

CITY OF VANCOUVER

**MAYOR AND COUNCILLOR EXPENSES
BY-LAW NO. 11529**

TABLE OF CONTENTS

PART 1 INTERPRETATION

- 1.1 Name of By-law
- 1.2 Definitions
- 1.3 Application
- 1.4 Table of contents
- 1.5 Severability

PART 2 TRANSPORTATION ALLOWANCE

- 2.1 Mayor's transportation allowance
- 2.2 Councillor transportation allowance
- 2.3 Annual notice regarding transportation allowance
- 2.4 Failure to provide notice

PART 3 APPROVED ELIGIBLE ACTIVITIES

- 3.1 Approved eligible activities

PART 4 MAYOR AND COUNCILLOR LOCAL EXPENSES

- 4.1 Local expenses
- 4.2 Mayor's local expenses limit
- 4.3 Councillor local expenses limit

PART 5 MAYOR'S DISCRETIONARY EXPENSES

- 5.1 Mayor's discretionary expenses
- 5.2 Mayor's discretionary expenses limit

**PART 6
COUNCILLOR TRAVEL EXPENSES**

- 6.1 Councillor travel expenses
- 6.2 Request for Council approval of travel expenses
- 6.3 Submission of approval request
- 6.4 Approval request on Council agenda
- 6.5 Council approval or refusal
- 6.6 Councillor travel expenses limit

**PART 7
COUNCILLOR DISCRETIONARY EXPENSES**

- 7.1 Councillor discretionary fund
- 7.2 Councillor discretionary expenses
- 7.3 Joint discretionary expenses
- 7.4 Councillor discretionary expenses limit

**PART 8
CLAIMING EXPENSES**

- 8.1 Claim procedure
- 8.2 Submission of claims
- 8.3 Authority of the Director of Finance
- 8.4 Referral to Council
- 8.5 Appeal to Council
- 8.6 Approval of eligible expenses
- 8.7 Payment
- 8.8 Repayment

**PART 9
MISCELLANEOUS**

- 9.1 Repeal of previous By-law
- 9.2 Force and effect
- 9.3 Severability

BY-LAW NO. 11529

A By-law regarding Mayor and Councillor expenses

THE COUNCIL OF THE CITY OF VANCOUVER, in public meeting, enacts as follows:

PART 1 INTERPRETATION

Name of By-law

1.1 The name of this by-law, for citation, is the “Mayor and Councillor Expenses By-law”.

Definitions

1.2 In this By-law:

“City Clerk” means the city official appointed by Council as the City Clerk and includes the Deputy City Clerk and any other persons authorized to act on behalf of the City Clerk;

“civic activities” means representing the city, engaging in city business, or attending a course, meeting or convention;

“Councillor” does not include the Mayor;

“Councillor discretionary fund” means the fund established by this by-law, and approved by Council as part of the annual budget, for discretionary expenses for each Councillor related to constituency activities, as specified in this By-law;

“Councillor travel fund” means the pooled fund approved by Council as part of the annual budget for use by all Councillors for travel expenses that are specified in this By-law;

“Director of Finance” means the city official appointed by Council as the Director of Finance and includes the Deputy Director of Finance and any other persons authorized to act on behalf of the Director of Finance;

“eligible activities” means civic activities for which the Mayor or Councillors may incur expenses which may be paid for in accordance with this By-law;

“eligible expenses” means those expenses necessarily incurred in the course of or as the result of participation in or carrying out eligible activities, and any other expenses specified in this By-law as eligible expenses;

“local expenses” means those eligible expenses set out in section 4.1;

“Mayor’s discretionary fund” means the fund approved by Council as part of the annual budget for use by the Mayor for discretionary expenses that are specified in this By-law;

Application

1.3 Eligible expenses incurred by the Mayor and Councillors while carrying out eligible activities must be paid in accordance with, and subject to the limits set out in, this By-law.

Table of contents

1.4 The table of contents is for convenient reference only.

Severability

1.5 A decision by a court that any part of this By-law is illegal, void or unenforceable severs that part from this By-law and is not to affect the balance of this By-law.

PART 2 TRANSPORTATION ALLOWANCE

Mayor’s transportation allowance

2.1 Subject to notice to the Director of Finance in accordance with the provisions of this By-law, the transportation allowance for the Mayor for each calendar year or portion thereof, is:

- (a) the use of a motor vehicle for the conduct of city business; or
- (b) \$600.00 per month, paid bi-weekly.

Councillor transportation allowance

2.2 Subject to notice to the Director of Finance in accordance with the provisions of this By-law, the transportation allowance for each Councillor for each calendar year or portion thereof, is 60% of 10% of the Councillor’s remuneration for that calendar year, prorated if applicable and paid bi-weekly.

Annual notice regarding transportation allowance

2.3 The Mayor or any Councillor who elects to receive a transportation allowance for a calendar year must advise the Director of Finance of their intention to do so, on or before December 15 of the preceding year.

Failure to provide notice

2.4 The Mayor or any Councillor who fails to provide notice to the Director of Finance as required by section 2.3 will not receive a transportation allowance for the applicable calendar year.

PART 3 APPROVED ELIGIBLE ACTIVITIES

Approved eligible activities

3.1 Council approves the attendance by the Mayor and Councillors at each annual convention of the Federation of Canadian Municipalities or the Union of British Columbia Municipalities, as eligible activities.

PART 4 MAYOR AND COUNCILLOR LOCAL EXPENSES

Local expenses

4.1 Local expenses are eligible expenses if incurred by the Mayor or a Councillor while carrying out eligible activities within the Greater Vancouver Regional District, and include:

- (a) registration and attendance fees for courses, meetings, conventions other than those approved under section 3.1 of this By-law, and other events;
- (b) admission fees and other costs related to cultural and community events;
- (c) parking fees;
- (d) entertainment expenses incurred in a hosting capacity;
- (e) transportation costs, except for a Councillor who already receives a transportation allowance in accordance with this By-law;
- (f) membership fees in any organization that contributes to the ability of the Mayor or a Councillor to fulfill their civic duties;
- (g) educational fees for courses that contribute to the ability of the Mayor or a Councillor to fulfill their civic duties;
- (h) expenses related to communications and business equipment costs; and
- (i) other similar or related expenses.

Mayor's local expenses limit

4.2 The Mayor is entitled to payment for local expenses incurred in any calendar year, subject to the provisions of this By-law, to a maximum amount equivalent to 10% of the Mayor's remuneration for that calendar year.

Councillor local expenses limit

4.3 Each Councillor is entitled to payment for local expenses incurred in any calendar year, subject to the provisions of this By-law, to a maximum amount of the lesser of:

- (a) 10% of the Councillor's remuneration for that calendar year, and
- (b) the difference between the Councillor's remuneration referred to in paragraph (a) above and the Councillor's transportation allowance.

PART 5 MAYOR'S DISCRETIONARY EXPENSES

Mayor's discretionary expenses

5.1 The Mayor's discretionary expenses are eligible expenses if incurred by the Mayor or by the Mayor's staff, while carrying out eligible activities, and may include:

- (a) registration and attendance fees for courses, meetings, conventions including those approved under section 3.1 of this By-law, and other events;
- (b) those eligible expenses set out in the Corporate Travel Policy of the City of Vancouver;
- (c) communications expenses;
- (d) fees for consulting or other contracted services;
- (e) costs of research and information gathering; and
- (f) costs of community outreach and events.

Mayor's discretionary expenses limit

5.2 The Mayor is entitled to payment for discretionary expenses, as specified in this By-law, that are incurred by the Mayor or by the Mayor's staff in any calendar year, to a maximum of the amount approved by Council as part of the city's annual budget for the Mayor's discretionary fund for that calendar year and subject to the provisions of this By-law.

**PART 6
COUNCILLOR TRAVEL EXPENSES**

Councillor travel expenses

6.1 Councillor travel expenses are eligible expenses if incurred by Councillors while carrying out eligible activities outside of the Greater Vancouver Regional District, and may include:

- (a) registration and attendance fees for courses, meetings, conventions including those approved under section 3.1 of this By-law, and other events; and
- (b) those eligible expenses set out in the Corporate Travel Policy of the City of Vancouver.

Request for Council approval of travel expenses

6.2 A Councillor who wishes to be paid for Councillor travel expenses, other than conventions approved under section 3.1 of this By-law, must seek and obtain the prior approval of Council to participation in or attendance at that eligible activity.

Submission of approval request

6.3 A Councillor must submit the approval request referred to in section 6.2, in writing to the City Clerk, in sufficient time for Council to consider the request before the date of the eligible activity.

Approval request on Council agenda

6.4 The City Clerk must include the approval request on the next Council agenda following the date of the approval request.

Council approval or refusal

6.5 Council may approve or refuse an approval request, except that a Councillor must not be paid for expenditures made or expenses incurred in relation to an eligible activity for which Council has previously refused an approval request.

Councillor travel expenses limit

6.6 Councillors who claim payment in accordance with this By-law, are entitled to payment for travel expenses, as specified in this By-law, that are incurred in any calendar year, subject to the provisions of this By-law, to a combined maximum of the amount approved by Council as part of the city's annual budget for the Councillor travel fund for that calendar year.

**PART 7
COUNCILLOR DISCRETIONARY EXPENSES**

Councillor discretionary fund

7.1 Council establishes the Councillor discretionary fund for each Councillor.

Councillor discretionary expenses

7.2 Councillor discretionary expenses are eligible expenses if incurred by one or more Councillors while carrying out constituency activities related to eligible activities and not provided for elsewhere in this By-law, and may include:

- (a) communications expenses;
- (b) fees for consulting or other contracted services;
- (c) costs of research and information gathering; and
- (d) costs of community outreach and events.

Joint discretionary expenses

7.3 Two or more Councillors may jointly incur Councillor discretionary expenses.

Councillor discretionary expenses limit

7.4 A Councillor or Councillors are entitled to payment for discretionary expenses, as specified in this By-law, that are incurred in any calendar year, subject to the provisions of this By-law:

- (a) to a maximum for each Councillor of the amount approved by Council as part of the city's annual budget for that individual Councillor's discretionary fund for the calendar year; and
- (b) in the case of two or more Councillors who jointly incur discretionary expenses:
 - (i) to a combined maximum of the total amounts approved by Council as part of the city's annual budget for discretionary funds for those participating Councillors, for the calendar year, and
 - (ii) to be distributed equally among participating Councillors, unless participating Councillors advise the Director of Finance, at the time of submitting the claim, that the discretionary expenses are to be allocated otherwise.

PART 8 CLAIMING EXPENSES

Claim procedure

8.1 All claims for payment of expenditures made or expenses incurred by the Mayor or Councillors while carrying out eligible activities must be made in accordance with this Part.

Submission of claims

8.2 The Mayor and Councillors must:

- (a) submit all claims for payment of expenses to the Director of Finance; and
- (b) provide supporting receipts or other documentation to the satisfaction of the Director of Finance.

Authority of the Director of Finance

8.3 The Director of Finance must:

- (a) determine whether or not a claim is for an eligible expense; and
- (b) determine the applicable fund or allowance from which an eligible expense is to be paid.

Referral to Council

8.4 The Director of Finance may refer any claim for payment of an expense to Council for a determination regarding whether or not the claim is for an eligible expense.

Appeal to Council

8.5 An appeal lies to Council from a determination by the Director of Finance that a claim for payment is not for an eligible expense.

Approval of eligible expenses

8.6 Eligible expenses may be approved:

- (a) by the Director of Finance; or
- (b) by Council in accordance with section 8.4 or 8.5.

Payment

8.7 The Director of Finance must pay the Mayor and Councillors for expenses that have been determined by Council or the Director of Finance to be eligible expenses, from the applicable fund or allowance, and in accordance with the provisions of this By-law.

Repayment

8.8 The Mayor and Councillors must repay any payments that have been made in error.

**PART 9
MISCELLANEOUS**

Repeal of previous By-law

9.1 Council repeals By-law 8904.


Force and effect

9.2 This By-law is to come into force and take effect on the date of enactment.

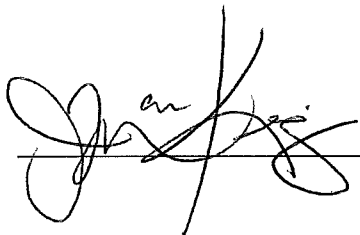
Severability

9.3. A decision by a court that any part of this By-law is illegal, void, or unenforceable severs that part from this By-law, and is not to affect the balance of this By-law.

ENACTED by Council this 14th day of June, 2016



Mayor



City Clerk