



City of Kelowna
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Council Policy

Council Reimbursement of Out-of-Pocket Expenses for Attending Functions or Special Training within the Region

APPROVED February 28, 2000

RESOLUTION: R375/10/04/26
 REPLACING: R285/09/03/23; R315/07/03/26; R122/06/02/06; R159/00/02/28
 DATE OF LAST REVIEW: April 2010

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.
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

