municipal Treasurer considers that because of the words "necessarily incurred" in the above section, a daily expense allowance does not conform. For this reason then, an expense account should be submitted by an Officer or employee and he should be re-imbursed in full for all reasonable expenses necessarily incurred.

It is awkward to become more specific than this because of the variety of circumstances under which the expenses may be incurred. By Administrative Directive transportation is not to exceed Air Economy. No allowance is granted for entertainment as such but in the case of business trips this is permitted for meals when justified by the circumstances.

Respectfully submitted,



H. W. Balfour
MUNICIPAL MANAGER

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