

VILLAGE OF PORT CLEMENTS  
BYLAW NO. 256

A bylaw to set the terms of expenses  
to be paid to Council members while  
engaged in the discharge of the duties of office.

WHEREAS section 267 of the Municipal Act empowers the Council to set the terms for payment of expenses to Council Members by bylaw;

AND WHEREAS the Council of the Village of Port Clements has deemed it expedient to do so;

NOW THEREFORE the Council of the Village of Port Clements in open meeting assembled enacts as follows:

1. Interpretation

- "Council" means the Council of the Village of Port Clements;
- "day of travel" is each consecutive 24 hour period commencing at midnight on the date that the member commences the travel and ending at midnight of the date of return;
- "hotel" means any commercial business for accommodation of the travelling public and includes bed and breakfast accommodation;
- "member" means an elected member of the Council of the Village of Port Clements; and
- "Village" means the Village of Port Clements.

2. Application

- (1) This bylaw applies to:
  - (a) the payment of expenses for any member who is required to travel on municipal business;
  - (b) the payment of expenses incurred by any member while engaged on municipal business; and
- (2) No expenses incurred by a member will be paid by the Village unless the member seeking reimbursement completes an expense form included as Schedule A to and forming part of this bylaw; and
- (3) This bylaw does not apply to:
  - (a) the expenses directly incurred by a member while participating in election campaigns either for themselves or for other election candidates; and
  - (b) the payment of legal costs or fines incurred by a member whether or not engaged in the discharge of the duties of office.

3. Travel

(1) The cost of travel on commercial carriers shall be borne by the Village as follows:

(i) Air: Economy class (motion of council approval and receipts required).

(ii) Car Rental: includes reimbursement for all charges including costs of insurance paid to the rental agency for liability release (motion of council approval and receipts required).

(iii) Taxis: taxis expenses will be reimbursed by the Village (no motion of council approval required, receipts required).

(iv) Miscellaneous Travel: road, ferry, bridge, tunnel, and parking charges shall be reimbursed (no motion of council approval required, receipts required where issued).

(2) The cost incurred shall be the actual cost of the ticket on the carrier including all applicable taxes; and

(3) Where the member uses his/her own vehicle, the member shall pay all expenses and shall be reimbursed at the rate of \$0.30 per km. Members using their private vehicles on Village business must carry, at no additional cost to the Village, at least \$500,000 Public Liability and Property Damage Insurance with supplementary business coverage. Reimbursement for own vehicle use is not to exceed the cost which would be paid for an airline travel ticket, from a commercial carrier, for a flight to the planned destination and return, at the lowest available tariff.

4. Meals and Incidentals.

(1) For meal expenses for each day (or part thereof) of travel, the member shall be paid as follows:

- breakfast:	\$10.00;
- lunch:	15.00;
- dinner:	20.00
- incidentals:	<u>15.00</u>
- total:	\$60.00

(council approval and receipts not required).

(2) Business meals expenses for guest(s) will be reimbursed at a rate not to exceed \$30.00 per guest. Receipts and a report to council will be required before the business meal expenses are reimbursed. The report on the business meal is to be recorded either in the minutes of a regular or in camera meeting of council.

5. Accommodation

(1) the cost of hotel accommodation shall be borne by the Village;

(2) The expenses shall be the actual cost of the hotel accommodation, including all applicable taxes; but shall not include in-house movies, drycleaning, or other incidental expenses. Incidental expenses are to be paid from the \$15.00 allotted for under Section 4. Meals and Incidentals.

(3) If the member does not use hotel accommodation during an entire trip (or part thereof) the member shall be entitled to a payment of \$20.00 per day in lieu of expenses for hotel accommodation. Meals, if paid for, will be reimbursed at the rates set in Section 4. Meals and Incidentals.

6. Other Expenses

(1) Pursuant to this bylaw Council may authorize payment of :

- (a) registration fees for conventions;
- (b) tuition fees for education or training courses;
- (c) long distance phone calls, not made on the calling cards held by council members or employees;
- (d) babysitting fees of council members attending a council meeting;
- (e) other expenses, specifically authorized by motion of council.

only if the convention, course, meeting, phone call, babysitting fees, or other expense is directly related to the duties of office required to be performed by the member.

(2) No payment shall be made under this section unless a request is received from the member in writing, including:

- (a) a complete accounting of the costs of the registration fees or tuition fees;
- (b) receipts for the payment of registration or tuition fees;
- (c) copies of agendas for meetings or conventions; or
- (d) calendars for education or training courses;
- (e) copy of phone bill for calls not made on village calling card.
- (f) receipt for other expenses specifically authorized by motion of council.

as they apply to the request for payment.

7. Travel Expense Reductions

(1) Per Diem Expense Reductions: Meal allowances on trips completed within one day will be paid depending on the duration of the trip. For example, a member on a trip which begins at noon and returns after dinner will not be reimbursed for the breakfast and incidentals portion of the Meals and Incidentals allowance.

(2) Free Meals. Free meals provided while in travel status shall be deducted from the daily allowance at the meal rates identified in Section 4 (1).

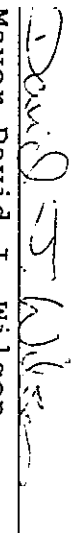
8. Severability

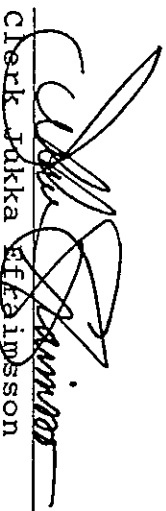
If any section or lesser portion of this bylaw is held invalid, the invalidity shall not affect the validity of the remaining portions of this bylaw.


9. Citation

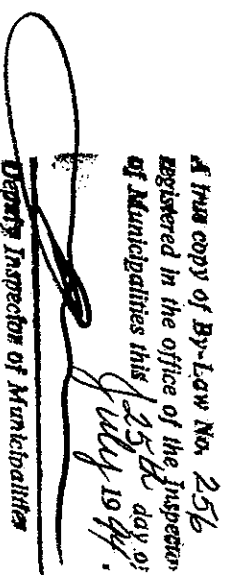
This bylaw may be cited as the "Village of Port Clements Council Members Expenses Bylaw No. 256, 1994".

Read a first time this 18th day of April, 1994.  
Read a second time this 18th day of April, 1994.  
Read a third time this 25th day of April, 1994.  
Reconsidered and adopted this 2nd day of May, 1994.

  
Mayor David J. Wilson

  
Clark Jukka  
FFA Jimsson

 Clerk.  
Certified to be a true copy of the "Village of Port Clements Council Members Expenses Bylaw No. 256, 1994".

*A true copy of By-Law No. 256  
registered in the office of the Inspector  
of Municipalities this 12<sup>th</sup> day of  
July 1994.*  
  
Deputy Inspector of Municipalities

SCHEDULE "A"

VILLAGE OF PORT CLEMENTS  
EXPENSE CLAIM FORM

Name \_\_\_\_\_ Position \_\_\_\_\_

Reason for Expense Claim: \_\_\_\_\_

Expense Claims:

- 3(1)(i) Air Travel (receipt required).....
- 3(1)(ii) Car Rental (receipt required).....
- 3(1)(iii) Taxis (receipts required).....
- 3(1)(iv) Miscellaneous Travel (receipts required).....
- 3(3) Private Car (no receipt required, \$0.30/km).....
- 4(1) Meals and Incidentals (no receipt required).....
- 4(2) Business Meals (receipts/report required).....
- 5(2) Commercial Accomodation (receipt required).....
- 5(3) Private Accomodation (no receipt required).....
- 6. Other Expenses (receipts required).....

TOTAL EXPENSE CLAIMS:.....

LESS TRAVEL EXPENSE REDUCTIONS:

7(1)(2) Meal/Incidental allowances unused.....

- Travel Advance.....

TOTAL DUE/OWING:.....

I certify that the above is a true statement of expenses claimed:

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

Signature of (Deputy) Treasurer \_\_\_\_\_ Date \_\_\_\_\_