

# THE CORPORATION OF THE VILLAGE OF MONTROSE

## BYLAW # 700

### A BYLAW TO PROVIDE FOR THE REIMBURSEMENT OF PERSONAL EXPENSES

WHEREAS Part 5 of the *Local Government Act* authorizes Council to provide for the remuneration of members of Council;

NOW THEREFORE BE IT RESOLVED that the Council of the Village of Montrose, in open meeting assembled, enacts as follows:

### SHORT TITLE

1. (1) This Bylaw may be cited for all purposes as the “**2013 EXPENSES (COUNCIL/STAFF) BYLAW**”.

### APPROVED EXPENSES

2. (1) The following expenses incurred by members of Council shall be reimbursed by the Village:
  - a) private vehicle expenses incurred when attending an event in the Kootenays to which the Village has been invited;
  - b) private vehicle expenses incurred when attending an event beyond the Kootenays subject to approval by resolution of Council;
  - c) private vehicle expenses incurred within the Greater Trail region shall be deemed compensated by the provisions of the Council Remuneration Bylaw;
  - d) hotel accommodation expenses incurred when attending an event approved by resolution of Council;
  - e) meal allowance for expenses incurred when attending an event to which the Village has been invited and where an overnight stay is not required;
  - f) per diem allowance for expenses incurred when attending an event approved by Council resolution and where an overnight stay is required;
  - g) extra-ordinary expenses, subject to approval by Council resolution.
- (2) The following expenses incurred by employees shall be reimbursed by the Village:
  - a) private vehicle expenses incurred in the performance of assigned duties;
  - b) private vehicle expenses incurred when attending an event in the Kootenays with prior approval by the administrator;
  - c) private vehicle expenses incurred when attending an event beyond the Kootenays subject to prior approval by resolution of Council;
  - d) hotel accommodation expenses incurred when attending an event approved by resolution of Council;
  - e) meal allowance for expenses incurred when attending an event with prior approval by the administrator where an overnight stay is not required;
  - f) per diem allowance for expenses incurred when attending an event approved by Council resolution and where an overnight stay is required;
  - g) extra-ordinary expenses, subject to approval by Council resolution.

### COMPENSATION

3. (1) The following rates shall apply to compensate members of Council and Village employees for approved expenses incurred:
  - a) kilometric rate for private vehicle expenses is to be that of the annual rate for the province of British Columbia;
  - b) \$80.00 per diem.
- (2) Notwithstanding the per diem rates established in this section:
  - a) where the registration for an event includes breakfast, the per diem rate shall be reduced by \$15.00;

- b) where the registration for an event includes lunch, the per diem rate shall be reduced by \$20.00;
- c) where the registration for an event includes dinner, the per diem rate shall be reduced by \$45.00.
- (3) Where absence from the Village for approved business travel on behalf of the Village involves less than one day, members of Council and/or employees shall be entitled to the following meal allowances in lieu of the per diem allowance:
  - a) breakfast - \$15.00;
  - b) lunch - \$20.00;
  - c) dinner - \$45.00;
- 4. (1) All claims for compensation pursuant to this Bylaw shall be submitted on a "Village of Montrose Expenses (Council/Staff) Claim" form as provided in Schedule 'A' attached to, and forming part of this Bylaw.
- (2) All claims for compensation for hotel accommodation and extra-ordinary expenses shall be supported by original receipts. For the purpose of this section, a credit card imprint does not constitute an original receipt.

### PROCEDURE

Members of Council and Village employees must use the most cost-effective method of travel to minimize time away and to keep cost to the Village to a minimum.

- 5. (1) Accommodation
  - a) Reimbursement for overnight stay will be at the conference rate if staying at a hotel where the conference rates have been obtained by the organization hosting the event, or at the government rate if this rate has not been provided.
  - b) All reasonable costs associated with the hotel stay such as business telephone use and parking will be reimbursed.
- (2) Travel
  - a) Carpooling is mandatory whenever possible.
  - b) Compensation shall be awarded at the lesser of transportation or airfare rates, not necessarily the transportation mode utilized.
  - c) Associated costs for air travel such as parking, airport improvement fees, airport shuttle, taxi, etc. will be reimbursed with proof of payment.

### ENACTMENT

- 6. (1) If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (2) Bylaws #590, and #676 are hereby repealed.
- (3) This Bylaw shall come into full force on the final adoption thereof.

READ A FIRST TIME	this 3 <sup>rd</sup> day of December, 2012
READ A SECOND TIME	this 3 <sup>rd</sup> day of December, 2012
READ A THIRD TIME	this 3 <sup>rd</sup> day of December, 2012
READ A FOURTH TIME AND FINALLY ADOPTED	this 17 <sup>th</sup> day of December, 2012

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Village Clerk

I hereby certify the foregoing to be a true and correct copy of **Expenses (Council/Staff) Bylaw #700**.

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Village Clerk