

File: 2078

TO: MEMBERS OF THE MUNICIPAL COUNCIL
RE: PER DIEM RATES

From: Alderman V.V. Stusiak,
Liaison Finance Alderman

It is the policy of the Municipal Council to pay the expenses of delegates, whether members of Council or otherwise, when on instruction of Council they are representing the municipality outside the limits of the municipality.

The present per diem allowance of Ninety Dollars (\$90.00) was effective as of 1979 June 01. The basis for this rate was a report from Alderman B.M. Gunn dated 1979 May 14. A copy of this report is attached for the information of Council.

A review of present day costs plus the consideration of the need of the per diem allowance to be for a period to 1982 May indicates that the average costs would be:

Rooms - Inclusive of tips and tax	-	\$70.00 to \$90.00 per day
Meals - Inclusive of tips and tax	-	\$30.00 to \$40.00 per day
Miscellaneous - Taxies, airport bus, valet service, tips, coffee, etc.	-	<u>\$20.00 to \$30.00</u> per day
TOTAL COST PER DAY		\$120.00 to \$160.00

An average per diem of \$130.00 is being recommended.

Council should be advised that rates outside of Canada are expressed as payment in United States funds. A review of rates outside of Canada indicates that United States per diem costs would be in approximately the same dollar amounts but would have to be paid in United States funds.

Rates outside of continental North America would on average be much higher than amounts stated in the report.

The authority for Council to approve the per diem expenditure is provided in Section 270 of the Municipal Act which states:

270. The council may, by a vote of at least 2/3 of the council members, expend money to

- (a) help establish, develop, maintain and operate airports, seaplane harbours and aircraft landing areas in or out of the municipality;
- (b) inquire into railway or harbour improvements;
- (c) receive and entertain distinguished guests;
- (d) pay, in addition to payments under section 267, all or some of the expenses necessarily incurred by a member of council when, on instructions of council, he represents the municipality or is engaged, beyond its borders, on its business;
- (e) pay all or some of the expenses of delegates, whether council members or otherwise, when, on instructions of council, they represent the municipality beyond its borders;
- (f) pay all or some of the expenses necessarily incurred by an employee when, on instructions of council, he is engaged on municipal business;
- (g) honour persons who have, in the opinion of the council, served or brought honour to the municipality.

It will be noted that in Section 270(d) and (e) the Council can provide for all or some of the expenses of Council members and/or delegates. All past per diem allowances were to offset direct costs incurred by the member but made no provision for compensation for a loss of wages by said member or delegate.

REPORT
Regular Council Meeting
1981 June 29

It is my opinion that a person serving the interest of the community should be compensated for all costs. If part of that cost is a loss of pay as a result of absence from their normal occupation then this cost should be recognized by the community being served. It would be difficult to cover the total range of possible daily costs of lost wages so a fixed figure, which would be at the daily average labour rate, would be a minimum suggested amount.

This report does not concern itself with Section 270(f) of the Municipal Act. It is recommended that the Municipal Manager submit a separate report with reference to Section 270(f).

RECOMMENDATIONS:-

THAT:

1. Effective immediately the per diem rate be One Hundred and Thirty Dollars (\$130.00);
2. The per diem rate be reviewed 1982 May 01;
3. The per diem rate of One Hundred and Thirty Dollars (\$130.00) be expressed in the equivalent United States funds when travelling outside of Canada;
4. Any Municipal Council member or delegate, when travelling on municipal business, may request additional costs when a loss of wages is incurred in the delegates normal occupation. This additional amount to be Eighty Dollars (\$80.00) per day;
5. The Municipal Manager submit a report to cover travelling costs for municipal employees.

Respectfully submitted,

Alderman V.V. Stusiak

THE CORPORATION OF THE DISTRICT OF BURNABY

HIS WORSHIP THE MAYOR

AND MEMBERS OF THE MUNICIPAL COUNCIL:

MADAM AND GENTLEMEN:

Re: Per Diem Allowance For Council Members

RECOMMENDATION:

1. THAT the per diem allowance for Council Members be NINETY DOLLARS (\$90.00) effective 1979 June 01.

At the Council Meeting of 1979 April 09 the following motion was passed:

"THAT the Finance Liaison Alderman be requested to examine the adequacy of the present per diem rate allowances for Council."

The present per diem allowance of Seventy-Five Dollars (\$75.00) for Council Members was established 1977 March 14. This was to cover out of pocket expenses for members of Council who are attending conventions, conferences, seminars, courses, or in general, the business of the District of Burnaby outside of Burnaby.

A review of the costs which are applicable for meals, rooms, taxies, etc., while attending to the business of the Municipality indicates a need for an increase in the per diem allowance.

The following figures are the approximate daily costs to a delegate attending a convention/conference:

<u>ROOMS:</u>	Single @ \$44.00 per day	\$44.00	
	Room Tax @ 7%	3.08	
	Tips to Porters and Maids	3.92	
	<u>Total Room Cost</u>	\$51.00	\$51.00
<u>MEALS:</u>	Breakfast	5.00	
	Lunch	5.00	
	Dinner	15.00	
		\$25.00	\$25.00
<u>MISCELLANEOUS:</u>	Valet Service	\$ 3.00	
	Taxies - Airport Bus	6.00	
	Coffee-Telephone	5.00	
		\$14.00	\$14.00
	<u>TOTAL COST PER DAY:</u>		<u>\$90.00</u>

Respectfully submitted,

c.c. Municipal Manager
c.c. Municipal Treasurer

ALDERMAN B. M. GUNN,
Finance Liaison Alderman.

