
CITY OF KELOWNA

MEMORANDUM

Date: March 3, 2009
File No.: BL10165
To: City Manager
From: Director of Financial Services
Subject: Council Travel and Training Expense

RECOMMENDATION:

THAT Council receive the report dated March 3, 2009 from the Director of Financial Services;

AND THAT Bylaw No. 10165 being Amendment No. 8 to Council Remuneration and Expense Bylaw No. 7547 be forwarded for Council consideration;

AND FURTHER THAT Council Policy No. 287 being Council Reimbursement of Out-of-Pocket Expenses for Attending Functions or Special Training within the Region be amended as outlined and attached to the report dated March 3, 2009 from the Director of Financial Services.

BACKGROUND:

On the Monday, January 26th meeting of Council, direction was provided to change the Council Remuneration and Expense Bylaw No. 7547 to be consistent with Policy No. 164 (Travel Expenses – Officers and Employees). These changes are; increase the per diem rate from \$65 to \$70 per day and change the out of town mileage rate to reflect the tax exempt per kilometer allowance recommended by the Canada Revenue Agency.


At the same meeting, updates to the Council Policy No. 287 (Council Reimbursement of Out-of-Pocket Expenses for Attending Functions or Special Training Within the Region) were recommended and include updating the departmental name, and changing the monthly report from the Director of Financial Services to an annual summary report to Council.



Considerations that were not applicable to this report:

INTERNAL CIRCULATION TO:
LEGAL/STATUTORY AUTHORITY:
LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:
FINANCIAL/BUDGETARY CONSIDERATIONS:
EXISTING POLICY:
PERSONNEL IMPLICATIONS:
TECHNICAL REQUIREMENTS:
EXTERNAL AGENCY/PUBLIC COMMENTS:
COMMUNICATIONS CONSIDERATIONS:
ALTERNATE RECOMMENDATION:

Submitted by:


K. Grayston, Director of Financial Services

 Cc: Council Services Supervisor





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COUNCIL POLICY MANUAL

APPROVAL DATE: 2000/02/28

RESOLUTION #:

REPLACING #: R315/07/03/26; R122/06/02/06 R159/00/02/28

DATE OF LAST REVIEW: February 2009

SUBJECT: COUNCIL REIMBURSEMENT OF OUT-OF-POCKET EXPENSES FOR ATTENDING FUNCTIONS OR SPECIAL TRAINING WITHIN THE REGION

1. This policy authorizes reimbursement to the Mayor and Council members for out-of-pocket expenditures, with the exception of mileage, incurred to attend various functions or special training as representatives of the City of Kelowna within the boundaries of the Central Okanagan Regional District and its member municipalities.
2. Reimbursement under this policy will be limited to actual costs incurred for personal meals and costs of registration for meetings, workshops, symposia, etc. at a maximum per event cost not to exceed \$100.00. Costs greater than \$100.00 require a Council resolution in accordance with Council Remuneration and Expense Bylaw No. 7547.
3. Reimbursement will be provided for, but not limited to, functions related to:
The development industry (i.e. UDI, CHBA)
Organizations directly funded by the City of Kelowna (i.e. Kelowna Centennial Museum, Kelowna Art Gallery, Chamber of Commerce, Boys & Girls Club)
Philanthropic organizations (i.e. local chapters of Habitat for Humanity, United Way, Cancer Society)
Other organizations that are of interest to local government (i.e. those involved in Parks & Recreation, Finance, Utilities, etc.)
4. Reimbursements under this policy will be made on a monthly basis. The form attached as Schedule "A" to this policy, "MAYOR AND COUNCIL REIMBURSEMENT FOR EXPENSES WITHIN THE REGION" is to be filled out and forwarded to the **Financial Services Department** on the last working day of each month along with original receipts.
5. An annual budget for reimbursement of expenditures under this policy has been established by transferring funding from the 'Council Contingency' account. The budget amount may be revised from time to time at the request of Council.
6. A summary report will be brought forward to Council by the Director of Financial Services on an annual basis. This information will be tracked by the Financial Services Department on an on-going basis and will be available to the public if requested. Expenditure totals for the Mayor and Council members included in the report will also be included in the annual 'Schedule of Employee Remuneration' where appropriate.
7. Where Council receives a request to purchase tickets to a fundraising, recognition or other event, individual Council members planning to attend will pay personally for the ticket(s) he or she plans to use, with the exception of:
 - The City shall pay for tickets for any Council member wishing to attend the annual United Way Fundraising Breakfast, annual Civic Awards Banquet and any other event authorized by Council;
 - A council member (generally the Mayor, but on occasion the Mayor's representative) may accept a gratis ticket for an event where the member is a guest of honour in his or her role as a member of Council.
 - The City may pay for a ticket for a council member (generally the Mayor, but on occasion the Mayor's representative) for an event hosted by a not-for-profit organization where the member is a guest of honour in his or her role as a member of Council, so long as Council approves the purchase for that particular event.



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8. This policy, including approval of expenses, is to be administered under the direction of the municipal officer assigned responsibility under the *Community Charter* (financial administration).

REASON FOR POLICY: To establish a process to reimburse the Mayor and Council for out-of-pocket expenses when attending functions within the Central Okanagan Regional District.

LEGISLATIVE AUTHORITY: Council Remuneration and Expense Bylaw No. 7547 & Council Resolution

PROCEDURE FOR IMPLEMENTATION: As outlined in Policy

NOTE: ORIGINAL RECEIPTS MUST BE ATTACHED