

## Attachment #2

### *Council Travel and Expense Policy*

<b>Policy Title:</b>	<b>COUNCIL TRAVEL AND EXPENSE POLICY</b>
<b>Issue Date:</b>	<b>2007 September (Finance)</b>
<b>Revised Date:</b>	<b>2011 January (Human Resources) 2016 February 2025</b>
<b>Prepared by:</b>	<b>Office of the Chief Administrative Officer and Human Resources</b>
<b>Document #:</b>	<b>1559845</b>

### **1. Purpose**

The Council Travel and Expense Policy provides for payment of expenditures made or expenses incurred by a City of New Westminster Council member when the Council member is representing the City, attending Educational Opportunities or engaging in City business, subject to the availability of approved budgets.

### **2. Scope**

Council expenses include all costs incurred by Council members representing the City, engaging in City business and attending Educational Opportunities. Council members should seek guidance on deductibility of these costs from their personal tax advisors. Council members are to confirm budget availability with the Finance Department prior to booking the travel and associated expenditures.

### **3. Definitions**

- Conference is defined as a periodic general meeting or equivalent event of an association or similar group where the primary purpose is for the conduct of the business of the association in combination with the general presentation and discussion of issues of common interest to the participants.
- Training is defined as a seminar, course, workshop or similar event for a duration of more than two days. The sole purpose of the event relates to the dissemination of new information, new techniques, and new methods of operation or other educational purposes.

- Educational Opportunities are defined as educational courses, workshops, seminars, training programs and exercises; conferences, conventions and community events.
- City business is defined as corporate governance, along with negotiations, committee work and business meetings; intergovernmental business, community events, hearings, best practices, research visits, or other such designated functions on behalf of the City.
- Sponsored conference, event or meeting is defined as one for which a Council member is provided with funding or financial support by a particular individual, corporation, society, organization or body and with the exception of attendance at FCM, UBCM and LMLGA, requires Council approval to attend.
- Travel Expenses are defined in section 4.6 a. and the Travel Expenses Report in Schedule A of this Policy.

#### **4. Policy**

- 4.1 Travel for City business, conferences and training must adhere to budgets. Conferences and training must be authorized as follows: costs paid by the City or reimbursed to Council members must be accompanied by receipts, travel expense forms or completed registration forms. Council members are to use the approved City Travel Expenses Report setting out all expenses necessarily incurred.
- 4.2 Travel Expenses Report forms and all expenses submitted for payment by Council members must be submitted to the Finance Department within 10 business days of the last scheduled day of the event they are seeking reimbursement for, for approval.
- 4.3 Mayor and Councillors agree to pay the City for expenses incurred that are either not eligible or beyond the scope of this Policy.

#### 4.4 Mayor and Council Annual Budget Allowance:

The Mayor and each Councillor will be allotted funds from the overall Mayor and Council annual budget to cover City business, Educational Opportunities and attendance at community events for the following:

- a. travel (outside the Lower Mainland),
- b. conference and seminar attendance,
- c. local event attendances, and

- d. associated expenses.
- 4.5 If the amount of Travel Expenses for the Mayor and or each Councillor exceeds the Mayor and Council Annual Budget Allowance, the expense is subject to Council approval.
- 4.6 Eligible Expenses are defined as follows:
- a. Travel Expenses
    - i. Transportation expenses include economy airfare, mileage outside of the Lower Mainland, taxis, tolls and ferry fares, including reservation fees. For Council members who elect to travel by a form(s) of transportation other than aircraft or automobile to their destination point, the expense reimbursed shall not exceed the cost of travel by air.
    - ii. Corporate per diem<sup>1</sup> allowance for meals and incidentals, for events of one day or more.
    - iii. Accommodation booked through Legislative Services at a discounted rate provided by the host conference provider or comparable rate including registration and parking.
    - iv. Travel Cancellation Insurance.
    - v. Travel outside of the Lower Mainland in a personal vehicle: Mileage will be reimbursed at the prescribed mileage rate established and updated from time to time by the Canada Revenue Agency and included in the City's mileage claim form.
    - vi. Car Rentals: When travelling by air and a vehicle is required at the destination, the City will pay for the rental of a subcompact vehicle, insurance and gas. Charges incurred on personal credit cards for car rental transactions will be reimbursed upon the submission of original invoices and receipts.
  - b. Office Supplies and Business Technology
    - i. Office supplies for the purposes of conducting City business are supplied to Council members by the City.
    - ii. A laptop computer and cellular smart phone are provided to Council members during their term in office.
  - c. Conferences, Courses, Workshops, Seminars and Community Events

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<sup>1</sup> Please refer to Schedule A- Travel Expense Report.

- i) The Mayor and each Councillor may select the conferences and events they wish to attend subject to the provisions of this Policy. The selection of a conference or seminar should be based on its relevance to the role and professional development of the Council member. The Mayor and each Councillor is authorized each calendar year to attend the annual events of the following organizations: the Federation of Canadian Municipalities (FCM) Convention, the Union of British Columbia Municipalities (UBCM) Convention and the Lower Mainland Local Government Association (LMLGA) annual general meeting.
- ii) There is a limit of one conference outside of British Columbia but within Canada in one calendar year unless approved by Council.
- iii) Any participation by the Mayor and each Councillor at conferences, events and meetings, aside from FCM, UBCM and LMLGA, which requires overnight accommodations outside of the province of BC but otherwise fall within allowable Council expense limits require a written summary to Council by the attendee(s) in an open meeting within three months of the completion of travel which includes: a summary of actual Travel Expenses incurred; and a description of participation, learnings and value from participation at the event.
- iv) International travel by members of Council to attend conferences, events and meetings on behalf of the City are subject to Council-approval and requires a summary of the request in an open Council meeting including: Travel Expenses related to attendance to be paid for by the City, names of the attendee(s) and relevance to Council or Committee roles; and a statement of expected value to be derived from as a result of attending the function by the attendee(s). If two or more members of Council are seeking international travel for the same conference, event, or meeting, the summary of the request may be combined for the purposes of this Policy.
- v) Attendance by members of Council at sponsored conferences, events and meetings, aside from FCM, UBCM and LMLGA, are subject to Council-approval, which includes a summary of the request in an open Council meeting including the name of the sponsor, the value of the travel and other expenses related to attendance to be paid by the sponsor, names and roles of attendee(s) in their official capacity, relevance to Council or Committee roles, and a statement of the expected value of attending the function by the attendee(s) and any Travel Expenses to be paid for by the City
- vi) Invoices and the Travel Expenses Report are required to be submitted to the Finance Department for approval in accordance with Section 4.2 of this

Policy to support the cost for payment by the City or reimbursement to the Council member.

- vii) A member of Council who wishes to be appointed as Directors on the Federation of Canadian Municipalities Board of Directors must request the support of Council annually. When seeking Council's support for appointment to the Federation of Canadian Municipalities Board of Directors, the member of Council must provide an estimated budget amount related to the incremental costs of serving of the Board.

d. City-organized and sponsored events, and City supported community events

These events do not require payment by members of Council. Event costs are paid for by the City:

- i. City-Organized and Sponsored Events:  
These are events organized and sponsored by the City of New Westminster, including official banquets, ceremonies and receptions.
- ii. City-Supported Community Events:  
Events supported by the City, and in some cases partially sponsored, but organized and sponsored by community or other agencies.
- iii. Complimentary tickets-Council may receive complimentary tickets for some of the events listed above. If so, Council members are not entitled to an additional ticket paid for by the City.

Note: For functions where the City purchases a table, the Mayor, Councillors and staff, where appropriate and determined by the Chief Administrative Officer, will be given first priority. Spouses/partners of members of Council may attend if space permits in-kind.

e. Child Care

If the Mayor or Councillors incurs the expense of child care (actual cost of child-minding expense) to attend an Event or Official Function, the Mayor or Councillors may expense to a maximum of \$40.00/day. Events include the annual Federation of Canadian Municipalities (FCM), the Union of British Columbia Municipalities (UBCM) and the Lower Mainland Local Government Association (LMLGA) and any other local government related convention, conference, course or seminar approved by Council in advance. Official Functions include any function where municipal business is carried

out, or is of a nature where municipal representation is required; and includes representation on an outside Committee, Board or similar entity.

e. Combining Business Travel with Personal Travel

Council members wishing to combine a business trip with personal travel may do so at their own expense. The traveler will be required to pay any additional living and accommodation expenses that are not associated with the business travel. The City's portion of the airfare shall be the lesser of:

- i. The actual combined fare; or
- ii. The cost of a direct, return flight to/from the business destination based on the lowest fare available on the date of booking.

4.6 Ineligible Expenses:

- a. Overnight accommodation costs within the Metro Vancouver, unless the Council member is involved as a key member of an organizing committee,
- b. House-minding, or security costs,
- c. Substitute employee or worker costs,
- d. Lost wages, income or opportunity costs,
- e. Costs reimbursed by another organization or source,
- f. Spousal or partner attendance or travel costs,
- g. City Staff ticket events, and
- h. Travel Souvenirs.

4.7 Settlement of Over Expenditures

Within 30 calendar days of each year end, each member of Council must pay back any monies owing to the City. Failing this, the amount owing will be deducted from the Council member's remuneration. In a general local election year, the money must be repaid before the end of the Council member's term.

## **5. Reporting**

5.1 Expense Report:

Expense report summaries that also include all Eligible Expenses will be provided by the Finance Department to members of Council twice yearly in June and October to ensure that members of Council are aware of their actual expenses in relation to the budget.

The expense report summary will be posted to the City's Open Data Portal.

## 5.2 Annual Statement of Financial Information

In compliance with the *Community Charter*, the City must prepare a Statement of Financial Information separately listing the following by June 30<sup>th</sup> of each year:

- a. The total amount of remuneration paid to each member of Council for discharge of the duties of office, including any amount specified as an expense allowance.
- b. The total amount of expense payments made to each member of Council as reimbursement for expenses incurred by the Council member or as an allowance that is not reported.
- c. The total amount of any benefits, including insurance policies and policies for medical or dental services, provided to the Council member or the members' dependents.
- d. When members of Council share expenses between or among attendees, the expense attributable to each Councillor must be reported separately under Provincial legislation. The Travel Expenses Report must itemize shared expenses for each Councillor.
- e. Where more than one individual benefits from an expense covered by this policy, the expense is shared equally by all those who benefit. For example:
  - i. If there is a single registration fee to register three people then each is accountable for 1/3 of the single registration fee.
  - ii. If a free registration is available by registering two people then the registration costs paid for the two will be equally apportioned to the attendees; if three each is accountable for 1/3 of the total registration paid.

## **6. Public Inspection**

The Statement of Financial Information is available for public inspection at City Hall, during regular office hours and on the City's Open Data Portal until June 30<sup>th</sup> of the following year.

## **7. Amendment**

This policy is subject to a review and full public process when amended.