

THE CORPORATION OF THE CITY OF COURTENAY

NOTICE OF COMMITTEE OF THE WHOLE MEETING

DATE: Monday, April 25, 2016
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

AGENDA

1.00 STAFF REPORTS/CORRESPONDENCE

Pg#

1. Subdivision and Development Servicing – Presentation by Urban Systems
- 1 2. Downtown Design Charrette summary
- 25 3. Draft Travel and Conference Policy
4. Financial Plan 2016-2020 Council Feedback
5. Reports from Council members on AVICC and other events

2.00 ADJOURNMENT



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT TO COMMITTEE OF THE WHOLE

To: Council
From: Chief Administrative Officer
Subject: Downtown Design Charrette Summary

File No.: 6520-20
Date: April 25, 2016

PURPOSE:

The purpose of this report is to provide Council a summary of the City of Courtenay Downtown Design Charrette process and to obtain feedback from Council on the core action plan items and the next steps in Downtown Revitalization.

CAO RECOMMENDATIONS:

THAT based on the April 25, 2016 staff report "Downtown Design Charrette Summary", Council receive the report for information and direct staff to continue with the proposed next steps.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Allen".

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Courtenay Downtown Design Charrette was held between March 7th and March 10th at Native Sons Hall as part of the Downtown Revitalization visioning exercises commenced in late 2015. The Charrette was led by Michael von Hausen, the president of MVH Urban Planning and Design Inc. who directed the Downtown Forum last October and his team of urban designers.

Based on Council endorsement, the Charrette was designed to articulate a long-term revitalization vision in the form of graphics. The goal was to help Council and members of the community visualize options for the ideas that were expressed during the Downtown Forum last fall, in addition to refining the ideas into a set of goals and next steps.

The event was advertised throughout the community prior to the event. Over the course of four days, a total of 240 people attended. Interestingly, nearly a half the participants who came to the first evening session were new to this visioning exercise. In addition to City staff, planners from neighbouring local governments joined to assist the facilitation process. All participants spent a considerable amount of time during the four days exploring revitalization ideas that would maximize the potential of the downtown and visualize redevelopment concepts. The Charrette was completed as planned without exceeding budget or being delayed. As a result, the Development Services Department has received a number of positive

responses from the participants. The Charrette has been proven to be the most effective consultation method for this particular purpose.

Although some of the big ideas resulting from the Charrette were very well supported by the participants, the ideas are still in concept and need to be further investigated to determine whether additional refinement and or investment should be made. One of the goals of this report and the associated presentation will be to gauge Council support for the concepts prior to staff proceeding any further. For example, Council may support the concept of a heart of downtown in the form of Duncan Commons, in addition to a redesigned streetscape along Duncan to create “convertible” event space. However, converting all or part of the parking lot on 4th and Duncan to event space may be less desirable.

Staff believes that the vision exercises which began last fall have been successful. Members of the public, including the downtown business community, had a number of opportunities to participate in the process and the charrette outcomes are tangible, provide clear direction and support Council’s strategic priority to revitalize downtown.

DISCUSSION:

The following summary recaps the events and major outcomes.

Downtown Forum October 2015

The primary goals of the Forum were to identify challenges, opportunities, and develop potential strategies through a series of public consultation. Participation in the Forum included more than 30 local business leaders including Downtown Courtenay Business Improvement Association, 50 local residents who attended and shared information with staff at the drop-in session, and 80 members of the public who attended the Community Discovery Workshop. During the Downtown Forum, it became clear that there is a strong community interest in downtown revitalization with support from the business community.

Throughout the public consultation process, the consultant and staff conducted a survey with community business leaders as well as members of the public asking specific questions about Downtown. While many individuals provided answers in different expressions, the summary shows that keywords are similar or interconnected, and often refer to the same objectives. The following summarizes the questions asked and the common responses.

1. What is special about Downtown Courtenay?

- Speciality shops
- Small town feeling/character
- Walkable
- Central and cultural amenities
- History

2. What is missing in the Downtown?

- Public open spaces
- Residential uses
- Balance between commercial and residential activities
- Access to parks and greenway

3. Describe your vision for Downtown Courtenay 2025.

- Be a vibrant place
- Capitalize on natural beauty
- Be a cultural hub
- Be inclusive and diverse
- Be more walkable

4. What Strategies can we use to unlock the full potential of Downtown?

- Partnership, inclusion, & coordination
- Densification (more mixed-use type of development)
- Development Incentives
- 5th Street Improvement
- Better connection with Courtenay River or the parks/green ways
- Wayfinding

Post Downtown Forum Plan Process

The Forum was about identifying challenges and opportunities for revitalization. However, downtown revitalization would not be possible without a clear vision and community consensus. Building on the Forum feedback, the next step involved refining the information to a set of goals and visualising options that express what the goals and desires of the community might look like. To do this staff conducted a Design Charrette which was an intense four day process of engagement, affirmation of community vision, and design.

The following is a summary of the Charrette process.

Charrette

A total of 240 people attended throughout the Charrette process. On March 7th 117 members of the public came to Native Sons Hall to participate in group discussion on:

- 1) Street Improvements for enhancing pedestrian experience;
- 2) Gathering Places including Duncan Commons;
- 3) Redevelopment Opportunities and Program;
- 4) Park and Trail Connections including Bridge Crossing;
- 5) Riverlands Development Opportunity; and
- 6) Neighbourhood Residential Intensification around the Core.

Based on the result of the discussion, the design team analyzed all the information and assisted in developing visual images of revitalization concepts. On March 8th, 42 members of the public attended a drop-in session at Native Sons Hall to see the work in-progress. This was followed by the final presentation on March 10th which was attended by 81 members of the public. At the final presentation the design team presented the visual images of revitalization concepts for each theme. Overall the responses were positive with the proposed concepts well received by local business and land owners. Some individuals express

concern over the cost of funding the upgrades that were presented. It is important to remember that the purpose of the Charrette was to develop a vision and not limit thinking and options.

The next steps in the process will involve working with the public and business community to work through detailed design of the projects and explore opportunities for partnerships and funding sources. While some strategies can be immediately considered for implementation, this is an ongoing process and it is critical to have a vision that informs future decision making. It is essential for the City to maintain the momentum of this visioning process in order to achieve Council's strategic priorities in the coming years.

A summary of the charrette process was developed by MVH Urban Planning & Design Inc. the lead consultant for the project and is attached as Attachment No.1. It describes the importance of visioning, the vision statement and goals that came out of the process and the core actions that will implement the vision over time. When reviewing the document staff recommends that Council keep the following questions in mind:

1. Do you support the Vision?
2. Do you support the Goals?
3. Do you support the Core Action Plan concepts?
4. Are there specific elements of the concepts that are not supported?
5. What Core Action Plan concept is the first priority?

Staff will use this information to prioritize actions and inform the more detailed design processes.

Next Steps

The ideas and potential actions developed during the visioning exercises are still conceptual and must be further investigated and developed into a formalized plan to make more informed decisions given available resources. Staff will use the feedback received from Council at the Committee of the Whole meeting to continue to work on downtown revitalization options based on the following tasks.

Proposed Tasks

The Downtown Revitalization projects have been productive in building community consensus toward future revitalization. Although some of the results of the Charrette show details of redevelopment potential, they still need to be carefully analysed. Below is a list of proposed action items. Staff will present details of these action items to Council in the near future.

- Downtown Playbook (a critical piece of this Action-Oriented Plan that indicates roles and responsibilities of all stakeholders, possible funding sources, and schedule)
- Public Realm Toolkit (sidewalk, furnishings, planting, lighting);
- Wayfinding Strategies
- Downtown Parks and Greenways Connector Plan;
- Core Area Intensification Plan
- Building Guidelines (including facade, building form and massing, and materials)
- Policy and regulatory review to implement the vision for downtown (zoning changes, incentive program and new policy development)
- Seek grant opportunities

FINANCIAL IMPLICATIONS:

The Charrette project has completed without exceeding the approved budget. To date, the City has paid \$33,587 to MVH Urban Design Inc. As well, the total of \$20,000 has been paid to Rollo Associates for a Market Demand and Opportunity Study as background research.

The City has been awarded a \$20,000 grant by the Real Estate Foundation, BC. The grant will be spent exclusively toward the proposed downtown public consultation tasks, which include the Charrette and the Study.

ADMINISTRATIVE IMPLICATIONS:

The Manager of Planning leads the Downtown Revitalization projects under the Director's supervision. In addition, the Environmental Planner and technical staff as well as staff from other departments provide assistance. A total of 400 hours of staff time has been spent to date to complete the project. An additional 60 hours are estimated for subsequent meetings, developing the "playbook", and to report out to the Real Estate Foundation, which is due by the middle of May 2016. As previously noted, downtown revitalization is an evolving process that will continue to be a core element of the Planning Division work program.

STRATEGIC PLAN REFERENCE:

Downtown revitalization aligns with one of the Council's Strategic Priorities for 2016-2018. Under one of the six priorities, Council recognises that "Revitalizing our downtown is critical to our economic future." This is an area of control, which is Council's jurisdictional authority to act.



● Area of Control

The policy, works and programming matters that fall within Council's jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

Downtown is one of the defined land use designations within the jurisdiction. Section 4.1 of the Official Community Plan constitutes goals and policies of land use for downtown:

The City of Courtenay is committed to a healthy vibrant downtown, and will continue to ensure this area remains viable.

REGIONAL GROWTH STRATEGY REFERENCE:

A policy under GOAL 3: LOCAL ECONOMIC DEVELOPMENT of Regional Growth Strategy encourages downtown to be a town centre-based employment area.

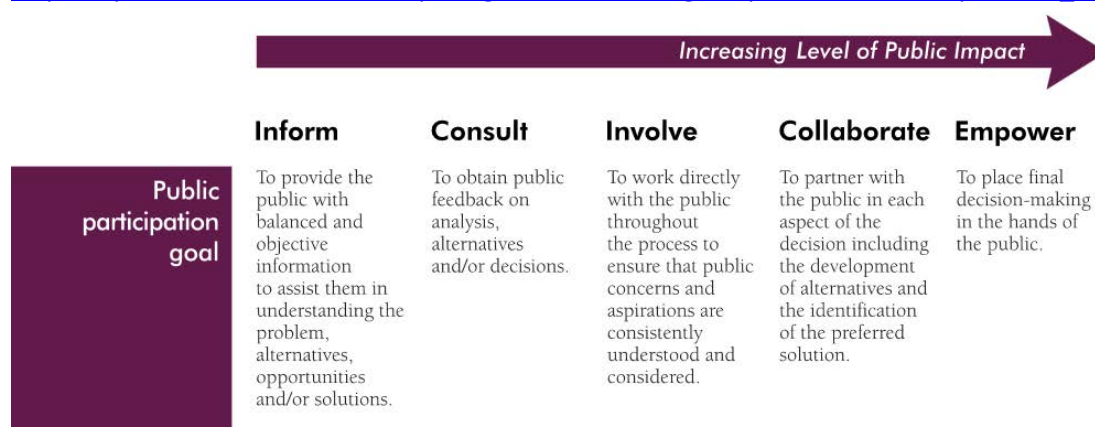
3-D: Promote designated Town Centres as regional employment centres.

Mixed-use, compact and accessible employment centres (i.e. accessible by foot, transit, bike and car) tend to retain, attract and encourage new business development better than a more dispersed and scattered local job base, single use downtowns, or office parks. Town centre-based employment areas also tend to be less expensive to service and maintain.

CITIZEN/PUBLIC ENGAGEMENT:

Staff would involve and collaborate with the community based on the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



Since the establishment of the Downtown Revitalization Project website on the City's homepage (www.courtenay.ca/downtown), the site has been well utilized. The City's social media (Facebook and Twitter) have also been effective communication tools to interact with members of the public.

The Charrette event was advertised Newspapers, public spaces, as well as City Hall and Facilities. Key stakeholders such as the DCBIA and other interest groups have been involved in the consultation process. All households within the Greater Downtown area were notified about the event by mail.

OPTIONS:

- 1) That Council direct staff to pursue the tasks outlined in the report.
- 2) That Council direct staff not to pursue the tasks outlined in the report.

Prepared by:



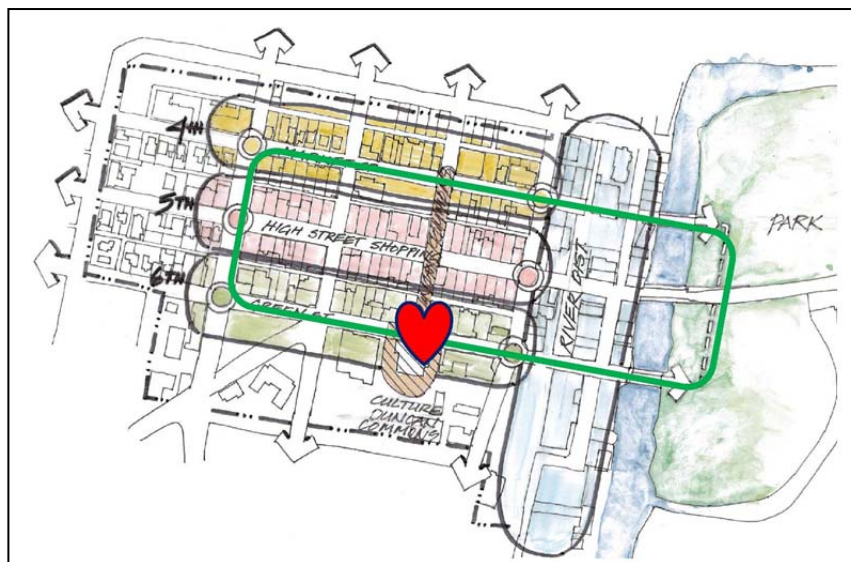
Tatsuyuki Setta, MCIP, RPP
Manager of Planning



Ian Buck, MCIP, RPP
Director of Development Services

Attachment No. 1: FINAL Courtenay Dtn Charrette Summary April 12, 2016 by MVH Urban Planning and Design Inc.

City of Courtenay DOWNTOWN CHARRETTE SUMMARY



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1. Summary and Next Steps

The purpose of this report is to provide a summary of the more prominent ideas and supported potential actions that emerged from the Downtown Design Charrette. It also provides the draft vision statement and goals for the downtown that were developed and refined through the process.

This report provides further details about the three principal ideas that emerged from the design charrette: Create the heart of downtown; improve the core streets of 4th, 5th, and 6th; and make better connections, especially to the Courtenay River. It also summarizes the physical development potential of five redevelopment sites. Its intention is not to determine exact priorities or even feasibility but to present the breadth of the principal ideas that were suggested, explored and refined at the Charrette.

a. Importance of a Visioning Process

Exploring the full breath of ideas is important in determining the potential of Courtenay's Downtown. Visioning explores many possible options for the future and reflects the merits long-term thinking. The power of an illustrated vision can generate the excitement to embrace an idea even though it was thought of earlier as not feasible or supportable. Further, visioning illustrations allow us to see how public or private investments could relate to one another, reinforce one another or leverage the value of one another.

The visioning process is not an end but a beginning. It is a tool for on-going dialogue on how policies and proposals could be executed and it also allows different options to be tested.

The following three strategies place the vision process in the context of commitment, financial performance and readiness:

- **Exploring Full Potential without Commitment:** The Downtown Design Charrette explored potential ideas for the Downtown while not committing to any one idea until it is further reviewed and determined to be supported and feasible.
- **Financial Performance and Results:** These planning and design concepts are not simply about beautification or cosmetic improvements. These concepts explore fundamental downtown programming, form, and character with the intent to improve financial performance and a greater downtown sense of community and vibrancy for property owners, businesses, and the City of Courtenay community.
- **Development Ready Strategy:** The selection, feasibility, and timing of these ideas are important to set the stage for development and financing initiatives when they come. Courtenay's readiness, pending further provincial, federal, and/or development financial and other contributions, will set the Downtown in a position to realize its vision in shorter time.

b. Principal Themes and Site Opportunities

During the Downtown Design Charrette that took place from March 7 - 10, 2016, a number of design, planning, and development opportunities were identified, building on the ideas and concepts generated in the earlier Downtown Forum in the fall of 2015. Three principal themes came forward strong and clear:

1. **Create the heart to Downtown;**
2. **Improve the core streets of 4th, 5th and 6th; and**
3. **Make better connections to the Rivers.**

In addition, there were a number of **site redevelopment opportunities** that were examined that included the Riverfront lands, the Palace Theatre site, the Thrifty's site, the lands behind the Old Safeway site, and the Kilpatrick site. These sites may not all have immediate redevelopment potential but they represent a number of short, medium or longer term opportunities to create a more diverse residential and mixed use land base in the greater downtown area. These are not the only sites with redevelopment potential but were selected as representative options. In the end, the intention is to create a more compact and vibrant downtown that permits aging in place and a diverse choice of housing from singles to young families and mature adults.

These themes further reinforced the earlier three bigger ideas from the Downtown Forum:

1. **Create a Greater Downtown:** Expand the core area of the Downtown to provide more development opportunities and bring more people downtown;
2. **Better Connect:** Create pedestrian and bicycle linkages to other parts of the City and Region through the further development of the Riverway, the Rotary Trail, and other pathways as part of a larger "greenway" system.
3. **Create a Complete Downtown:** Develop the downtown as a place where residents can live, work, and play within walking or biking distance of their home. In other words, the Downtown is a self-sufficient area that satisfies resident needs largely in one place.

c. Next Steps

The Downtown Design Charrette ideas and potential actions should be further developed into a formalized "Downtown Playbook" or similar action-oriented document that outlines the next steps, potential partners, responsibilities, sources of funding, exact timing, and priorities.

This action-oriented document should also specifically connect the Downtown Vision, Goals, and Strategies, developed during the course of this project, to specific actions.

2. Vision Statement and Goals

The following draft vision statement was developed during the earlier Downtown Forum and the Downtown Design Charrette. Together with the five goals that follow, the vision sets the future framework for realizing a vibrant and diverse downtown that is unique and exciting.

VISION DOWNTOWN COURTENAY

Downtown Courtenay is the commercial, cultural, social, and culinary hub of the beautiful Comox Valley.

Nestled between the Comox Glacier, the Courtenay, Puntledge, and Tsolum Rivers, the Courtenay Estuary and the Salish Sea, Downtown Courtenay is unique and vibrant. It is the heart of our community, and a natural fit for special events and gatherings for both local residents and visitors. Welcoming a range of housing and lifestyle options will foster vitality and diversity, both day and night.

We will nurture and invest in our downtown through continuous improvement in the downtown core as well as the surrounding area.

The following 5 goals will underpin our approach:

GOAL 1: Organize for Success

Partnerships and integrated City work-programs will be the foundation for vitalization efforts and be structured to promote successful working relationships.

GOAL 2: Establish Downtown as the Community's Heart

With an explicit emphasis on public gathering places, beauty, views, practical wayfinding, and pedestrian scale, downtown will feel like it is designed with people's comfort and enjoyment first.

GOAL 3: Encourage More Downtown Residents

A diverse mix of housing and associated services shall be increased throughout the greater downtown area with higher density concentrated near the core.

GOAL 4: Make It Easier to Stay Downtown

All modes of transportation shall conveniently access, circulate, and park within the downtown.

GOAL 5: Celebrate and Connect to the Rivers

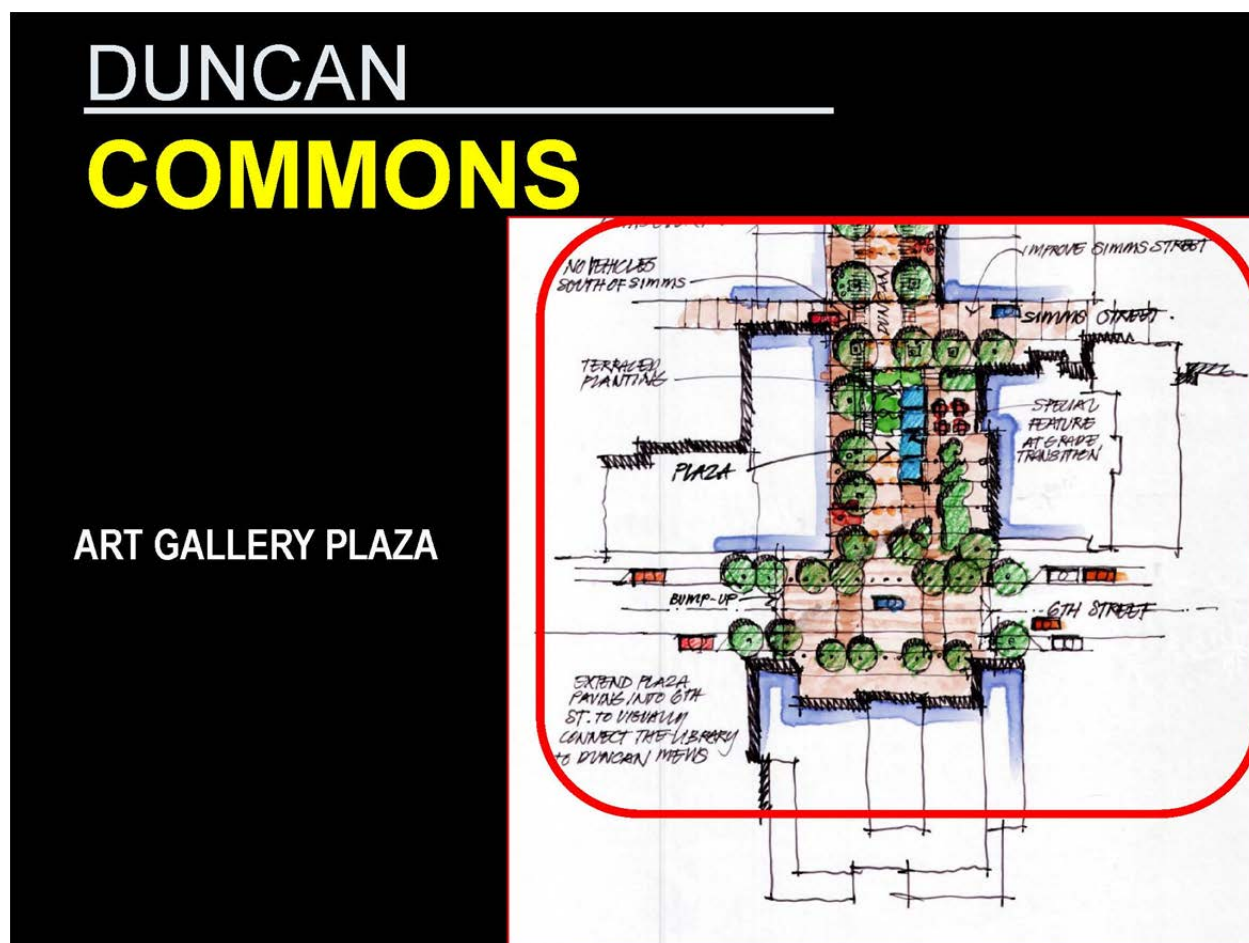
Connections to, along and across the rivers will be improved to ensure that nature and recreation are integrated into the downtown complete experience.

3. Core Action Plan

a. Create the Heart: Duncan Commons

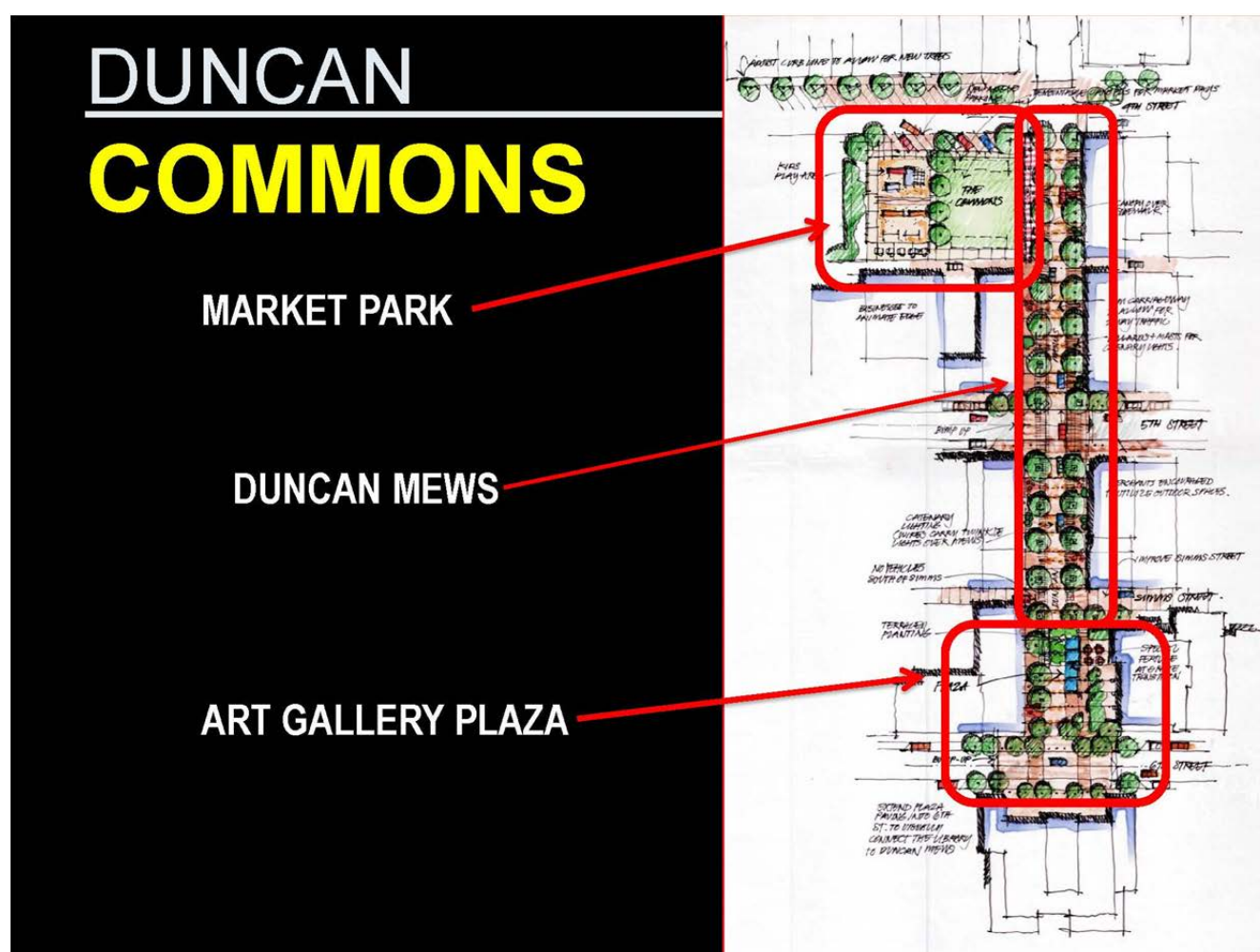
Duncan Commons First

- Prioritizes “Duncan Commons” as one of the social and cultural “hearts” of the Downtown
- Takes advantage of the strategic central location in the heart of the downtown framed by the Library and Art Gallery
- Includes a green lawn flex-use area and kids play that is tiered with the topography and closed to traffic and still provides a ramp for physically challenged individuals
- Develops a plaza at the south end that spills out into 6th Street and up to the edge of the library
- Provides the staging area for special events
- Considers the provision of a water feature for animation and white sound
- Uses topography changes to create interesting sub-zones
- Extends special treatment into Sims Lane and encourage further unique activities
- Anchors the downtown for social and cultural events with the balance of the block between 6th and 5th Streets easily closed to traffic during special events



Potential Duncan Mews: The extension of Duncan Commons

- Develops a “Woonerf” (living street) design (pedestrian priority)
- Limits vehicular movement to a 6.0 metre carriageway with one narrow lane each way
- Designs the mews with no curbs or “canted curbs” to define car area
- Adds bollards to define pedestrian and vehicle zones
- Introduces catenary lighting overhead
- Creates pedestrian scale features and furniture
- Adds special low impact lighting and special paving
- Encourages businesses to spill out and use the edges
- Provides spaces for activities - programmed and spontaneous – at different times of the day, month and year
- Introduces extended curbs at crossing intersections
- Adds potential for a “Market Park” at the north end adjoining 4th Street, but due to the priority of parking downtown, this space can remain a parking lot but may be a “flex lot” for use during special events downtown like a large outdoor farmer’s market and food fair



b. Improve the Core Streets

- **6th Street: The Green Street**
 - Connects the at west end with the 5th “Complete Street” pilot project (proposed relocation of bike lane from 5th to 6th Street at Harmston Avenue) and the Riverway pathway system at the east end near the Courtenay River
 - Connects community services and public spaces (Library and Art Gallery at Duncan Avenue)
 - Adds more trees and planting to truly green the street
 - Creates a bicycle and walking friendly street with bicycle lanes and bicycle parking
 - Adds plenty of seating
 - Develops as one of the “Festival” streets with community art etc. at the Duncan Commons intersection (see below)



- **5th Street: The Shopping Street**

- Creates additional space provided for outdoor dining and product display (see image at bottom of page of potential “parking patios”)
- Adds unique seating groups for meetings and casual encounters
- Encourages special signage enhancements
- Increases street trees in flush grates-(no raised planters)
- Introduces continuous special paving between sidewalk and parking aisle
- Expands sidewalk space (no curb or rolled curb)
- Removes mid-block crossings



- **4th Street: The Market Street**
 - Encourages small food retailers
 - Creates wider sidewalks for product display
 - Encourages adjustable awnings for weather protection
 - Provides option to be closed off for food festivals
 - Celebrates the Comox Valley's food focus (banners etc.)

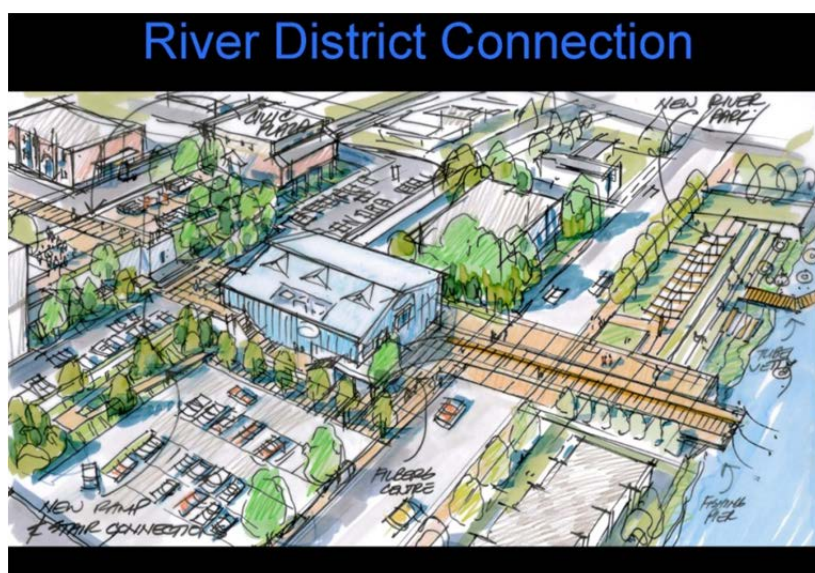


4th Market Street

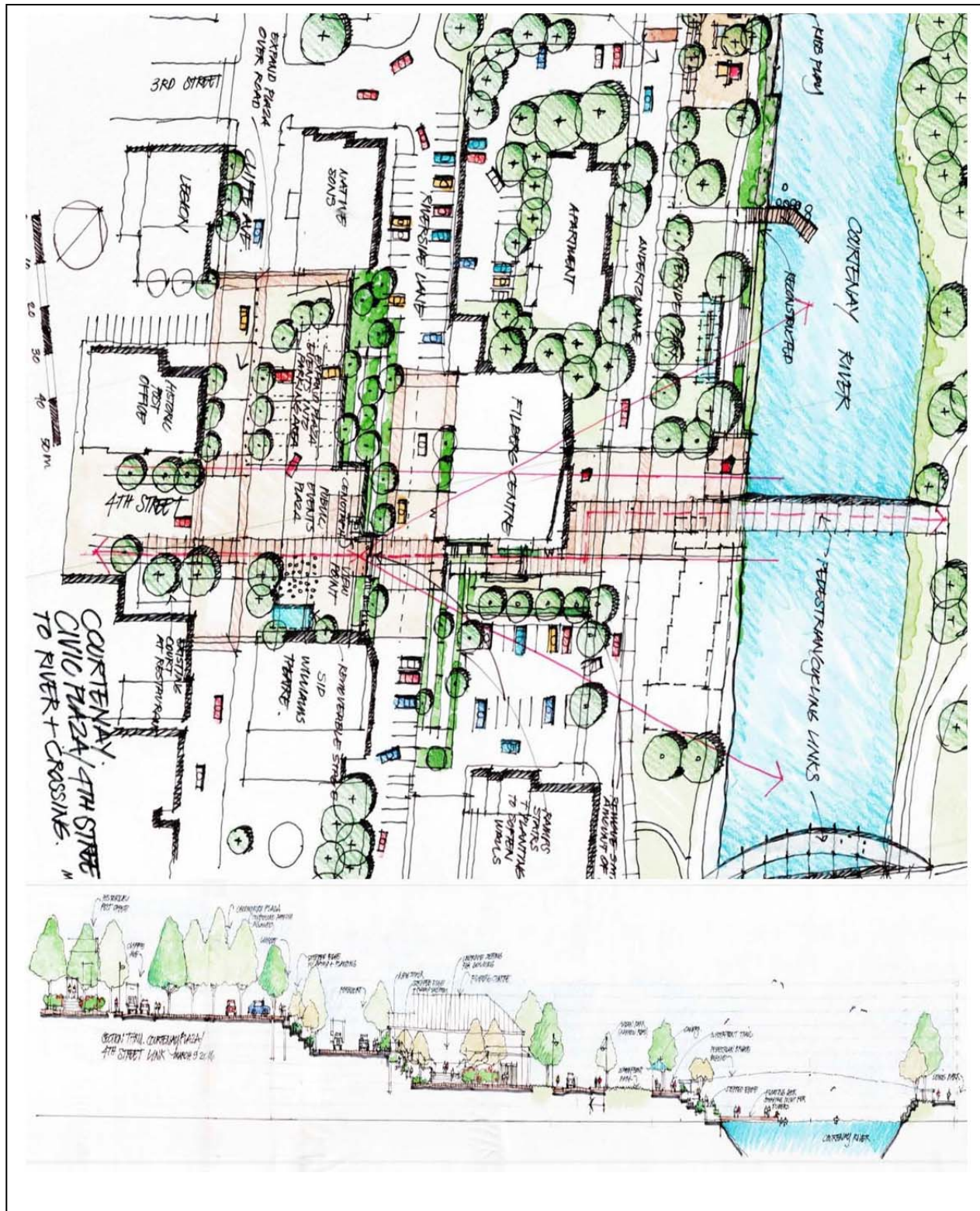


c. Connect to, along, and across the Rivers

- **Riverway Completion**
 - Helps complete the Riverway pathway system north of the 5th Street Bridge
 - Uses and connects to an underutilized park and street section
 - Provides an option for another river crossing directly to Lewis Park (medium to long term)
- **The 4th Street Connector**
 - Strengthens link between the downtown and the river
 - Strengthens the core concept of 4th 5th and 6th core network of streets - combined with Duncan Mews - as the heart of the downtown
 - Optimizes (not maximizes) parking by maintaining important parking but improving the setting through good urban design interventions that will likely require reorganization of surface parking spaces
 - Softens the negative impacts of the current walls through the introduction of stairs, ramps and planting
 - Improves the primary circulations routes to the river - connecting 4th Street to the waterfront park and across the river
 - Identifies the connector through special paving, lighting and public realm features
 - Encourages pedestrians to move to the edges where views from lookouts are currently obscured by hedges and planting
 - Provides 5% sloped ramps (where practical) to traverse through the steep areas
 - Reorganizes the waterfront park to better achieve water contact through better manipulation and design of the water edge (water tubing dock and water stairs)
 - Improves the edges and relationship to the Filberg Centre through landscape design improvements



Potential 4th Street Riverfront Connection Concept



4. Site Redevelopment Opportunities

a. Riverfront Site (6th Street and Anderton Avenue)

Concept:

- Provides a destination riverfront district with a eco-tourism theme (biking, hiking, kayaking, adventure, and tubing) connected to the 6th Street Riverway)
- Adds modest scale stepped building massing along river
- Provides for a public riverfront edge (public river promenade dedication)
- Creates an incremental 'ad-hoc' artisan/industrial character
- Improves bike network connectivity along Riverway (6th Street to Anderton Ave. and under bridge)
- Capitalizes on sloped bank for public parking parkade
- Transforms Anderton Avenue into a distinct industrial character street (pavers, no curbs, and pedestrian oriented)

Proposed Uses: Restaurants, bars, hospitality, boutique hotel, live-work lofts, and commercial

Height: 3-4 storeys (stepped)

Parking: Remote parkade (uphill) street parking on 6th and uphill laneway

Density: 1.5-2.0 FSR

River District Redevelopment Site



b. **Palace Theatre Site** (5th Street and England Avenue)

Concept:

- Preserves the 1 storey commercial character/massing of 5th Street by maintaining 1 storey massing 'shoulder' at the street level
- Develops modest scale stepped massing (3-4 storey)
- Optimizes prime corner site for public (Arts Council/gallery?) or prime commercial uses
- Introduces new housing typologies to core (live-work, small affordable rental) to attract young people
- Improves 5th Street sidewalk frontage (street trees, street parking, 'parking porches' etc)

Proposed Uses: Live-work lofts, affordable rental units, commercial or public use at grade

No. of Units: 16 Residential units over 3-5 commercial retail units

Height: 3 storeys (stepped above level 1)

Parking: 1-1.5 layers of underground parking (suggest parking relaxations for small sites in downtown core)

Density: 1.7 FSR

Palace Theatre Site Development



c. **Thrifty's Site** (6th Street and England Avenue)

Concept:

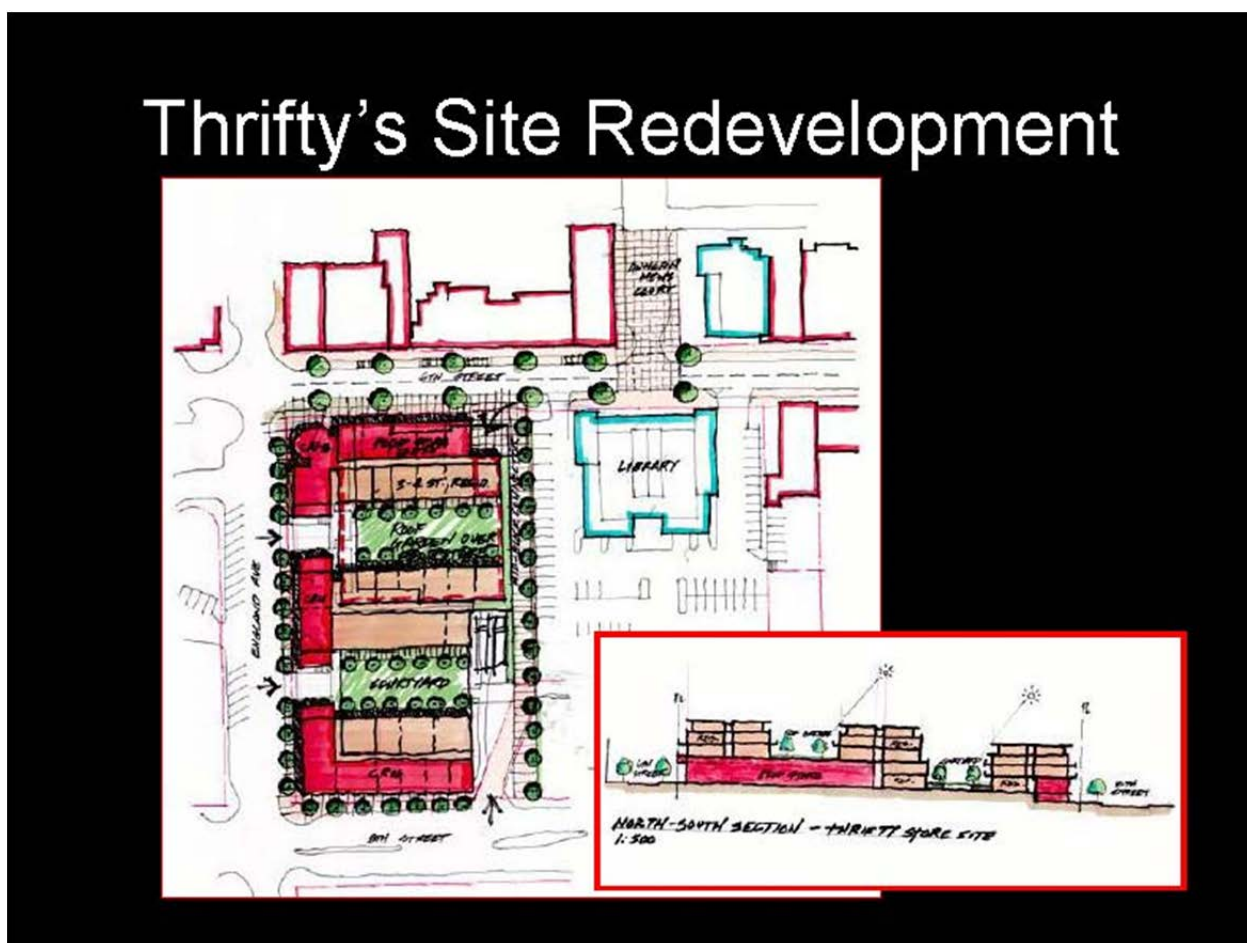
- Preserves the potential for a large food store anchor to be incorporated into the new mixed-use development
- Enhances 6th Street as 'green street' (bike lane, wider sidewalk, street trees etc)
- Introduces 'mid-block pedestrian connector' along current on-site laneway
- Breaks down 'super-block' into smaller mixed-use wings separated by courtyards
- Creates a commercial 'street wall' defining the edges of 6th Street, 8th Street, and England Avenue
- Reinforces Duncan Commons and Library forecourt with pocket plaza (on 6th Street) for entry to food store
- Steps massing between 1st and 2nd level, and at top floor of residential wings

Proposed Uses: Major food store, affordable rental housing or small strata units, commercial retail along streets

Height: 4-5 storeys (stepped)

Parking: 1.5-2 levels of commercial/residential parking. Maintain curbside street parking

Density: 2.0-2.5 FSR



d. **Old Safeway Site** (14th Street and Cliffe Avenue behind Old Safeway)

Concept:

- Explores an 'aging-in-place' seniors housing complex for the site
- Offers a variety of independent to assisted living options to seniors
- Incorporates a small leisure park for seniors, children and surrounding residents
- Maintains a strong pedestrian connector between seniors complex and adjacent commercial village
- Strengthens Cliffe Avenue with commercial uses and street wall frontage (or seniors amenity spaces)
- Breaks down the large bulk massing of seniors building into smaller stepped wings
- Uses ground-oriented independent seniors duplexes to transition scale between existing single-family development and senior's housing

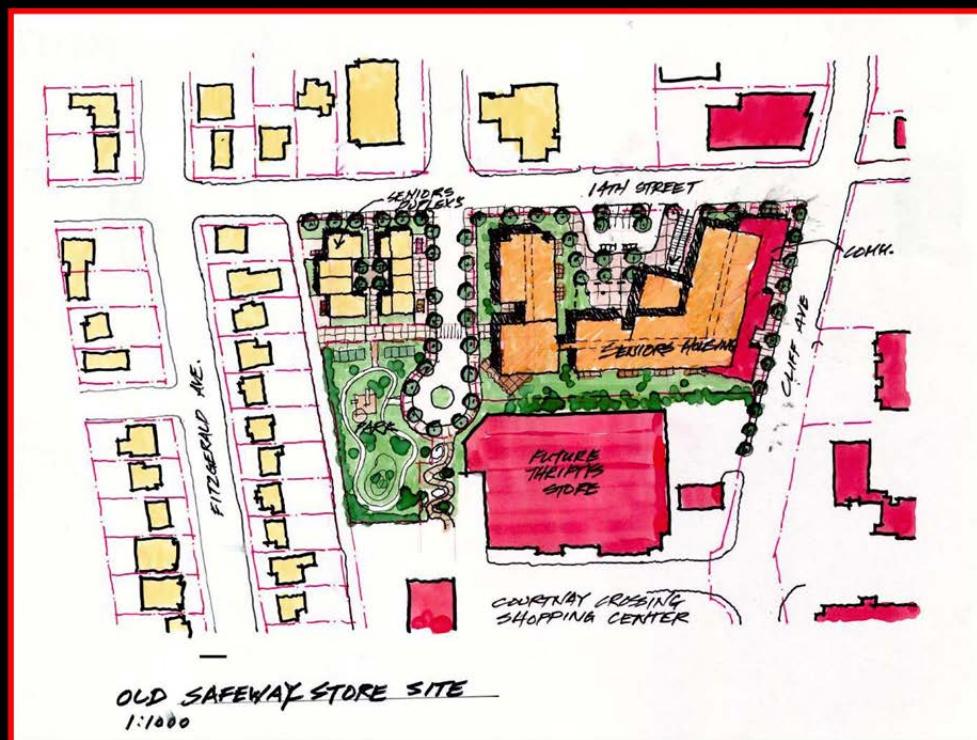
Proposed Uses: Independent living duplexes, assisted living seniors units, variety of seniors amenity spaces, leisure park, commercial uses along Cliffe Ave.

Height: 4 storeys (stepped)

Parking: 1 level of underground parking.

Density: 2.0-2.25 FSR

Old Safeway Site Infill



e. **Kilpatrick Site** (5th Street and Kilpatrick Avenue)

Concept:

- Explores small detached 'cluster courtyard housing' typology to broaden housing choice
- Emphasizes on small ground oriented homes to relate to existing scale of neighbourhood
- Introduces small laneway rental homes to enliven and pedestrianize the lane
- Preserves the large mature trees within the site
- Provides for a more social housing typology through shared courtyards, auto-court, and lane homes
- Enhances streets and lane with patios, landscaping, street trees, sidewalks etc

Proposed Uses: detached cluster homes, laneway rental homes (studio & 1 bedroom)

Height: 2 storeys

Parking: 1 car per home surface parking carports off lane and street

Density: 0.6-0.7 FSR

Kilpatrick & 5th Street Redevelopment





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Council Travel and Expenses Policy

File No.: 390-00
Date: April 25, 2016

PURPOSE:

The purpose of this report is to consider a Council Travel and Expenses Policy for Council attendance at conferences, training, and events related to the role of municipal elected officials.

EXECUTIVE SUMMARY:

Staff was asked to provide information to City Council regarding a travel-training-attendance policy specific to Council. There are a variety of options available and varying levels of detail in the rules and regulations followed by BC municipalities. Rather than make the policy restrictive and limiting, staff suggest that a policy with a fixed spending ceiling be assigned to each Council member.

CAO RECOMMENDATIONS:

That based on the April 25, 2016 staff report "Council Travel and Expenses" report, Council approve Option 1 for the development of a policy that assigns a fixed budget amount for travel and related expenses to conferences, training or other events for each Council member with a larger amount assigned to the Mayor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Allen".

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In past years, Council attendance has been focused at attending conferences such as Union of BC Municipalities (UBCM), Association of Vancouver Island Coastal Communities (AVICC), and the Federation of Canadian Municipalities (FCM). In more recent years, the majority of Council members have been interested in attending these conferences as well as other local government related conferences or special events of interest to them in their role as municipal elected officials.

At the July 2, 2013 Council meeting, Council of the day adopted the following motion:

*“Moved by Ambler and seconded by Theos that
WHEREAS there are several annual conferences for elected local government officials, which include AVICC, UBCM and FCM;
AND WHEREAS these groups are an effective voice for local governments, as proven by recent progress on the Gas Tax;
AND WHEREAS these conferences provide an excellent forum for City of Courtenay concerns to be raised to the higher levels of government, in concert with other communities;
AND WHEREAS these conferences provide an excellent forum for elected officials to learn about their role, to network with others facing similar challenges, and to learn of best practices in peer communities;
THEREFORE BE IT RESOLVED that Courtenay Council continue to send any Council member that is willing and able to participate to all such conferences.”*

To-date, Council has followed the same Allowance and Expense re-imbursement procedure as supported by the annual budget for Council .

At a Special Council meeting dated March 23, 2015 Council passed the following resolution:

“Moved by Hillian and seconded by Lennox that Council consider the creation of a policy which would guide attendance of Council members at annual conferences or other events based on comments from Council.”

The subject of Council travel and training came up again during a strategic planning workshop held with a facilitator, Council and senior staff over two days on December 1st and 2nd in 2015. Workshop summary notes included “Review key organizational policies”, and the discussion led to a determination that a draft Council Travel and Expenses Policy would be prepared by staff and considered as part of the 2016 Five Year Financial Planning process.

DISCUSSION:

While there are no specific rules or guidelines in the *Community Charter* that addresses Council’s travel, past practice is that travel, training and attendance at events should be relevant to municipal business and interests.

Below is a table showing the budgeted and actual expenditures for Council over the past 5 years.

Year	Budget	Actual	Variance
2010	25,000	19,271	5,729
2011	25,000	23,529	1,471
2012	25,000	35,814	- 10,814
2013	35,000	42,359	- 7,359
2014	45,000	24,269	20,731
2015	45,000	32,924	12,076
2016	45,800		

Staff has reviewed other municipal council travel and expense policies and found that they vary between municipalities in British Columbia. Most policies address meal rates, travel and accommodation costs, training costs, but vary when addressing travel costs for spouses, alcohol purchases, and gratuities, utilization of purchasing cards or restrictions as to types of conferences or events that are permitted. The City of Courtenay has a general policy that covers travel and training expenses for employees and council members whereas other communities such as Nanaimo (see attached City of Nanaimo - 'Council Spending and Amenities Policy') have a specific policy relevant to elected officials.

Chart # 1: Comparison of Other Municipalities

	Courtenay	Terrace	Quesnel	Golden	North Cowichan	Campbell River	Comox
Meals							
Breakfast	\$ 15	\$ 16	\$ 15	\$ 22	\$ 15	\$ 30	
Lunch	\$ 20	\$ 22	\$ 20	\$ 22	\$ 20	\$ 35	
Dinner	\$ 25	\$ 38	\$ 30	\$ 29	\$ 30	\$ 40	
Incidentals	\$ 15				\$ 10	\$ 15	
Daily	\$ 75	\$ 75	\$ 65		\$ 75	\$ 75	\$ 75
Gratuities Reimbursed						12%	
Accommodation - Family or Friends							
	per night rate						
	\$ 35	\$ 15	\$ 30	\$ 35	\$ 50	\$ 20	\$ 40
Spousal Cost Re-imbursements							
	Yes	Spousal coverage deducted from Delegate's re-imbursement claim	No	Yes but conditional to related programs and formal functions	Costs must be submitted and approved in advance	No	Yes
Per Kilometre Rate							
	\$ 0.52	\$ 0.42	\$ 0.52		\$ 0.50	\$ 0.47	
Travel Approved by		Council approves	City Treasurer approves	Prior authorization of Council	Prior authority of Council	Mayor	N/A

Staff believe that allocating an annual fixed dollar amount for each Council Member and the Mayor would be a reasonable way to administer the annual council travel and training budget. The budget for the Mayor would be larger to account for the greater role that the Mayor fills in meeting the protocol and engagement requirements of the City. Council members would be given the opportunity to select which

local government related conferences, events, or training they wish to attend, but would be limited by the annual amount provided for each of them in the annual City budget.

Details with respect to requesting attendance at conferences or events could be presented by written submission to an open council meeting for approval by a council resolution. Alternatively, Council could establish a list of which conferences and training was acceptable, and/or whether annual conferences should be alternately attended by council members.

FINANCIAL IMPLICATIONS:

Financial implications are based on the annual travel and expense budget provided for Council in the annual budget. The current proposed budget for 2016 is \$45,800.

ADMINISTRATIVE IMPLICATIONS:

Registration to and the tracking of travel and accommodation expenses for Council members uses approximately 50 hours of annual staff time. Should Council wish to discuss and have staff create a more detailed policy for elected officials, it is projected that about 15 extra hours of time would be required.

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

N/A

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

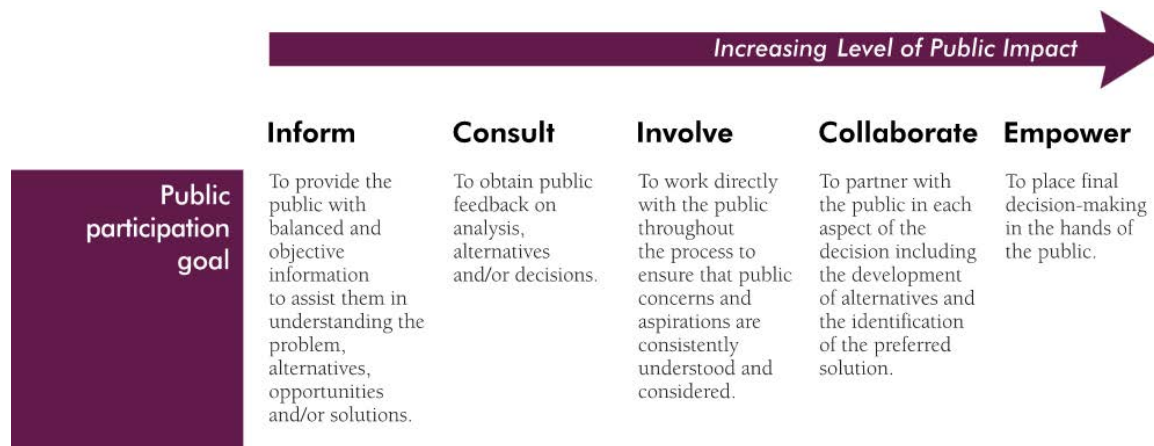
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

The public will be informed of the outcome of Council's consideration of establishing a policy on Council member conference/event attendance. This is based on level one of the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



OPTIONS:

OPTION 1: That a fixed budget amount for travel and related expenses to conferences, training or other events related to the role of elected local government officials be established for each Council member with a larger amount assigned to the Mayor, and

That staff draft a Council Travel and Expenses Policy based in this approach. (Recommended)

OPTION 2: That no changes are made to existing Travel-Accommodation-Event process for Council members.

Prepared by:

Brian Parschauer, BA, CPA-CMA
Director of Finance

Attachment: Examples of other BC Local Government Council Travel and Expense Policies



Council Policy

Policy Name: Council Spending and Amenities Policy
 Department Name: Office of Chief Administrative Officer
 Policy No.: (assigned by Legislative Services)
 Effective Date: xx April, 2016

Review Date: March 30, 2019

STATEMENT:

The City of Nanaimo (the City) will establish transparent spending management practices in providing tools and amenities to its elected officials.

PURPOSE AND OBJECTIVE:

The purpose of this Policy is to establish governance and control parameters regarding expenditure for and by elected officials.

The Policy is intended to:

- provide a consistent oversight process for expenditure for and by elected officials;
- protect the interests of taxpayers by ensuring the City obtains the best value for its money.

GENERAL POLICY PROVISIONS:

1. Responsibilities

1.1. Council to:

- 1.1.1. Approve this policy;
- 1.1.2. Approve future amendments to this policy.

1.2. Mayor to:

- 1.2.1. Review and approve expenditures incurred by the Acting Mayor;
- 1.2.2. Bring forward future amendments to this policy for Council's consideration.

1.3. Acting Mayor:

- 1.3.1. Review and approve expenditures incurred by the Mayor and other Councillors;
- 1.3.2. Bring forward future amendments to this policy for Council's consideration.

1.4. Chief Administrative Officer:

- 1.4.1. Support elected officials by reviewing requests to expend funds;
- 1.4.2. Review and approve administrative procedures and guides that support efficient

4. Attendance at in-town or out-of-town meetings

4.1. **In-Town Meetings** – Elected Officials are authorized to attend in-town meetings as they deem appropriate.

4.2. **Out-of-Town Meetings** – Elected Officials are authorized, as approved by resolution to attend the following out of town meetings as applicable and as they deem appropriate:

- a) Federation of Canadian Municipalities (FCM) conventions and other meetings;
- b) Union of BC Municipalities (UBCM) conventions and other meetings; and
- c) Association of Vancouver Island Coastal Communities (AVICC) conventions and other meetings.

4.3. The Mayor and Acting Mayor may attend out of town emergency meetings on behalf of the City upon pre notification of Council via email and provide a report at the next Council meeting.

4.4. Any travel other than provided for in 4.1 or 4.3 above, will require prior approval by Council.

5. Training and development

5.1. Mayor and Council may undertake training and development courses subject to budget availability and travel approval provided in Section 4 – In-Town and Out-of-Town Meetings of this policy as applicable.

6. Expense Reimbursements

6.1. Mayor and Council will be afforded the same expense reimbursement and per diem as provided to all employees of the City.

7. Legal Fees

7.1. Council, by resolution, may approve paying legal fees for a Councillor on a matter arising from a decision of Council subject to a dollar value limit at the discretion of Council.

7.2. **Conflict of Interest Opinions** – Council will provide a budget allocation per Councillor per year to cover the cost for each individual Councillor to secure an opinion whether they are in a conflict of interest on a matter before Council. Such expenditure will be pre approved by the Chief Administrative Officer. This will be treated as a taxable benefit to the benefiting Councillor.

7.3. Opinions secured through provisions of 7.2 above remain the property of the individual Councillor and the Councillor may release individual opinions at their discretion to Council or members of the public.

7.4. Council may, through resolution, direct for a legal opinion on a perceived or actual conflict of interest should an individual Councillor not take advantage of provisions of 7.2 above.

MANAGEMENT, REFERENCES AND APPROVAL:

This policy shall be reviewed in 4 years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary to reflect organizational change.

Approving Authority:

Council

Approval Date:

xx, April 2016

Revision Approval Date:

N/A

Review Date:

xx, April 2019

Policy Manager:

Chief Administrative Officer

Department Contact:

Manager of Legislative Services

Legal Reference:

BC Community Charter

Other Reference:

Mayor

Corporate Officer

Insert Date



TOWN OF COMOX

1809 Beaufort Avenue Ph. 250 339-2202
Comox BC V9M 1R9 Fx. 250 339-7110

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	POLICY NO. CCL - 003
ESTABLISHED: NOV 21, 1984	LAST REVISED: APR 16, 2008
TITLE: TRAVEL EXPENSES AND ALLOWANCES – ELECTED OFFICIALS	

Travel expense and allowance rates will be established by Council on an annual basis.

Council is eligible for the following travel expenses and allowances while attending a meeting, conference or seminar, or otherwise engaged in municipal business, outside of the Comox Valley:

1. TRANSPORTATION

- When own vehicle is used, the tax exempt automobile allowance rate set by the Canada Revenue Agency each year, plus ferry transportation, highway tolls and parking fees where applicable, or equivalent return airfare including ground transportation and airport taxes, whichever is less.
- Those having access to a municipal vehicle are to use such vehicle in lieu of the mileage compensation for use of personal vehicles.
- Whenever available, economy airfare is to be used.

2. ACCOMMODATION

- Actual cost of accommodation, or
- Where paid accommodation is not required, \$40.00 per night.

3. MEALS AND INCIDENTALS

- For each full day away from home, \$75.00, and
- For each half day away from home, \$40.00

4. MEETING, CONFERENCE AND SEMINAR FEES

Registration fees, in addition to travel and accommodations listed above, and including the fees for the spouse of the official when applicable.

Receipt and claim forms will not be required except when extraordinary expenses or mileage are incurred.

CONSOLIDATED DECEMBER 11, 2006
CONSOLIDATED FOR CONVENIENCE PURPOSES ONLY OF BYLAWS 3184 AND 3272



CITY OF CAMPBELL RIVER
PROVINCE OF BRITISH COLUMBIA
BYLAW NO. 3184

A BYLAW OF THE CITY OF CAMPBELL RIVER TO PROVIDE FOR COUNCIL MEMBER EXPENSES.

The Council of the City of Campbell River, in open meeting assembled, enacts as follows:

- 1.0** This Bylaw may be cited for all purposes as **"Council Expenses Bylaw No. 3184, 2005"**.
- 2.0** Table of Contents:
- | | | |
|------------|--|----------|
| 3.0 | Purpose and Policy Statement..... | 1 |
| 4.0 | Procedures and Guidelines..... | 1 |
| 5.0 | Guidelines for Travel..... | 2 |
| 6.0 | Accommodation | 3 |
| 7.0 | Per Diem | 3 |
| 8.0 | Miscellaneous | 4 |
- 3.0** **Purpose and Policy Statement**
- 3.1 The purpose of this Bylaw is to define the policy and procedures to be followed by members of Council of the City of Campbell River who travel on approved City business or approved attendance at conferences, seminars and for other training and educational purposes.
- 3.2 It is the practice of the City of Campbell River to pay the costs of approved travel for members of Council in accordance with the procedures and guidelines of this policy. Each individual is responsible for ensuring that costs associated with travel are contained and are in the best interests of the City.
- 4.0** **Procedures and Guidelines**
- 4.1 Members of Council who travel on City business or for attendance at seminars, conferences and other training/educational purposes will:
- obtain approval for travel in advance and may claim travel by completing the Expense Form (Appendix 'A') and submitting it with the Mayor's approval to the Finance Department;
 - travel by the most economic means;
 - obtain the government rate for accommodation as per the B.C. Business Travel Guide (copy available for reference with Accounts Payable);

- d) be permitted a per diem amount for meals and incidentals;
- e) provide receipts for all claimed travel expenses except where a per diem is provided;
- f) complete an Expense Form immediately upon return from travel and forward to the Mayor for approval and the Finance Department (Accounts Payable) for processing.

4.2 All travel outside the Province requires approval by Council resolution.

5.0 Guidelines for Travel

- 5.1 Individuals should carefully weigh alternative means of travel, taking into consideration, cost, convenience; the need for a vehicle at a destination; the number of Councillors travelling together; using a City vehicle versus a personal vehicle.
- 5.2 No more than three members of Council should travel in the same vehicle or aircraft.
- 5.3 Air fare is to be economy class and booked far enough in advance to qualify for discounted rates if applicable.
- 5.4 Mileage for using a personal vehicle is as shown in Schedule A attached to this bylaw.
- 5.5 If a member of Council chooses to use a personal vehicle for long distance travel instead of the airlines, the amount which will be reimbursed will be the lesser of the economy class airfare based on booking far enough in advance to qualify for discounted rates plus related ground transportation, or the distance to be traveled by the most direct route, times the current rate per kilometre. Where a member of Council chooses a means of transportation other than that described, reimbursement shall only be for an amount equivalent to that which would have otherwise been incurred. If circumstances require a means of transportation other than described, thereby incurring a greater cost, the increased cost shall require approval by the Mayor. All transportation expenses (except mileage) shall be paid on the basis of single fares.
- 5.6 Claims for reimbursement for taxi costs are considered reasonable, where public transport was not available or was impracticable. Submission of proof of payment receipt and the amount of payment is required.
- 5.7 Claims for reimbursement for car rental costs are considered reasonable where car rental was necessary to meet time schedules, was cheaper than other modes of transportation or was the only practical means of transportation. The claim for reimbursement must be accompanied by a copy of the car rental contract bearing evidence of the cost and proof of payment. Individuals renting cars must utilize the B.C. Purchasing Commission contract rental arrangements. (Information on car rentals can be downloaded from www.pc.gov.bc.ca under the section "Information for Ministries and Public Buyers – Transit Smart Home Page"). The smallest sized vehicle consistent with the traveler's needs is considered reasonable.
- 5.8 Claims for reimbursement for public transit costs must be supported by a ticket stub indicating the cost of the fare.
- 5.10 Claims for parking fees for rental of private vehicles must be supported by a receipt for payment of the parking fee on City business.

- 5.11 Reimbursement for the use of a private vehicle will not include the distance normally driven within the City.
- 5.12 Business travel must not be arranged to increase travel points beyond legitimate business requirements. All business travel should be as cost effective as possible. Individuals are personally responsible for the taxable benefit that the use of those points may represent.
- 5.13 Members of Council will be reimbursed annually the difference between the insurance premium they would normally pay for their personal vehicle without City use and the premium for business class coverage necessitated by City use.
- 5.14 Members of Council will be reimbursed the cost of repairing damage to a personal vehicle to a maximum of \$500.00 or the amount of the insurance deductible, whichever is the lesser, when the damage occurs while the vehicle is being used for City purposes.

6.0 Accommodation

- 6.1 Government rates are to be requested when booking accommodation.
- 6.2 If a spouse is accompanying the member of Council, travel is at own expense and only the single room rate may be claimed.
- 6.3 A conference hotel or a nearby, more economical hotel may be selected, however, government rates must be requested prior to booking at the conference hotel.
- 6.4 When an individual chooses to stay with friends or relatives, an allowance of \$20.00 per night may be claimed without receipts for a gift for hosting.
- 6.5 An event starting at 9:00 a.m. may justify a previous night's accommodation cost, but if starting later, would depend on location and other factors. An event finishing by 5:00 p.m. would not justify that night's accommodation unless the location or weather conditions make it impracticable for the individual to return to their residence that day within four hours.
- 6.6 Hotel expenses for movies, bar service or any other room service fee will not be reimbursed.

Bylaw 3272 Amd Dec 11-06

7.0 Per Diem

- 7.1 *Approved claimants are entitled to claim per diem allowances while traveling outside the City without receipts as shown in Schedule A attached. Each rate includes reimbursement for the cost of meals plus an amount for incidental expenses to arrive at a single rate per diem.*
- 7.2 *On the date of departure, travel status must start before 7:00 am to claim breakfast; before 12:00 noon to claim lunch; and on the date of return, travel status must end after 6:00 pm to claim dinner. Claimants are entitled to the incidental amount when no meals are claimed on travel status.*
- 7.3 *Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.*
- 7.4 *Where actual costs for meals exceed the meal or per diem allowance, claimants may be reimbursed for reasonable actual costs by submitting receipts and proof of payment by the claimant.*

- 7.5 Reasonable actual costs for meal expenses incurred within the City on approved City business will be reimbursed by submitting receipts and proof of payment by the claimant.
- 7.6 The Mayor, City Manager, and persons authorized by the Mayor or City Manager may incur reasonable representational costs deemed necessary to conduct the City's business and may be reimbursed for

8.0 Miscellaneous

- 8.1 Expenses for laundry, long distance calls home on the basis of a maximum of one ten-minute call per day and other reasonable expenses will be reimbursed with receipts.
- 8.2 Incidental expenses and sundry travel items are included within the incidental portion of the per diem. No additional reimbursement will be paid.
- 8.3 Registration fees for conventions/seminars will be paid for single participation only.
- 8.4 A cash register receipt or other receipt clearly showing the amount of the payment, description of goods or services purchased, the name of the business or vendor and the fact that the amount has been paid, is required as proof of payment. In the case of motel/hotel payments, a detailed invoice as described above is also required. All of the above, except receipts for public transit costs, must show the date of payment.
- 8.5 Gratuities not exceeding 12% may be added to those expenses for which receipts are required.
- 8.6 In as much as "Council Remuneration Bylaw No 2511" provides that one third of the remuneration paid to members of Council is an allowance for expenses incidental to the discharge of duties of office, there shall be no reimbursement for incidental expenses such as local travel or other constituency costs.
- 9.0 Council hereby delegates to the Chief Financial Officer the authority to revise the Mileage and Per diem rates listed in Schedule A to keep pace with inflation.
- 10.0 Council proposes that "Council Expenses Bylaw No. 2800, 2000" as amended is hereby repealed.

Read a first time on the	22nd	day of	August	2005.
Read a second time on the	22nd	day of	August	2005.
Read a third time on the	22nd	day of	August	2005.
Adopted on the	12th	day of	September	2005.

Original bylaw signed by:

L. Nash
MAYOR

W.T. Halstead
CLERK

COUNCIL EXPENSES BYLAW NO. 3184, 2005**SCHEDULE A**

Bylaw 3272 Amend Dec 11-06, Feb 1 07

1. Travel*Mileage for using a personal vehicle as per Section 5.4 \$.47 per kilometre***2. Per diem**

Daily Incidental Only	Breakfast Only	Lunch Only	Dinner Only	H&I, Only	L&D Only	H&I Only	Full Day
\$15.00	\$30.00	\$35.00	\$40.00	\$50.00	\$60.00	\$55.00	\$75.00

- 2.1 Per diem rate for locations in the United States shall be the same as the current per diem rate for Canadian locations except that the payment shall be in U.S. dollars
- 2.2 The per diem rate for other foreign locations shall be based on the rate published and obtained from:

Personnel Administration Bureau
 Policy Development and Implementation
 Department of External Affairs and International Trade
 Ottawa, Ontario K1A 0G2

TITLE: TRAVEL EXPENSES

PURPOSE: To establish the Employer's policy regarding travel expenses for business trips arranged by the Employer.

Employees required to travel on business trips for the Employer shall submit an expense form in advance of the travel to be approved by the Chief Administrative Officer or the Department Head. Receipts must be submitted where and when available.

Where possible, a Purchasing Card should be used for registration, accommodation and airline/ferry costs. Purchasing cards must not be used for meals, fuel or other incidental expenses.

Travel Allowance

To be eligible for the travel allowance, travel must include an overnight stay and on the date of departure, travel must start before 7:00 a.m. to claim breakfast; before 12:00 noon to claim lunch; and on the date of return, travel must end after 6:00 p.m. to claim dinner.

The travel allowance of up to \$75 per day is paid as follows:

<i>Meals</i>	Breakfast:	\$15
	Lunch:	\$20
	Dinner:	\$30
<i>Incidentals</i> (telephone calls, coffee, snacks, miscellaneous)		\$10

Meals provided without charge at functions are to be deducted from the travel allowance at the rates listed above.

Employees on an out-of-town day trip may claim the applicable allowances for breakfast if the employee's travel starts before 7:00 a.m., lunch if the travel starts before or ends after 12:00 noon, and dinner if the travel ends after 6:00 p.m.

Registration

Registration and membership fees will be paid.

TITLE: TRAVEL EXPENSES (cont'd)

PURPOSE: To establish the Employer's policy regarding travel expenses for business trips arranged by the Employer.

Accommodation

The full costs of commercial accommodation, substantiated by receipts, will be reimbursed at the single standard rate. Every effort should be made to get the government rate.

Employees who arrange for private accommodation will be reimbursed \$50 per night in lieu of commercial accommodation costs.

Transportation

Mileage costs will be reimbursed at the rate of \$0.50 per kilometre.

Parking, taxi, ferry and economy airfare costs, substantiated by receipts, will be paid.

Spousal Expenses

As a general rule, the Municipality will not pay travel, registration, or other expenses for spouses. However, on an exception basis, the Chief Administrative Officer may approve such expenses for staff and paid-on-call firefighters and the Council may approve such expenses for the Mayor and Council.

Requests to claim spousal expenses must indicate which expenses are being sought and must be submitted in advance of the travel occurring. In the event that spousal expenses are approved, the Municipality may contribute:

- A meal allowance of \$25 per day;
- Ferry or airline transportation expenses; and
- Conference registration fees, if applicable.



TOWN OF GOLDEN CORPORATE POLICY



Effective Date: February 7 th , 2012 Amended: March 4 th , 2014	Authorized By: Council - Regular Meeting Policy No. 12-01 Resolution No. 12-039	Replaces: Policy 11-01 January 19 th , 2011
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INTENT

Travel outside of Golden is necessary for council and staff in order to participate in necessary and approved political and corporate business functions, professional development, training, representation, and essential local government informational and networking activities.

It is the purpose of this policy to establish general parameters for Corporate Business Travel and representation rationale and a clear process for approval and reimbursement of eligible expenses to all members of council and staff when requesting, undertaking, and claiming for Corporate Business Travel.

A. Definitions

In this policy:

Claimant means an individual claiming for expense reimbursement under this policy, being a member of Council, an officer, or employee of the Town of Golden.

Partner means a spouse or family member of a council member or staff.

Corporate Business means the exclusive activity or activities being travelled to and from; approved by either council for council members, or the CAO for staff, and for which a Claimant shall seek expense coverage or reimbursement to the extent this policy permits and is further defined by classes as:

Member Conference which means a convention or annual meeting of an organization or professional association to which the municipality or Claimant belongs or is affiliated with;
(Council: FCM, UBCM, AKBLG etc.)
(Staff: I.GMA, RMLGMA, BCWWA, BCPR, PIBC etc.)

Professional Development which means course attendance for which the Claimant shall receive academic accreditation associated with his/her position;
(Staff: I.GMA Certification, MATL, Public Admin Diploma, Payroll Certification, other technical certifications and qualifying courses etc.)

Training which means vocational or technical course attendance required to maintain regulatory standards and/or improve Claimant and municipal business efficiencies;
(Council: "newly elected" or parliamentary procedure seminars, I.GMA etc.)

Town of Golden Corporate Policy
Corporate Business Travel Protocols and Expenses

(Staff: facility maintenance/operations, enforcement, first aid etc.)

General Development which means an event, course, or seminar which offers recurring membership education or personal development otherwise not considered as *Professional Development* or *Training* or if so, not directly related to the Claimants role in a municipal context;
(Council/Staff: time and people management, economic issues, symposiums, academic and training outside of council role/job scope).

Required Representation which means a seminar, meeting, or event for which attendance is expected, requested, or required by a third party or previously assigned by council to enable or facilitate municipal program participation, funding, or other political or corporate advantages necessary for the municipality;
(Council: annually approved external appointments, Government and business sponsored meetings of local (project) or regional significance)
(Staff: Government, partners, and business sponsored meetings of local or regional significance)

Ambassadorial Function which means a political or corporate social event, meeting, or function, attendance at which provides for the enhancement of the Town's statutory and/or strategic corporate priorities.
(Council: opening galas, fundraisers, regional initiative announcements etc.)

Travel Destination	means the location in which the Corporate Business shall be conducted.
Travel Period	means the total time spent travelling to and from a Travel Destination beginning upon departure from Golden and ending upon return to Golden.
Departure Period	means the time spent travelling to a Travel Destination from Golden.
Return Period	means the time spent travelling from a Travel Destination to Golden.
Distance	means the total kilometres of travel eligible for expense reimbursement incurred by a Claimant during a Travel Period.

B. Guidelines for Corporate Business Travel

1. Council

- a. Despite the Corporate Business class priorities and authorizations below, the relative value and commensurate rationale for Corporate Business travel will be adjudicated on the following prioritized basis:
 - Cost to the municipality/council budget
 - Educational value within the context of council duties, performance; and,
 - corporate strategic priorities
- b. Attendance by a council member to any proposed Corporate Business activity requires the **prior authorization of council** unless otherwise stated in this policy.

Town of Golden Corporate Policy
Corporate Business Travel Protocols and Expenses

- c. Corporate Business is prioritized as follows:
 - i. *Required Representation*
Authorization: None if a pre approved appointment by council
Mayor may attend upon notification of council
 - ii. *Member conference*
Authorization: Pre approved for UBCM, AKBL(C), and PCM provided their being held in British Columbia, Alberta, or Saskatchewan.
 - iii. *Training, Ambassadorial Functions, General Development*
Authorization: per s.B.1.b above
2. **Staff**
 - a. The value and rationale for Corporate Business travel will be determined on the following prioritized basis:
 - Cost
 - Regulatory requirements
 - Corporate strategic priorities
 - Professional development
 - Propensity for municipal goodwill and publicity
 - b. Line staff travel must be approved by departmental managers and departmental manager travel must be approved by the CAO.

C. General Claimant Terms

1. Travel expenses and allowances shall be budgeted by each department and shall be contained in the current financial plan approved and adopted by council, constituting authority in principle for these expenditures.
2. All members of council and staff shall follow the directives within this policy when determining, undertaking, and claiming reimbursement for travel expenses incurred for Corporate Business purposes.
3. All members of council and staff shall be entitled to the reimbursements of allowances and expenses authorized under this policy.
4. Claims for expenses not applicable under this policy as associated with Corporate Business shall not be reimbursable unless by special approval of council or the CAO.
5. Where any allowance or expense is provided without charge, is included as a part of the corporate business activity, or is paid for from public funds within a Travel Period, no claim for that allowance or expense can be made.
6. Remuneration for unionized employees shall apply during an entire Travel Period. Time traveled during regular working hours shall be paid as regular time. Time traveled outside of regular working hours shall be banked as regular time in lieu, and must be taken by the employee within the pay period it was banked, the pay period immediately following, or be forfeited. Application of time in lieu must be approved by a supervisor either prior to or following a Travel Period.
7. Where personal and Corporate Business is combined, reimbursement is to be based upon the lesser of actual expenses or the most economical expenses that would have been incurred had personal travel not taken place. Allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.
8. Partners and family may travel with and accompany members of council and staff to and from a Travel Destination provided that:

Town of Golden Corporate Policy
Corporate Business Travel Protocols and Expenses

- a) doing so does not displace or prohibit another council or staff member from traveling together when otherwise possible or planned; and,
- b) Partners shall be entitled only to expenses specific to provided programs and formal functions associated with the Corporate Business

C. Travel Mode and Distance Considerations

1. In all cases, economy shall be considered by staff for all Corporate Business. Fleet vehicles, including carpooling therein shall be used for all travel subject to availability, impracticality, or unsafe conditions.
2. Fleet vehicles headquartered at Town Hall must be reserved by staff for Corporate Business travel using the current corporate booking program.
3. If a vehicle is planned to be unavailable for Town Hall staff use for over 2 consecutive working days, consultation with the Legislative Services Department is required to ensure booking, vehicle type, and use efficiencies.
4. Staff choosing to use a private vehicle for Corporate Business despite the availability of a fleet vehicle may not claim a Distance Allowance but may be reimbursed for valid fuel receipts.
5. Council members may use a private vehicle for Corporate Business despite availability of a fleet vehicle; Distance re-imbursement calculations of this policy remain in effect.
6. Air travel shall be considered as a component to a Travel Period only when:
 - a) Travel is required to Vancouver Island, Prince George (northern BC), and major air destinations east of Calgary;
 - b) The estimated travel time by vehicle to a Travel Destination exceeds 8 hours;
 - c) Use of a fleet vehicle would render it corporately unavailable to other council and staff for more than 5 consecutive working days, subject to availability of alternate vehicles to Town Hall and consultation with the Legislative Services Department;
 - d) Current or anticipated highway conditions will prevent reaching a Travel Destination normally reached within 8 hours of vehicular travel; and,
 - e) There is a substantive reduction in the term of the Travel Period that will clearly benefit both the Claimant and the Town of Golden.

D. Travel Period

1. Travel Period terms shall be anticipated and calculated using the BC Provincial Government Distance Calculator (<http://www.th.gov.bc.ca/popular-topics/distances/calculator.asp>).
2. Except in extraordinary circumstances, a Travel Period shall only occur between 6:00am and 11:00pm and a Departure or Return Period shall not exceed 10 consecutive hours within this timeframe.
3. If a Departure or Return Period requires unavoidable travel outside of (D.2), in order to attend a Corporate Business activity, the Travel Period shall include the day prior to the Corporate Business activity commencing and the day after its adjournment, including weekends.
4. A Travel Period term shall be subject to reasonable travel mode flexibility and extension in the event of severe driving conditions, highway delays or closures, or other unforeseen and clearly acceptable reasons.

E. Distance and Vehicle Charge Allowance

1. Distance allowance does not apply when using leased, rental, or fleet vehicles, nor within Town of Golden boundaries.
2. Distance allowance in a private vehicle may be claimed by only one person.
3. Distance rates shall be commensurate with current BC Provincial Government rates.
4. Distance reimbursement shall be calculated by the Finance Department using the BC Provincial Government Distance Calculator (<http://www.th.gov.bc.ca/popular-topics/distances/calculator.asp>).
5. Distance allowance to singular destinations shall be reimbursed on a "there and back" basis.
6. Distance allowance to multiple destinations required to undertake corporate business shall be reimbursed on a "point to point" basis.
7. Distance rates may be applicable in special circumstances if ancillary travel is required within a specific Travel Destination in order to meet Corporate Business needs only and must be submitted specifically in addition to Distance Allowance.
8. Distance rates include all fuel costs incurred when using a private vehicle
9. Parking and transportation toll charges incurred during a Travel Period may be claimed at value.

Vehicle Damage Reimbursement

10. Where a council member or employee's private vehicle is damaged while traveling on Corporate Business, the Town of Golden shall reimburse the lesser of actual vehicle damage repair cost or the claimant's vehicle insurance deductible to a maximum of \$500 per occurrence.
11. The above will not apply where a court holds that the claimant or driver of the vehicle is guilty of willful, wanton or gross negligence.

F. Meal Allowance

1. A maximum of three meals per day are reimbursable to a Claimant.
2. Meal expenses incurred within Golden in the course of job responsibilities may be claimed for actual meal expenses provided by receipt.
3. Breakfast may be claimed for a Travel Period beginning prior to 7:00am.
4. Lunch may be claimed for a Travel Period beginning prior to 12:00pm or ending after 1:00pm.
5. Dinner may be claimed for a Travel Period beginning prior to 5:00pm and ending after 6:00pm.
6. Rates include all food, beverages, taxes, gratuities.

Breakfast:	\$22
Lunch:	\$22
Dinner:	\$29

G. Accommodation Allowance

1. Where block rates are made available for group Corporate Business activities, bookings under such offers shall be made without exception. If not possible, bookings shall be made on the basis of adjacency and similar service scale.
2. Nightly accommodation rates may not exceed \$200 per night including taxes and special needs charges unless otherwise approved or provided for through block rate

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processes in association with the Corporate Business activity. Claimants shall be personally responsible to reimburse the Town for any nightly receipts exceeding \$200.

3. Accommodation is claimed by actual expense through receipt.
4. One personal call per 24 hour period may be made on an accommodators land line to the Claimant's home, reimbursed by receipt up to \$5 per call.
5. In-room entertainment charges are not eligible for reimbursement.
6. Accommodation of a personal nature (with family, friends) may be claimed at a rate of \$35 per night.

H. Council Special Per Diem

1. In addition to the expense allowances otherwise entitled in this policy, council members may claim an additional \$137.50 per day for all partial and full days included within the Travel Period as compensation recognizing the ancillary costs incurred in absence from a workplace or business in order to undertake the affairs of the municipality.

I. Filing an Expense Claim

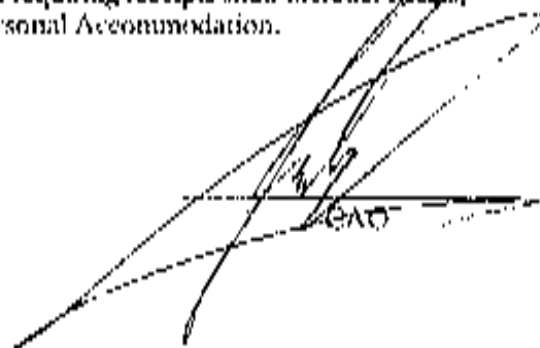
1. A form associated with this policy shall be provided for Claimants requiring reimbursement for travel or other eligible expenses in accordance with this policy, including advances.
2. All re-imbursements for expenses under this policy shall only be claimed for using the claim form associated with this policy or per s 1.5 below.
3. Claim forms shall be only approved by a department head or the CAO and submitted to the Finance Department for processing. Reimbursements shall be received by all Claimants within 20 working days of submission.
4. Advance submissions received more than 10 days prior to the date of travel shall be guaranteed payment prior to travel.
5. Expenses paid for during a Travel Period by Claimants with a Town of Golden corporate credit card shall be approved and submitted to the Finance Department by the individual card holder.

J. Receipts

1. Eligible expenses for re-imbursement requiring receipts shall include where applicable:
Airfare and associated fees, accommodation, car rentals, taxi/bus/shuttle/ferry fares, parking fees, fuel, transportation toll charges, and fees to sanctioned, corporately supported events or sessions.
2. Eligible expenses for re-imbursement not requiring receipts shall include: Meals, Distance, Council Special Per Diem, Personal Accommodation.



Mayor



CAO