

DISTRICT OF VANDERHOOF

BYLAW NO. 866, 1998

A bylaw to provide for reimbursement of expenses of Council members, Officers, Employees and others and the reporting thereof.

WHEREAS: Section 185 of the Municipal Act states that a Council may, by bylaw, provide for payment of expenditures made or expenses incurred;

AND WHEREAS: Section 186 (1) of the Municipal Act provides that Council shall report on an annual basis the total amounts of remuneration and expense payments paid to Council members;

AND WHEREAS: Section 186 (3) of the Municipal Act provides that Council may, by bylaw, set the fees for the purchase of the annual report as prepared under Section 186 (1) of the Municipal Act;

NOW THEREFORE: The Council of the District of Vanderhoof in open meeting assembled enacts as follows:

**1. DEFINITIONS**

- i) **Council members** means the Mayor and Councillors of the District of Vanderhoof
- ii) **Employee** means all employees of the municipality not included in the definition of Officer, but does not include volunteer firefighters
- iii) **Officer** means the Clerk/Administrator, Deputy Clerk, Treasurer/Collector, Public Services Superintendent, Public Services Foreman, Arena Manager and Fire Chief
- iv) **Travel expenses** means transportation costs

**2. EXPENSES**

Council members, Officers, employees and others shall be entitled to payment for expenditures made or expenses incurred by them when they are:

- i) representing the Municipality;
- ii) engaging in municipal business; or
- iii) attending a meeting, course or convention;

for the types of expenses listed in Schedule "A" and at the level of payment listed in Schedule "A".

Council members, Officers and employees shall be entitled to payment of an allowance as set out in "Schedule A" for expenses incurred when performing authorized activities referred to in section 2 of this bylaw if those expenses are not covered under that section.

### **3. PRIOR APPROVAL**

- i) All expenses and expenditures for which a person other than a Council member, Officer or employee is reimbursed must have received the authorization of Council before they were incurred.
- ii) All expenses and expenditures for which an Officer or employee is reimbursed must have received the authorization of the Administrator before they were incurred.
- iii) All expenses and expenditures for which a Council member, other than the Mayor, is reimbursed must have received the authorization of the Mayor before they were incurred.
- iv) Expenses and expenditures incurred by the Mayor do not require prior authorization.
- v) When the Mayor is absent, authorization that is required by this bylaw to be given by the Mayor, may be given by the Acting Mayor and if the Acting Mayor is absent, authorization may be given by the Administrator.
- vi) All authorizations made by the Mayor, Acting Mayor and Administrator must be reported to Council in writing at the next regular council meeting and shall include, the following information:
  - a) name of person making the expenditure
  - b) purpose of expenditure
  - c) amount of expenditure

### **4. RECEIPTS**

- i) All expenditures listed in "Schedule A" must be supported by proper receipts given to the Treasurer promptly after the expense is incurred, but receipts need not be provided in respect of non-commercial accommodation, private motor vehicle use or daily travel allowances.
- iv) The number of days of hotel or non-commercial accommodation paid per trip shall not exceed the number of days required for the said trip had it been made by air service.

- iii) Persons other than Council members, Officers and employees must provide receipts for reimbursement for meals and motor vehicle fuel expenses.

**5. LIMIT of VEHICLE EXPENSE**

Vehicle expense paid will not exceed the cost of the cheapest available air service.

**6. MEALS**

- i) A Council member is entitled to claim the appropriate meal allowance as set out in Schedule "A" when the member is absent from the municipality less than 2 hours.
- ii) A Council member is entitled to claim the appropriate meal allowance as set out in Schedule "A" when the member is engaged on municipal business within the municipal boundaries.
- iii) An Officer is entitled to claim the appropriate meal allowances as set out in Schedule "A" when the Officer is absent from the municipality less than 24 hours.
- iv) An employee is entitled to claim the appropriate meal allowances as set out in Schedule "A" when absent from the municipality for more than 3 hours.

**7. EXPENSE CLAIM FORM**

Each Council member, Officer, employee or other person is responsible for ensuring an expense claim form is accurately completed and signed before requesting payment of expenses or allowances.

**8. PER DIEM**

- i) A Council member is entitled to claim a half day per diem when absent from the municipality for more than two hours but less than four hours.
- ii) A Council member is entitled to claim one per diem when absent from the municipality for more than four hours but less than twenty-four hours.
- iii) A Council member is entitled to claim one per diem for each calendar day of absence when absent from the municipality for more than twenty-four hours.

- iv) An Officer is entitled to claim one per diem for each twenty-four hour period that the Officer is absent from the municipality.
- v) The number of days of per diem allowance paid per trip shall not exceed the number of days required for the said trip had it been made by air service.

## **9. ADVANCES**

- i) Council members, Officers, employees and other persons are entitled to receive an advance payment for expenses and expenditures which they anticipate making, on the terms and conditions of this bylaw.
- ii) Any advance for an expense or expenditure which is required by this bylaw to be supported by receipts but for which receipts are not submitted, must be repaid to the municipality.
- iii) Any advance for an expense or expenditure which is not required by the bylaw to be supported by receipts, where the expense or expenditure was not incurred as intended, must be repaid to the municipality.
- iv) Any advance to be repaid to the municipality must be paid within 30 days of the event or travel for which the advance was given; otherwise, the municipality will take steps to collect the outstanding amount.

## **8. TIMING**

No expense or expenditure will be reimbursed by the municipality if it is not claimed within six (6) months of the time the expense was made or the expenditure incurred.

## **9. SEVERANCE**

If any portion of this bylaw is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this bylaw.

**10. REPORT**

A report of the total amount of remuneration and the total amount of expense payments paid to each Council member will be submitted to the second meeting of Council in February of each year.

The whole report will be made available to the public for inspection. Photocopies of the report, in whole or in part, may be purchased at fifty cents per page.

**11. SCHEDULE**

Schedule "A" is attached to and forms a part of this bylaw.

**12. CITATION**

This bylaw may be cited as "The District of Vanderhoof Remuneration and Expense Bylaw No. 866, 1998".

READ A FIRST TIME THIS 19th DAY OF August, 1998.

READ A SECOND TIME THIS 19th DAY OF August, 1998.

READ A THIRD TIME THIS 19th DAY OF August, 1998.

FINALLY ADOPTED THIS 9th DAY OF September, 1998.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

DISTRICT OF VANDERHOOF

BYLAW 866, 1998

SCHEDULE "A"

Payment of Expenses - Receipts Required

	<u>Council Members</u>	<u>Officers</u>	<u>Employees</u>	<u>Other</u>
Registration fee for courses or conventions	Cost	Cost	Cost	Cost
Airline Fare	Cost	Cost	Cost	Cost
Taxis, Parking, Bus	Cost	Cost	Cost	Cost
Accommodation at Hotel or other public facility	Cost	Cost	Cost	Cost
Incidentals	Cost	Cost	Cost	Cost
Meals (Maximum to be reimbursed)				
Breakfast	n/a	n/a	n/a	\$ 8.00
Lunch	n/a	n/a	n/a	\$12.00
Dinner	n/a	n/a	n/a	\$20.00
Motor Vehicle Fuel Expenses	n/a	n/a	n/a	Cost

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Schedule "A" (cont'd.)

Allowances for Council Members, Officers and Employees - No Receipts Required

Accommodation at a private home	\$20.00
Vehicle Expense (per kilometer traveled)	\$ 0.35
Meals - breakfast	\$ 8.00
- Lunch	\$12.00
- Dinner	\$20.00
Per Diem - Council Members only	\$100.00
Half Day Per Diem - Council Members only	\$50.00
Per Diem - Officers only	\$60.00