



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

“Council Expense Bylaw, 2003, No. 7487”

CONSOLIDATED FOR CONVENIENCE – JULY 5, 2010

Amendment #	Adoption Date	Subject
7660	December 6, 2004	Blackberry
7774	March 27, 2006	Schedule A
7893	November 26, 2007	Schedule A – Daily Allowance
7921	April 14, 2008	Schedule A – Accommodation & Air Travel Expenses
8096	July 5, 2010	Blackberry, Apple iPhone and Cell Phone

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 7487

**A Bylaw to provide for payment of expenses for Mayor and Councillors
of The Corporation of the City of North Vancouver**

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as **“Council Expense Bylaw, 2003, No. 7487.”**
2. Council Expense Policy, dated February 2003, is attached as Schedule A.
3. “Council Expense Bylaw, 1993, No. 6461” (Per Diem Rates, Daily Allowance) and all amendments thereto be rescinded.

READ a first time by the Council on the 17th day of February, 2003.

READ a second time by the Council on the 10th day of March, 2003.

READ a third time and passed by the Council on the 10th day of March, 2003.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 17th day of March, 2003.

“Barbara A. Sharp”

MAYOR

“Bruce A. Hawkshaw”

CITY CLERK

SCHEDULE “A”

1. GENERAL GUIDELINES

- 1.1 This policy deals with expenses that are incidental to the discharge of a Council member’s office, or those expenses incurred by members of Council while participating in a municipal business event.
- 1.2 A municipal business event is described as any event where a Council member is the designated representative of the City of North Vancouver to attend a meeting or engage in other municipal business, or where prior approval has been granted by Council resolution to attend a convention, course, meeting or to participate in an activity relating to local government.
- 1.3 This policy also applies to expenses incurred outside the geographic area of the City of North Vancouver as a result of participation by a Council member on a committee or task force authorized by Council.
- 1.4 Members of Council will not be reimbursed for expenses incurred to attend events whose purpose is to raise money for charitable causes or political parties. Attendance at charitable events or monies contributed to fund raising causes, excluding political parties, must be considered as part of the City’s budget process for Grants to Other Agencies.
- 1.5 The total amount of eligible expenses reimbursed or allowances paid in any given period must not exceed the amount included in the approved financial plan of the City.
- 1.6 That all City supplied equipment (for example: Laptop, PC, Fax, printer) be returned to the City on the official’s last day as elected official of the City of North Vancouver notwithstanding appointments to other agencies or boards. This equipment will then be disposed of in accordance to City policy.

2. EXPENSES COVERED UNDER THE ANNUAL INDEMNITY

- 2.1 The City pays an annual indemnity to Mayor and Council, according to the terms and amounts as outlined in the “ Council Indemnity Bylaw”, of which one-third (1/3) is paid as an allowance for expenses.
- 2.2 This one-third (1/3) allowance, is for incidental expenses incurred in the discharge of duty within the geographic area of the City of North Vancouver. Examples of incidental expenses include personal vehicle costs, mileage, parking, clothing, home office equipment and supplies, and entertainment costs, except as specified elsewhere in this policy.
- 2.3 The two-thirds (2/3) balance of the annual indemnity covers the time required for discharge of duties and any lost business opportunity costs.
- 2.4 Approval – The annual indemnity is set according to a Council Indemnity Bylaw as adopted by Council from time to time.
- 2.5 Financial control – Receipts are not required to justify the one-third expense allowance.

3. ELIGIBLE GENERAL EXPENSES

- 3.1 The City will provide each elected official with a facsimile machine, a computer notebook and printer. The equipment supplied will be to the City's standard hardware, software and setup configurations. The City will reimburse any elected official for all basic (no long distance or other add-ons) monthly operating costs for communication lines (FAX line, Shaw DSL/Telus ADSL) for City provided equipment provided a detailed invoice (including backup) is submitted. Operating costs will be strictly limited to those costs incurred by the elected official for a home office located in their principal residence.
- 3.2 The City will reimburse any Councillor with a personal Blackberry, Apple iPhone and/or Cell phone to a maximum of \$150.00 plus taxes per month or \$1,800 per annum. Council is eligible for a new Blackberry, iPhone and/or Cell phone every two years. Should a Blackberry, iPhone or Cell phone be stolen, lost or damaged the City will replace the device at the City's cost. The City will assist in configuring the Blackberry, iPhone etc. to the City standard configuration. A copy of the monthly invoice or contract covering the operating period is to be provided to the City Manager's office when reimbursement is requested.

Since cellular phone costs are being paid to assist a Councillor to conduct City business, the phone number will be available to the public.

- 3.3 The City will provide the Mayor as the CEO with all required equipment and pay for all operating costs associated with use of that equipment for City business.
- 3.4 The City will provide a monthly Auto Allowance to the Mayor to cover use of a personal vehicle for City business, under the terms and conditions as outlined in the City of North Vancouver Vehicle Allowance Policy, No. 603.
- 3.5 The City will cover reasonable costs of child care, when required, to enable a member of Council to attend a municipal business event for which no compensation is received from other sources. This provision does not apply to attendance at regular or special Council meetings, or meetings of Finance Committee, Policy Committee or Parks and Recreation Committee. In addition, child care expenses will not be paid to enable a Council member to attend seminars, training workshops, or conferences, or meetings of the Union of B.C. Municipalities, the Lower Mainland Municipal Association, or the Federation of Canadian Municipalities.
- 3.6 Approval – Prior approval by the City Manager is required in accordance with this Policy.
- 3.7 Financial Control – Any equipment purchased and provided remains the property of the City of North Vancouver and is to be acquired in accordance with proper purchasing procedures. Any reimbursement for expenses must be requested on a proper disbursement warrant form and accompanied by receipts.

4. EXPENSES FOR MUNICIPAL BUSINESS EVENTS WITHIN THE CITY OF NORTH VANCOUVER

- 4.1 As stated in clause 2.3 herein, incidental expenses incurred while representing the municipality, or engaging in municipal business events within the geographic area of the City of North Vancouver are covered by the one-third expense allowance.

4.2 Exception – The exception is that for those events attended by a Council member as a municipal representative, actual costs of registration or entrance fees, and approved extraordinary expenses, will be paid by the City. In special circumstances the City may also cover the cost of a partner’s registration or entrance fee, other than to attend events held in conjunction with seminars and conferences.

4.3 Approval – Approval by the City Manager is required in accordance with this policy.

4.4 Financial control – In most cases these fees will be paid in advance through the City Manager’s Office. If paid by individual Council member, receipts are required for reimbursement.

5. EXPENSES FOR MUNICIPAL BUSINESS EVENTS OUTSIDE THE CITY OF NORTH VANCOUVER BUT WITHIN THE GREATER VANCOUVER REGIONAL DISTRICT

5.1 Members of Council will be reimbursed for expenses incurred outside of the City but within the GVRD when they are representing the municipality at retirement events, engaging in municipal business and attending a meeting, course, or convention, but only those municipal business events for which no compensation is received from other sources.

5.2 Eligible Costs:

- Casual mileage at the current rate, as outlined in the Vehicle Allowance Policy, and any parking expenses incurred.
- Other expenses on the basis of actual cost, which may include other means of transportation.

5.3 Approval – Approval by the City Manager is required in accordance with this policy.

5.4 Financial control – An expense report must be submitted to the City Manager’s Office for any reimbursement of expenses. Expenses claimed will be based on actual expenditures and must be supported by receipt.

6. EXPENSES FOR MUNICIPAL BUSINESS EVENTS OUTSIDE THE GREATER VANCOUVER REGIONAL DISTRICT

6.1 Daily Allowance

A daily allowance will be paid to the member of Council participating in a municipal business event occurring outside the Greater Vancouver Regional District, and requiring overnight accommodation, to cover expenses that may include, but are not limited to, food, gratuities, entertainment of guests, incidental living, and local transportation other than to and from an airport. The amount of the daily allowance will be established by Council resolution. (This amount is \$75.00 per day, as established by Council resolution on July 25, 2005.)

The daily allowance will be paid for each day of the municipal business event, and for each day, up to a maximum of two days, needed to travel to and from the municipal business event.

In the event that the municipal business event occurs outside of Canada, the daily allowance will be paid in the equivalent of the current rate in U.S. funds.

6.2 Accommodation Expenses

Accommodation expenses will be paid based upon the single room rate at the lowest rate available at time of booking. Every effort will be made to obtain accommodation at the location(s) suggested by the organizers of the municipal business event, subject to room availability.

Should a member of Council elect to stay at a private residence (with family or friends) an accommodation allowance of \$75 per night will be paid.

6.3 Air Travel Expenses

Air travel expenses will be based upon the lowest, direct or minimum stop-over, economy class airfare available at the time of booking, using the services of a B.C. travel agent. Consideration will be given to the reasonableness of flight schedules in comparison to costs. If the Council member(s) so desires, the City Manager's Department will assist in making the travel arrangements.

If a cheaper airfare is available by traveling and staying over a Saturday night, then this airfare is to be purchased. To achieve this reduction, the City will pay the extra day's daily allowance and hotel accommodation required, subject to a lesser total cost.

In the event that a member of Council wishes to take vacation time before or after the municipal business event, or needs to accommodate other personal requirements, the member should make his/her own travel arrangements. In that event, an invoice or receipt from a travel service provider must be submitted to the City Manager's office which clearly enumerates the expenses relating to the municipal business event paid on behalf of the member of Council. This expense may not exceed the amount that would have been paid if booked through the City.

6.4 Cancellation Insurance

Cancellation insurance coverage will be considered when bookings are being made, and is an eligible expense under this policy.

6.5 Medical Travel Insurance

Medical travel insurance coverage will be considered when deemed necessary, and is an eligible expense under this policy. (It should be noted that the City's Extended Health Benefits plan provides unlimited medical travel insurance for those Council members enrolled in the plan. Please check with the carrier, or the Human Resources Department to clarify coverage prior to traveling out of the country.)

6.6 Alternative Means of Travel

If alternative transportation is deemed to be more practical, or is preferred by a member of Council attending a municipal business event, payment of same shall be based on lowest airfare or actual mileage at the current casual mileage rate.

Additional costs associated with air travel, such as airport improvement fees, surcharges as imposed from time to time, and estimated costs associated with airport parking or transportation to and from airports will be added to the lowest airfare figure to determine total cost to travel by air. At all times, the lesser amount will be paid.

6.7 Travel to and from Airports

Reasonable expenses for travel to and from the airport at point of departure and destination will be reimbursed, with receipts. It is expected that the most cost effective means of transport will be utilized, such as airporter or shuttle bus. If more practical, parking charges at Vancouver airport will be reimbursed upon receipt.

6.8 Communication Expenses

Expenses incurred while outside the GVRD for communicating by telephone or data line in order to conduct municipal business will be reimbursed upon receipt.

6.9 Supplementary Expenses

Any expenses incurred that are not specifically covered in this Policy which the attendee considers to be legitimate costs to the City shall be presented, with receipts, to the City Manager for consideration.

6.10 Financial Control, Approval and Expense Claim Procedure

- The City Manager's Office will make all travel arrangements and prepare disbursement warrants for all travel advances required.
- Receipts are required for all travel expenses for which reimbursement is requested, except for those expenses pre-paid through an expense cheque.

7. GENERAL PROCEDURES

7.1 All claims for expense reimbursement will be forwarded to the City Manager's office for preparation of disbursement warrants and forwarded to the Finance Department for processing.

7.2 Prior to processing the disbursement warrant for payment the Finance department will ensure that:

- all necessary approvals are attached,
- receipts agree with amounts claimed,
- arithmetic is correct and GST recorded correctly,
- the claim includes reference to any outstanding advances,
- the expense is coded correctly, and
- the claim is in accordance with policy.

7.3 All expense claims, invoices, etc. must be submitted as soon as possible, but not later than one week of the previous year's end.