

TO: CITY MANAGER  
FROM: DIRECTOR FINANCE

1997 April 30  
File: C58-1

SUBJECT: 1997 COUNCIL EXPENSE REIMBURSEMENT

PURPOSE: To update the expenditure reimbursement policy for City Council.

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RECOMMENDATION:

1. THAT the City Solicitor bring down a bylaw to provide for the reimbursement of a Council member for expenditures incurred.

REPORT

Expenditure Reimbursement

When required to attend a meeting, course or convention the categories of expenses currently covered by Burnaby's expenditure reimbursement policy are:

1. Registration
2. Hotel
3. Airfare/transportation
4. Transportation to and from the airport
5. Meals and miscellaneous expenditures

Registrations, hotel costs and economy airfare are arranged through the City Clerk's office.

A provision exists to reimburse the Council member who drives rather than flies to a meeting, course or convention. Reimbursement for the use of their personal automobile is based on the lesser of actual mileage (paid at current city mileage rates) or economy airfare. Expenses incurred as a result of additional days spent driving are covered by the Council member personally.

The meals and miscellaneous category covers items such as taxis (other than to and from the airport) gratuities, valet service, gratuities, and all other incidentals associated with travel. Currently the maximum that the city will pay for the actual cost of meals and miscellaneous expenditure is \$60.00 per day. This maximum has been in effect since 1991. Upon reviewing the allowances paid by other municipalities it would be in order to increase this sum to \$75.00.

The amounts paid by other municipalities are as follows:

Vancouver	\$50
Surrey	\$75
Richmond	Actual
Coquitlam	Actual
Delta	\$75
Langley (Township)	Actual

When traveling outside of Canada the maximum daily allowance is paid in U.S. funds.

Travel outside of North America is reimbursed on actual out of pocket expenses. Claims are accompanied by receipts where possible and a written record of other out of pocket expenses where receipts are not practical.

Consistent with current policy, if the estimated total cost of a meeting, course or convention exceeds \$1,800 then a resolution of Council is required to provide authorization for the expenditure.

During the past couple of years there have been two types of expenditures that are not covered by the bylaw which may arise with respect to Council. They are:

1. Rental cars

Members of Council should be reimbursed for the cost of a rental car if the car is needed to get to the destination or is needed for business at the destination.

2. Parking at the airport

Members of Council should be reimbursed for parking at the airport if by taking their own vehicle to the airport and parking it, the total cost is less than using a taxi or airport limousine.

It is recommended that the bylaw be amended to provide for:

- |    |                                      |  |
|----|--------------------------------------|--|
| 1. | Meals and miscellaneous travel costs | Actual expenses to a maximum \$75.00/day |
| 2. | Rental cars                          | In Full                                  |
| 3. | Airport parking                      | In Full                                  |

Council Members' Benefits

The Municipal Act provides for entering into agreements for benefits for Council members and their dependants but with the exception of accident insurance coverage while on City business, the premiums must be paid 100% by the Council member.

In Burnaby, Council members are currently eligible for coverage for medical, dental, extended health and group life benefits. The City is currently negotiating a group RRSP and it is expected that Council members will be able to contribute. Unlike the City of Vancouver which has a provision in its Charter and a separate agreement with the Superannuation Commission, the members of Council are unable to participate in the Municipal Pension Plan.

Conclusion

This report recommends the following changes to amounts currently paid to Council members:

- |    |  |         |
|----|--|---------|
| 1. | Expenditure Reimbursements   |         |
|    | Maximum daily expenditure allowance for meals and miscellaneous travel costs | \$75.00 |
|    | Rental cars  | In full |
|    | Airport parking  | In full |

  
Rick Earle  
DIRECTOR FINANCE

