



THE CORPORATION OF THE CITY OF PORT COQUITLAM

BYLAW NO. 3129

A Bylaw to Provide for Council Members, Officers, and Employees Expenses

Whereas the Municipal Act empowers City Council to provide for payment of certain expenditures and expenses by Council members and the officers and employees of the City;

Now therefore the Municipal Council of The Corporation of the City of Port Coquitlam, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as the "Travel Expenses Bylaw, 1997, No. 3129".

Application of Bylaw

2. This Bylaw does not apply in circumstances where the City is hosting dignitaries or delegations.
3. This bylaw applies to Council members and to officers and employees of the City (other than employees covered by a collective agreement) who:
 - (a) represent the City;
 - (b) engage in municipal business; or
 - (c) attend a meeting, course or convention on behalf of the City as approved by Council, or in the case of officers or employees by the City Administrator.
 - (d) City Council approval is required to authorize attendance at a meeting, course, or convention except as outlined in (e) and (f).
 - (e) The City Administrator is authorized to approve staff attendance at functions as outlined in (a), (b), and (c).
 - (f) The Mayor is authorized to approve Council attendance at functions as outlined in (a), (b), and (c), provided that overnight accommodation is not required.

Qualifying Expenses and Expenditures

4. The following types of expenses and expenditures qualify for payment under this bylaw, subject to the limitations in this bylaw:
 - (a) hotel accommodation charges;
 - (b) transportation costs to and in other municipalities or provinces, including charges for use of a person's own vehicle;

- (c) meal costs for the person and their guests, including gratuities;
- (d) meeting, course, and convention charges, including business related expenses such as telephone, facsimile, and photocopying costs;
- (e) taxes on all the above items;

actually incurred by a Council member, officer, or employee, and excluding alcoholic beverages.

Limitations on Expenses

5. Qualifying expenses under Section 4 shall be limited as follows:

- (a) hotel accommodation shall be of standard quality;
- (b) airfare, including cancellation insurance, shall be limited to the advanced booking rate when sufficient time is available to obtain that rate;
- (c) automobile expenses shall be limited to an amount equivalent to the least expensive return airfare to the destination, plus ground transportation costs to and from the airport, and local transportation at destination;
- (d) any discounts in travel or accommodation costs offered by a host organization must be used;
- (e) no expense claim may be made for meals provided for a spouse or other relative of a Council member, officer, or employee;
- (f) expenses shall be limited in every case to expenses actually incurred.

Levels of Payment

- 6. The maximum level of payment for hotel accommodation will be the single room rate.
- 7. The maximum level of payment for transportation will be the sum of airfare at the economy rate, local transportation including taxis, air porters, public transit, parking, and the use of a personal vehicle at the rate then payable by the City under their current casual mileage rate.
- 8. The level of payment for meals and incidental expenses is \$60.00 daily for officers, employees, and Council members. This amount shall be adjusted annually as soon as possible after January 1st by the rate of change in the Consumer Price Index for Vancouver for the previous calendar year.
 - (a) Where the travel is outside of the Lower Mainland (GVRD & FVRD) of British Columbia, an individual may claim for expenses for the duration of the event plus one additional day for travel;
 - (b) Where the individual travels outside the Province of British Columbia, an individual may claim for expenses for the duration of the event plus two additional travel days.

Receipts are not required to substantiate claims under this section, but may be submitted if so chosen.

Recovery of Expenses

9. Expenses payable under this bylaw shall be reimbursed to Council members, officers, and employees upon submission of a signed travel expense claim (in a form supplied by the Treasury Department) to the Treasurer.
10. Within one week of delivery to the Treasurer of a signed claim for reimbursement, the Treasurer will pay the amount of the expenditures made or expenses incurred to the claimant.

Advance Payment

11. A person who anticipates incurring expenditures or expenses payable under this bylaw may apply to the Treasurer for an advance allowance for anticipated expenses. Advances for expenses other than airfare, conference registration charges, and hotel deposit will not be paid more than two weeks prior to the travel commencement date.
12. Any part of an advance payment which is not covered by a travel expense form, and by receipts submitted to the Treasurer, must be repaid to the Treasurer within two weeks of completion of travel.
13. No advance payment will be made to any person who has an outstanding advance payment which has not been repaid as required by Section 12.

Extraordinary Expenses

14. A claim for reimbursement of any personal expenditures or expenses not covered by this bylaw shall be submitted in writing with supporting receipts to the Finance and Intergovernmental Committee, through the Treasurer.

Repeal

15. The Travel Expenses Bylaw, 1995, No. 2963 is hereby repealed.

Read a first time by the Municipal Council this 8th day of September, 1997.

Read a second time by the Municipal Council this 8th day of September, 1997.

Read a third time by the Municipal Council this 8th day of September, 1997.

Reconsidered, finally passed, and adopted by the Municipal Council of The Corporation of the City of Port Coquitlam this 22nd day of September, 1997.

Mayor

City Clerk