

CITY OF CASTLEGAR

COUNCIL EXPENSE ALLOWANCE
BYLAW 661

A bylaw to provide for travel expense allowances for the Mayor and Councillors

WHEREAS Section 267 of the Municipal Act authorizes Council by bylaw to provide for all or part of the expenditures made or incurred by a council member when the council member is representing the municipality, engaging in municipal business or attending a meeting, course or convention, including an allowance for expenses not otherwise covered

AND WHEREAS it is deemed expedient and in the public interest that expenses incurred by council members performing duties of the municipality be paid by the municipality

NOW THEREFORE the Council of the City of Castlegar, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the "Council Expense Allowance Bylaw".
2. The purpose of this bylaw is to set out the expenses which may be claimed by a member of Council when he represents the municipality, is engaged on City business or attending a meeting, course or convention.
3. Activities by Council members not otherwise authorized by this bylaw shall be subject to approval by Council resolution.
4. All members of Council are authorized to attend the following functions, and travel and other expenses relating to such attendance is hereby approved:
 - (a) the Annual Conference of the Union of B.C. Municipalities; and
 - (b) the Annual Conference of the Association of Kootenay and Boundary Municipalities.
 - (c) the Annual Conference of the Federation of Canadian Municipalities (FCM), with the limitation of participation by any one Council member, to twice within a 4 year term.
(Bylaw 1233)
5. Where the City receives a written invitation or request that it be represented by the Mayor or another member of Council at a civic function, meeting, or other event, the invitation or request shall be placed on the agenda for the next meeting of Council for consideration if
 - (a) a regular or special meeting of Council is scheduled to be held more than 5 days prior to the date of the event, and
 - (b) the estimated total cost for Council to be represented at the event is in excess of \$250.00.
6. Where an event referred to in paragraph 6 is to be held 5 or less days before the next

scheduled Council meeting at which the matter could be considered, or where the estimated total cost for Council to be represented at the event is \$250 or less, the Mayor is authorized to approve the travel and payment of necessary expenses in accordance with this bylaw.

7. Allowable expenses for travel outside the municipality authorized by this bylaw are specified in Schedule "A" as attached.
8. Allowable expenses for activities within the municipal boundaries authorized by the bylaw shall be the registration fee, if applicable, plus any other expenses specifically authorized by Council resolution. All other expenses incurred within the municipality are considered to be covered by the tax exempt portions of Council indemnities.
9. This bylaw shall come into in full force and effect upon final adoption

READ A FIRST TIME on the 2nd day of November, 1993.

READ A SECOND TIME on the 2nd day of November, 1993.

READ A THIRD TIME AND PASSED on the 2nd day of November, 1993.

RECONSIDERED, AND ADOPTED on the 16th day of November, 1993.

A.L. Moore
Mayor

Dianne Kunz
Clerk

A. TRANSPORTATION COSTS

1. Economy class air travel is the normal method of transportation except for short journeys or in other circumstances where another means of travel, including the use of a private vehicle, is more economical considering flight schedules, required travel time, etc.

Air travel arrangements are to be made far enough in advance, whenever possible, to take advantage of any discounts available. Where a discounted fare is obtained, trip cancellation insurance should be considered, and the cost of such coverage may be claimed as a travel expense.

2. Where travel by private vehicle is not more economical than air travel, the maximum amount payable for the use of a private vehicle shall be the applicable economy air fare plus related ground transportation costs.
3. Where travel is by private vehicle a mileage allowance, as per the Province of British Columbia - Core Policy and Procedures Manual - Travel, Section 10.3.8(1) Mileage, may be claimed, subject to paragraph 2 above.
4. Taxi, airport limousine, ferry, and parking charges may be claimed provided they are justified. Claims in excess of \$10.00 per day for any one item must be supported by receipts.

B. ACCOMMODATION COSTS

1. Claims for commercial accommodation must be accompanied by receipts.
2. If a government rate is available the Council member shall ensure that the rate is applied at the time of registration.
3. Where a Council member makes private arrangements for overnight accommodation, rather than staying in commercial facilities, an amount of \$20.00 per night may be claimed, and no receipt shall be required.

C. MEAL ALLOWANCES

1. Council members may claim expenses necessarily incurred for meals and incidentals when representing the City, or engaged on City business, or attending a meeting, course or convention. Claims for such expenses, when incurred on travel outside the municipal boundaries, need not be supported by receipts or other proof of expenditure, but shall in no case exceed:

For travel to the greater Vancouver area, greater Victoria area, Whistler and travel outside of the Province of BC:

- (a) \$30.00 for each day on which the time spent on behalf of the City is 4 hours or less, or
- (b) \$96.00 for each day on which the time spent on behalf of the City is in excess of 4 hours.

For travel within the Province of BC, other than the greater Vancouver, Greater Victoria and Whistler areas:

- (a) \$25.00 for each day on which the time spent on behalf of the City is 4 hours or less, or
- (b) \$80.00 for each day on which the time spent on behalf of the City is in excess of 4 hours.

D. TELEPHONE CALLS

1. A Council member on travel status will be reimbursed the costs incurred for necessary local and long distance telephone calls made for business purposes. The City will reimburse one daily personal phone call of a short duration.

E. INCREMENTAL CAR INSURANCE

1. Council members in receipt of a car allowance as outlined in Policy 4-8 shall be reimbursed for the incremental costs of carrying commercial level liability insurance on their vehicle.
(Bylaw 1095)

List of Amending Bylaws

812	April 15, 1997
1095	Nov. 17, 2008
1233	March 21, 2016

Note to Users

This office consolidation is not an authoritative text of the law and is produced solely as a convenience to the user. The authoritative text of the law is in the original bylaw and the amending bylaw(s).

