



DISTRICT OF VANDERHOOF BYLAW NO. 1102, 2011

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

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

1. Definitions

Council Members means the Mayor and Councillors of the District of Vanderhoof;

Employee means all employees of the municipality not included in the definition of Officer, but does not include volunteer firefighters;

Officer means the Chief Administrative Officer, Chief Financial Officer, Deputy Administrator, Director of Corporate Services, Economic Development Officer, Public Works Superintendent, Public Works Foreman, Arena Manager, Fire Chief and Recreation Coordinator;

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
- iii) attending a meeting, course or convention

For the expenses listed and at the rates defined in Schedule "A".

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 Chief Administrative Officer 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 before they were incurred.
- iv) Expenses and expenditures incurred by the Mayor do not require prior authorization.
- v) When the Mayor is absent, authorization may be given by the acting Mayor and in the absence of both the Mayor and acting Mayor authorization may be given by the Chief Administrative Officer.
- vi) All authorizations made by the Mayor, Acting Mayor and Chief Administrative Officer 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



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- b. purpose of the expenditure
- c. amount of the expenditure

4. Receipts

- i) All expenditures listed in Schedule “A” must be supported by proper receipts given to the Chief Financial Officer 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.
- ii) 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 member, 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 return air service. When more than one Councillor, staff member or employee travels together in one vehicle, vehicle expense equivalent to the cheapest available return air service for one person will be paid.

6. Meals

- i) A Council member is entitled to claim the appropriate meal allowances as set out in Schedule “A” when the member is absent from the municipality less than two (2) hours.
- ii) A Council member is entitled to claim the appropriate meal allowances 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 twenty-four (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 three (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 (2) hours but less than four (4) hours.
- ii) A Council member is entitled to claim one per diem when absent from the municipality for more than four (4) hours but less than twenty-four (24) 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.



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- 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 thirty (30) days of the event or travel for which the advance was given; otherwise, the municipality will take steps to collect the outstanding amount.

10. Timing

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

11. 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.

12. Report

A report of the total amount of remuneration and total amount of expense payments paid to each Council member will be included with the Annual Municipal Report.

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 (50) cents per page.

13. Schedule

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

14. Review of Bylaw

This bylaw will be reviewed by an independent Task Force in the third year following the Local Government Election in time to permit any recommendations to be implemented prior to the next Local Government Election.



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15. Effect of Bylaw

This bylaw takes effect on Monday, December 5th, 2011.

16. Repeal

The District of Vanderhoof Remuneration and Expense Bylaw No. 866, 1998, Remuneration and Expense Amendment Bylaw No. 1007, 2006 and Remuneration and Expense Amendment Bylaw No. 1010, 2007 are repealed in their entirety.

17. Citation

This bylaw may be cited as “The District of Vanderhoof Remuneration and Expense Bylaw No. 1102. 2011.”

READ A FIRST TIME THIS 17th DAY OF August, 2011.

READ A SECOND TIME THIS 17th DAY OF August, 2011.

READ A THIRD TIME THIS 17th DAY OF August, 2011.

ADOPTED THIS 14th DAY OF September, 2011.

MAYOR

CORPORATE OFFICER



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Schedule "A"

Payment of Expenses – Receipts Required

	Council Members	Officers	Employees	Other
Registration fee for courses or convention	Cost	Cost	Cost	Cost
Airline Fare	Cost	Cost	Cost	Cost
Taxis, Parking or 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	\$20.00
Lunch	n/a	n/a	n/a	\$30.00
Dinner	n/a	n/a	n/a	\$40.00
Motor Vehicle Fuel Expenses	n/a	n/a	n/a	Cost

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

Accommodation at a private home	\$50.00
Vehicle Expense (per kilometer traveled)	\$0.50
Meals	
Breakfast	\$20.00
Lunch	\$30.00
Dinner	\$40.00
Per Diem	\$115.00
Per Diem (GVRD, Victoria or Whistler)	\$150.00
Half Day Per Diem – Council member only	\$50.00