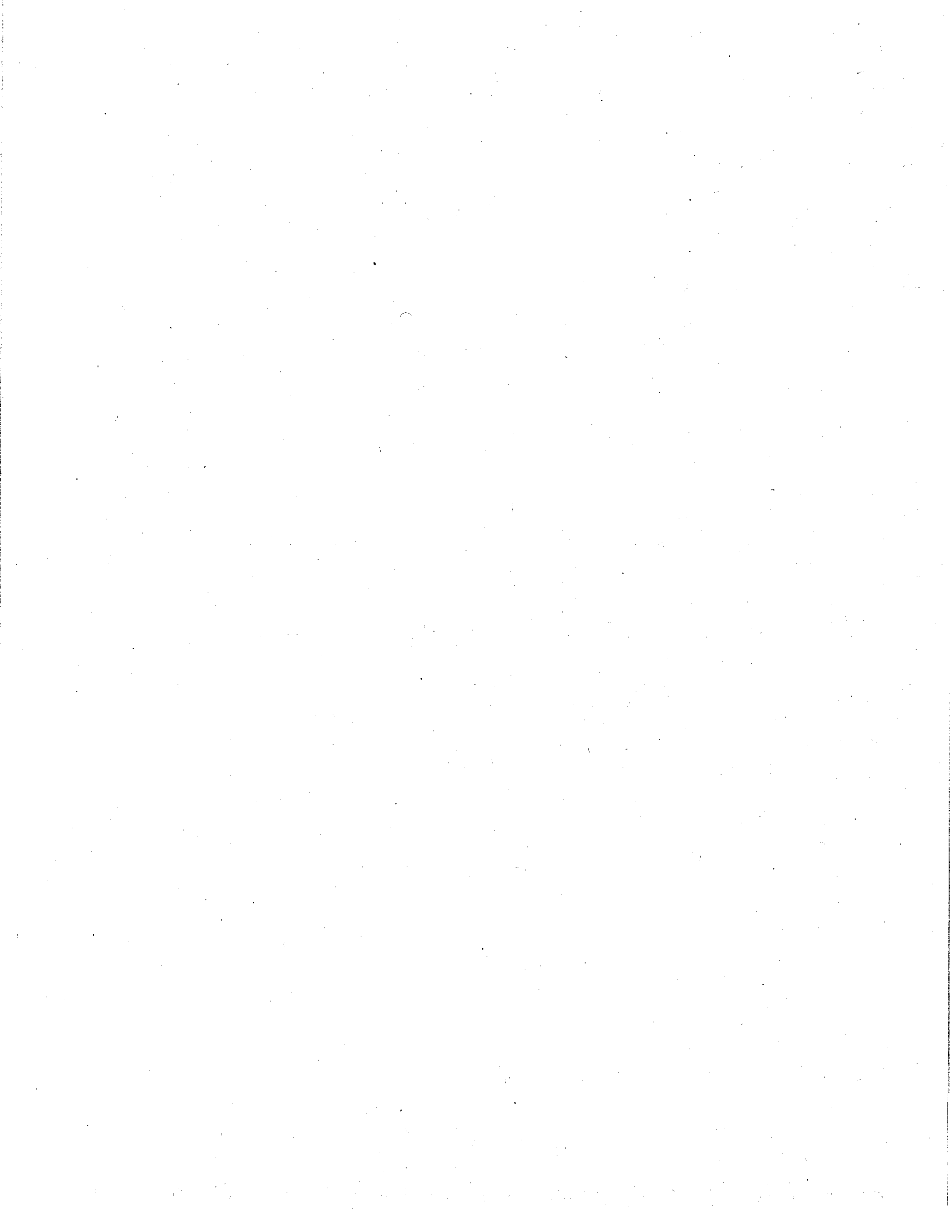


CITY OF VANCOUVER
MAYOR AND COUNCIL MEMBERS' EXPENSES BY-LAW



MAYOR AND COUNCIL MEMBERS' EXPENSES BY-LAW

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BY-LAW NO. _____

**A By-law to regulate expenses of
the Mayor and Council members**

THE COUNCIL OF THE CITY OF VANCOUVER, in public meeting, enacts as follows:

**PART 1
INTERPRETATION**

Name of By-law

1.1 The name of this By-law, for citation, is the "Mayor and Council Members' Expenses By-law".

Definitions

1.2 In this By-law:

- (a) "council member" does not include the Mayor;
- (b) "council member's local expenses fund" means the lesser of an amount equal to:
 - (i) 10% of a council member's remuneration under By-law No. 7465 for a calendar year, and
 - (ii) the difference between 10% of that council member's remuneration under By-law No. 7465 for a calendar year, and that council member's transportation allowance under section 4.2 of this By-law;
- (c) "eligible activity" means representing the city, engaging in city business, or attending a course, meeting, or convention;
- (d) "eligible expense" means any expense listed in section 3.1;
- (e) "GVRD" means Greater Vancouver Regional District;
- (f) "Mayor's budgeted fund" means the fund Council approves in each annual budget for use by the Mayor under this By-law;
- (g) "Mayor's local expenses fund" means an amount equal to 10% of the Mayor's remuneration under By-law No. 7465 for a calendar year; and

- (h) "pooled budgeted fund" means the fund Council approves in each annual budget for pooled use by council members under this By-law.

Table of contents

1.3 The table of contents is for convenience of reference only, and is not for use in interpreting or enforcing this By-law.

Severability

1.4 If a court having jurisdiction decides that any part of this By-law is void or unenforceable, such a decision is not to affect the balance of the By-law.

PART 2 APPROVAL OF ELIGIBLE ACTIVITY

UBCM and FCM annual conferences

2.1 Council approves attendance by the Mayor and council members at each annual convention of the Union of British Columbia Municipalities and Federation of Canadian Municipalities.

Request for approval of eligible activity by Council

2.2 If a council member wishes to engage in an eligible activity:

- (a) within British Columbia, the council member may request Council's prior approval;
or
- (b) outside British Columbia, the council member must request Council's prior approval.

Submission of request for approval of eligible activity

2.3 A council member must submit a request for approval to engage in an eligible event in writing to the City Clerk in sufficient time for Council to consider the request before the occurrence of that eligible event.

Request for approval of eligible activity on agenda

2.4 If the City Clerk receives a written request for approval of an eligible activity from a council member, the City Clerk must include that request on the next Council meeting agenda the City Clerk prepares.

Approval of eligible activity by Council

2.5 If a Council agenda includes a written request for approval of an eligible activity from a council member or if Council resolves to consider a written request that is not on the agenda, Council may approve or refuse to approve the request.

PART 3 ELIGIBLE EXPENSES

Eligible expenses for Mayor and council members

3.1 If the Mayor or a council member engages in an eligible activity then, subject to this By-law, the Mayor or council member may claim reimbursement:

- (a) for an eligible activity outside the GVRD, of a daily allowance of \$50.00 for an eligible event in Canada, \$50.00 U.S. for an eligible event in North America outside Canada, and \$65.00 U.S. for an eligible event outside North America, and of expenses incurred for:
 - (i) transportation,
 - (ii) accommodation, and
 - (iii) attendance or registration at a course, meeting, or convention;
- (b) for an eligible activity within the GVRD that is a course, meeting, or convention, of expenses incurred for attendance fees or registration fees; and
- (c) for an eligible activity within the GVRD, of expenses incurred for:
 - (i) parking,
 - (ii) transportation except for a council member who has elected to receive a transportation allowance for the same calendar year in which he or she incurs the transportation expense,
 - (iii) laundry and dry-cleaning,
 - (iv) meals related to attendance at meetings,
 - (v) entertainment in a hosting capacity,
 - (vi) admission to cultural and community events,

- (vii) membership in any organization that contributes to the ability of the Mayor or council member to fulfill the duties of office,
- (viii) educational purposes,
- (ix) equipment used to produce documents or other business material, and
- (x) communication.

Eligible expenses for Mayor's support staff

3.2 If the Mayor engages in an eligible event then, subject to this By-law, the Mayor may claim reimbursement of each eligible expense incurred for such event on behalf of one or more staff members of the Mayor to the same extent the Mayor, under section 3.1, may claim reimbursement of each eligible expense incurred for the same event.

Mayor's claims for eligible expenses

3.3 The Mayor may claim reimbursement of each eligible expense in a calendar year:

- (a) under subsections (a) and (b) of section 3.1, from the Mayor's budgeted fund or from the Mayor's local expenses fund, for that calendar year; and
- (b) under subsection (c) of section 3.1, only from the Mayor's local expenses fund for that calendar year.

Council member's claims for eligible expenses

3.4 A council member may claim reimbursement of each eligible expense in a calendar year:

- (a) under subsections (a) and (b) of section 3.1, from the pooled budgeted fund or from that council member's local expenses fund, for that calendar year; and
- (b) under subsection (c) of section 3.1, only from that council member's local expenses fund for that calendar year;

but must not submit claims that exceed the amount in the pooled budgeted fund or that council member's local expenses fund, for that calendar year.

Submission of claim for eligible expenses

3.5. The Mayor or a council member, under section 3.1, and the Mayor on behalf of a staff member, under section 3.2, must:

- (a) submit each claim for an expense to the Director of Finance;
- (b) support each claim with receipts or other evidence of payment satisfactory to the Director of Finance; and
- (c) satisfy the Director of Finance that the expense claimed is an eligible expense.

Referral to Council by Director of Finance

3.6 The Director of Finance may refer to Council any decision about whether or not an expense claimed is an eligible expense.

Appeal to Council by Mayor or council member

3.7 If the Mayor or a council member does not satisfy the Director of Finance that an expense claimed is an eligible expense, the Mayor or council member may appeal to Council.

Reimbursement of eligible expenses

3.8 With respect to each claim for an eligible expense under section 3.5, if:

- (a) the Director of Finance, under section 3.5, or Council, under section 3.6 or 3.7, has approved the eligible expense; or
- (b) Council has approved any quarterly financial report or annual financial report that includes an eligible expense claimed under section 3.5;

and:

- (c) the eligible activity to which the eligible expense relates is an annual conference under section 3.1;
- (d) the eligible activity does not require Council's approval;
- (e) Council, under section 2.5, has approved the eligible activity; or
- (f) Council has approved any quarterly financial report or annual financial report that includes an eligible activity to which the eligible expense relates;

and:

- (g) the Mayor, with respect to the Mayor's claim for an eligible expense, has complied with section 3.3; or
- (h) a council member, with respect to a council member's claim for an eligible expense, has complied with section 3.4;

then the Director of Finance must reimburse the Mayor or council member who claimed the eligible expense.

Repayment by Mayor or council member

3.9 If the Director of Finance reimburses the Mayor or a council member for an expense to which the Mayor or council member was not entitled under this By-law, the Mayor or council member, on demand by the city, but subject to an appeal to Council, must repay to the city an amount equal to that expense.

**PART 4
TRANSPORTATION ALLOWANCES**

Mayor's transportation allowance

4.1 Before the beginning of a calendar year, the Mayor may elect to receive for that calendar year:

- (a) a motor vehicle for the conduct of city business; or
- (b) a transportation allowance, for owning and operating a motor vehicle in the conduct of city business, of \$600.00 each month.

Council member's transportation allowance

4.2 A council member may elect to receive for a calendar year, or portion of it, a transportation allowance, for owning and operating a motor vehicle in the conduct of city business, in an amount each month equal to 5% of an amount equal to 10% of that council member's remuneration for the same calendar year.

EXPLANATION

Mayor and Council Members' Expenses By-law

The attached by-law will implement Council's resolution of June __, 2004 regarding the regulations governing Mayor and Council members' expenses.

Director of Legal Services
July __, 2004

APPENDIX B

PURPOSE

This sets out the City of Vancouver's policy on the authority to travel on City business.

SCOPE

All City and Park Board staff and members of Park Board.

POLICY STATEMENTS

1 Travel Within the GVRD

1.1 Costs Not Covered

- room charges
- diem

1.2 Costs Covered

- Staff and Non-Elected Officials: Transportation costs (See Travel Policy AF-004-04, Sections 2.2, 2.3 and 2.4.).
- Park Board Members: Travel costs within the GVRD are considered out-of-pocket expenses covered by the non-taxable allowance in the annual indemnities of the Park Board.

2 Travel Outside the GVRD

All travel will require the following approvals, and expenditures must be within budgeted funds:

<i>Approval Required</i>			
<i>Traveller</i>	<i>Within BC</i>	<i>Within North America</i>	<i>Outside North America</i>
<i>Park Board Members</i>	<i>Chair</i>	<i>Board Resolution</i>	<i>Board Resolution</i>
<i>Library Bd Members</i>	<i>Chair</i>	<i>Board Resolution</i>	<i>Council Resolution</i>
<i>Police Brd Members</i>	<i>Chair</i>	<i>Board Resolution</i>	<i>Council Resolution</i>
<i>Civic Theatres Bd</i>	<i>Chair</i>	<i>Board Resolution</i>	<i>Council Resolution</i>
<i>City Manager</i>	<i>City Manager</i>	<i>City Manager</i>	<i>City Manager</i>
<i>Department Heads</i>	<i>Dept. Head</i>	<i>Dept. Head</i>	<i>City Manager</i>
<i>Staff</i>	<i>Dept. Head</i>	<i>Dept. Head</i>	<i>City Manager</i>

3 Travel Policy Upper Limit

This travel policy represents the maximum claimable. The traveller and the approval authority (see Section 3) may agree in advance of any travel, to negotiate travel reimbursements which are *less than* provided for in this