

# Minutes

## Finance & Intergov't Relations Committee **FIG**

Tuesday, December 20 / 94 3:30 P. M. Heritage Room

### Meet with reps of A G s office

re Justice Centre phase II

*Met with AG's staff - Brian Morin Dave Bahr Tim Stiles*

*Rezoning application submitted Dec 14th.*

*Project will proceed thru Rezoning process as any other project.*

*AG's staff reviewed handout which has been released to press.*

*Architect for phase II is Brian Hemmingway same as for Court House*

*Dave Bahr to forward invitation to Council for a tour of other facilities i.e. Vancouver and/or Surrey. Dave will coordinate with Tony Chong.*

### Travel expenses

1

Report attached

*Councillor Thompson to review, carry forward to next meeting.*

*In the meantime all 3 members were in favour of the Administrator immediately acting as if the authority had been delegated to him to approve staff attendance at meetings, courses or conventions.*

### Entrance signs

7

Letters out, copy attached

*Want follow up letter, mid-January.*

### Audit & Capital Works Committee

*Want to review terms of reference for Committee.*

*Copy of Wiseman memo to be distributed to Mayor & Councillor Keryluk.*

### Intermunicipal Liaison Committee

*Mayor Traboulay to meet with other Mayors with purpose of reaching agreement to dissolving Committee.*

*Want to discuss at next FIG meeting.*

### Meeting schedule

*Want to set up regular schedule i.e. meet every two weeks*

*Staff to review schedule of Committee's which have already established a schedule and will recommend regular schedule.*

*Staff to find suitable site on main floor common area to post schedules for the various standing Committee meetings.*

*Traboulay*

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DEC 23 1994

# Agenda

## Finance & Intergov't Relations Committee **FIG**

Tuesday, December 20 / 94 3:30 P. M. Heritage Room

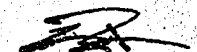
**Meet with reps of A G s office**  
re Justice Centre phase II

**Travel expenses**  
Report attached

1

**Entrance signs**  
Letters out, copy attached

7



DEC 20 1994

## City of Port Coquitlam

DRAFT

To: Budget and Administration Committee

December 14, 1994

From: J. Maitland  
Treasurer/Deputy Administrator

Re: Expense bylaw

### Recommendation:

That our Travel Expense bylaw # 2883 be amended as follows:

- insert new section 2 "This bylaw does not apply in circumstances where the City is hosting dignitaries or delegations." and renumber other sections in the bylaw.
- former section 2 (c) by adding the words "or in the case of officers or employees by the City Administrator" after the word "Council".
- former section 3 by deleting the words "supported by itemized receipts ...beverages" from the last sentence.
- former section 4 by adding subsection (h) no expense claim may be made for alcoholic beverages consumed by a Council member, officer or employee.

### Background & comments:

Earlier this year we amended our Travel Expense bylaw as a result of a report received from the Task Force on Council Expenses and Indemnities. The amended bylaw has been in place for some months now and additional amendments are required.

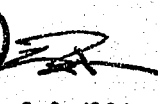
The recommended changes are:

- To clarify in the bylaw that it does not apply when the City is hosting dignitaries or delegations.

This will remove any confusion in cases where the City is hosting either individuals or delegations as to whether they are subject to the provisions of the bylaw. The City's budget contains allocations of funds for hosting of various functions.

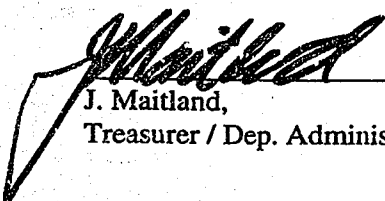
- To change the bylaw to delegate some authority to the City Administrator to approve staff going on a course or attending a convention.
- To amend the bylaw to delete the requirement of an itemized receipt.

We have had difficulty in obtaining itemized receipts, a typical credit card receipt for example is not itemized and therefore not presently acceptable. Receipts would still be required.

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DEC 20 1994

At present, reimbursement of alcoholic beverages is not acceptable, we are recommending that this be changed to exclude reimbursement for alcoholic beverages consumed by Council members or staff. What this change would do is to allow Council or staff to be reimbursed for any alcohol consumed by their guests but not any consumed by themselves.



J. Maitland,  
Treasurer / Dep. Administrator

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DEC 20 1994



THE CORPORATION OF THE CITY OF PORT COQUITLAM

BYLAW NO. 2883

A Bylaw to Provide for Council Member, Officer and Employee Expenses

WHEREAS Section 259 and 267 of the Municipal Act empower 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 Council of the City of Port Coquitlam in open meeting assembled enacts as follows:

1. This bylaw may be cited as "Travel Expenses Bylaw, 1994, No. 2883."

Application of Bylaw

2. *This bylaw does not apply in circumstances where the City is hosting dignitaries or delegations.* \* NEW  
2. 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.

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 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;
- (e) incidental expenses, including without limitation, telephone, photocopying, or facsimile transmission charges; laundry charges, local transportation costs, and emergency child care; and
- (f) taxes on all the above items;

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

*delete underlined words*

#### Limitations on Expenses

5.A. Qualifying expenses under Section <sup>4</sup> 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;
- (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) when meals are included in conference or convention registration fees no expense claim may be made for equivalent meals;
- (g) expenses shall be limited in every case to expenses actually incurred.

NEW (h) no expense claim may be made for alcoholic beverages consumed by a Council member, officer or employee.

#### Levels of Payment

- 6.5. The maximum level of payment for hotel accommodation will be the single room rate.
- 7.5. The maximum level of payment for air fare will be the economy fare.
- 8.7. The maximum level of payment for personal automobile travel will be the maximum rate then payable under the City's current collective agreement.
- 9.8. The maximum level of payment for meals and incidental expenses is \$60.00 daily for officers, employees, and Council members. Maximum incidental expenses for partial travel days will be pro-rated.

#### Recovery of Expenses

- 10.9. 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.
- 11.10. All expenditures must be supported by receipts.
- 12.11. The Treasurer may accept a claim without a receipt where no receipt could be obtained or the receipt was lost, upon submission of a signed declaration that the expense was incurred, provided that the Treasurer shall obtain Council's authorization in advance for payment of any claim in excess of \$50.00 that is not supported by receipts.

(4)

- 13, 12. Within one week of delivery to the Treasurer of a signed claim for reimbursement and supporting receipts, the Treasurer will pay the amount of the expenditures made or expenses incurred to the claimant.

#### Advance Payment

- 14 13. 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.
- 15 14. 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.
- 16 15. No advance payment will be made to any person who has an outstanding advance payment which has not been repaid as required by Section 14.  
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#### Extraordinary Expenses

- 17 16. A claim for reimbursement of any personal expenditures or expenses not covered by this bylaw shall be submitted in writing with supporting receipts to Council, through the Treasurer.

Read a first time by the Municipal Council this 14th day of March, 1994.

Read a second time by the Municipal Council this 14th day of March, 1994.

Read a third time by the Municipal Council this 14th day of March, 1994.

Reconsidered, finally passed and adopted by the Municipal Council of the Corporation of The City of Port Coquitlam this 21st day of March, 1994.

JOHN J. KERYLUK  
Acting Mayor

SUSAN RAUH  
Clerk

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#### BYLAW AMENDMENTS

Bylaw No. 2909 Section 2, 3 and 8

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And, while some would argue that one-third of the indemnity is tax deductible, it also needs to be recognized that members of council by agreement operate their vehicles within the city and the confines of the GVRD without any compensation; they do not receive benefits provided to normal employees of the city and, at times they are also required to handle other out of pocket expenses (including meals) without compensation.

We double checked the probable hours to be worked by a councillor with other sources and remained convinced that to be effective, it would take on average between 1,100 to 1,400 hours per year (or roughly 21-27 hours per week). With that as a basis, we tended to agree with findings in a Richmond Task Force which recommended a gradual increase in councillors' indemnities so that eventually it would reach 40% of that paid to the mayor. Our mandate covers only the years 1994, 1995 and 1996, and, in those years we recommend an increase of 1.2% for the first year, 1% for the second year and 1% for the third year which would move the ratio from the current 33.3% to 36.5% for 1996.

4. The Task Force recommends that the current rate for private car use outside the GVRD be increased to 32 cents per kilometre from the current rate of 29 cents.

Rationale: Such a change would be consistent with car allowances paid (on average) to elected officials throughout the Lower Mainland.

5. The Task Force recommends that the City provide insurance payable to a beneficiary designated by the insured, providing for a minimum of \$100,000 for elected officials who are killed or disabled while on official business.

Rationale: Most cities and municipalities provide the type of insurance described. Port Coquitlam, however, has only a \$10,000 policy for each elected official. The insurance is inexpensive (currently only \$150 a year to cover all members of council) and it would be appropriate, we believe, to move the coverage to \$100,000, which would make it more reasonably and properly comparable with other jurisdictions.

6. The Task Force recommends that the following changes be made to Bylaw No 2883, which deals with expenses for council members, officers and employees:

6.1. - Under application of bylaw, change to read "(c) attend a meeting, course or convention on behalf of the city, as approved by council."

Rationale: By adding the words "as approved by council" an additional safeguard is provided against possible abuse, while at the same time enabling flexibility, if it is required.

6.2. - Under qualifying expenses and expenditures, (c), add the words, "supported by itemized receipts, but excluding alcoholic beverages."

Rationale: After lengthy debate on the issue, the Task Force recommends, (by three to one vote - Brian McCristall casting the dissenting vote) that regardless of the tradition, it is not seen as appropriate that the cost of alcohol consumed by elected officials and their guests, be paid for by taxpayers.

6.3. - Under qualifying expenses and expenditures, add to (e): emergency child care.

● TASK FORCE report

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DEC 20 1994





City of **PORT COQUITLAM**

2580 SHAUGHNESSY STREET, PORT COQUITLAM, B.C. V3C 2A8 / PHONE: 944-5411 / FAX: 944-5402

12 December 16, 1994

↓  
Jiovanni Camporese  
Owner/President  
A & A Foods Limited  
1560 Broadway Street  
Port Coquitlam, B.C.  
V3C 2M8

Dear Sir:

The City of Port Coquitlam is embarking on a community project to improve the entrances to the City. We are proposing to install "Welcome to Port Coquitlam" signs in the near future. The signs will be located:

- west bound on the Lougheed Highway in the vicinity of the Pitt River bridge
- east bound on the Mary Hill By-Pass
- east bound on Lougheed near the Westwood intersection
- the new Lougheed/Pitt River Road connector bridge, soon to be constructed.

Each sign will cost approximately \$15,000. Due to the cost, the City's Administration Committee has asked that I seek out corporate sponsors like yourself to assist with these costs.

Improving the entrances to the City would extend a welcome greeting at our boundaries and foster a separate public identity for the City. As well as recognizing the municipality, these signs would bring attention and identify the City in which your company is located. This would be beneficial to both you and your patrons.

We are proud of our major businesses and growing community and ask that you take this opportunity to get involved with your City and consider a contribution.

Thank you for your consideration.

Yours very truly,

J. Maitland,  
City Treasurer/Dep. Administrator

JM/ms



DEC 20 1994