

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 Council Members are entitled to a once per term (4 years) grant of \$1,500, supported by receipt, for Council related expenses. **(Bylaw 1274)**
5. 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 for the term ending 2022 and thereafter to once within a 4 year term starting 2023; and **(Bylaw 1303)**
  - (d) participation at the Annual Conference of the Federation of Canadian Municipalities (FCM), is restricted to a maximum of two (2) Council members attending in any given year, who's travel is paid by the City. **(Bylaw 1303)**

6. 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.
  7. Where an event referred to in paragraph 6 is to be held 5 or less days before the next City of Castlegar 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.
  8. Allowable expenses for travel outside the municipality authorized by this bylaw are specified in Schedule "A" as attached.
  9. 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. Mileage is not paid to Council members for travel within the Castlegar area. ***(Bylaw 1274)***
  10. This bylaw shall come into in full force and effect upon final adoption.
- READ A FIRST TIME on the 2<sup>nd</sup> day of November, 1993.
- READ A SECOND TIME on the 2<sup>nd</sup> day of November, 1993.
- READ A THIRD TIME AND PASSED on the 2<sup>nd</sup> day of November, 1993.
- RECONSIDERED, AND ADOPTED on the 16<sup>th</sup> 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:

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$40.00

2. Where meals are included in a workshop, conference or similar event, no amount may be claimed for meals.
3. A per diem of \$20 per day for incidentals, without receipt's, may be claimed for days traveling or attending a workshop, conference or similar event.

**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.

**F. LOST WAGE COMPENSATION**

1. Council members may claim \$300 per day, to a maximum of 5 days per year, for lost wage compensation, to attend workshop, conference, or similar event, when the Council member has lost wages or leave from their regular employment. A statement from their employer/business is required in support of the lost wage compensation.

**G. CHILDCARE COSTS**

1. Council members may claim reimbursement for childcare costs, for their own children under 12 years of age, in order to attend Castlegar Regular or Committee Meetings, \$10 per hour to a maximum of \$100 per month when supported by receipt. Reimbursement will not be paid when childcare is provided by a relative.

***List of Amending Bylaws***

<b>812</b>	<b>April 15, 1997</b>
<b>1095</b>	<b>Nov. 17, 2008</b>
<b>1233</b>	<b>March 21, 2016</b>
<b>1274</b>	<b>September 17, 2018</b>
<b>1303</b>	<b>September 3, 2019</b>

**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).