

THE CORPORATION OF THE VILLAGE OF MONTROSE

BYLAW # 590

A BYLAW TO PROVIDE FOR THE REIMBURSEMENT OF PERSONAL EXPENSES

WHEREAS Part 5 of the *Local Government Act* authorizes Council to provide for the remuneration of members of Council;

NOW THEREFORE BE IT RESOLVED that the Council of the Village of Montrose, in open meeting assembled, enacts as follows:

SHORT TITLE

1. (1) This Bylaw may be cited for all purposes as the “**EXPENSES (COUNCIL/STAFF) BYLAW**”.

APPROVED EXPENSES

2. (1) The following expenses incurred by members of Council shall be reimbursed by the Village:
 - a) private vehicle expenses incurred when attending an event in the Kootenays to which the Village has been invited;
 - b) private vehicle expenses incurred when attending an event beyond the Kootenays subject to approval by resolution of Council;
 - c) private vehicle expenses incurred within the Greater Trail region shall be deemed compensated by the provisions of the Council Remuneration Bylaw;
 - d) hotel accommodation expenses incurred when attending an event approved by resolution of Council;
 - e) meal allowance for expenses incurred when attending an event in the Kootenays to which the Village has been invited and where an overnight stay is not required;
 - f) per diem allowance for expenses incurred when attending an event approved by Council resolution and where an overnight stay is required;
 - g) extra-ordinary expenses, subject to approval by Council resolution.
- (2) The following expenses incurred by employees shall be reimbursed by the Village:
 - a) private vehicle expenses incurred in the performance of assigned duties;
 - b) private vehicle expenses incurred when attending an event in the Kootenays with prior approval by the administrator;
 - c) private vehicle expenses incurred when attending an event beyond the Kootenays subject to prior approval by resolution of Council;
 - d) hotel accommodation expenses incurred when attending an event approved by resolution of Council;
 - e) meal allowance for expenses incurred when attending an event in the Kootenays with prior approval by the administrator where an overnight stay is not required;
 - f) per diem allowance for expenses incurred when attending an event approved by Council resolution and where an overnight stay is required;
 - g) extra-ordinary expenses, subject to approval by Council resolution.

COMPENSATION

3. (1) The following rates shall apply to compensate members of Council and Village employees for approved expenses incurred:

- a) \$0.38 per kilometer for private vehicle expenses;
 - b) \$15.00 per meal for section 2.(1) e) and 2.(2) e) events;
 - c) \$50.00 per diem for events in the Kootenays that include an overnight stay;
 - d) \$70.00 per diem for events beyond the Kootenays.
- (2) Notwithstanding the per diem rates established in this section:
- a) where the registration for an event includes lunch, the per diem rate shall be reduced by thirty percent (30%);
 - b) where the registration for an event includes dinner, the per diem rate shall be reduced by fifty percent (50%)
 - c) where meals are included in the registration of an event, the per diem rate shall not be reduced to an amount less than twenty percent (20%) of the applicable rate.
4. (1) All claims for compensation pursuant to this Bylaw shall be submitted on a "Village of Montrose Expenses (Council/Staff) Claim" form as provided in Schedule 'A' attached to, and forming part of this Bylaw.
- (2) All claims for compensation for hotel accommodation and extra-ordinary expenses shall be supported by original receipts. For the purpose of this section, a credit card imprint does not constitute an original receipt.

ENACTMENT

5. (1) If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (2) Bylaws #456, #465, and #482 are hereby repealed.
- (3) This Bylaw shall come into full force on the final adoption thereof.

READ A FIRST TIME	this 4 th day of June, 2002
READ A SECOND TIME	this 25 th day of June, 2002
READ A THIRD TIME	this day of , 2002
READ A FOURTH TIME AND FINALLY ADOPTED	this day of , 2002

Mayor

Village Clerk

I hereby certify the foregoing to be a true and correct copy of **Expenses (Council/Staff) Bylaw #590.**

Village Clerk

THE CORPORATION OF THE VILLAGE OF MONTROSE
BYLAW #590
Schedule 'A'
Village of Montrose Expenses (Council/Staff) Claim

Claimant's Name: _____
 Claimant's Position : _____

Duration of Trip:
 From: _____
 To: _____

Part I - Private Vehicle

Expenses

Sections 2(1) a), b); 2(2) a), b); 3(1) a)

Purpose	Location	Distance	Rate	Total
			\$0.38	\$
			\$0.38	\$
			\$0.38	\$
			\$0.38	\$
Sub-Total				\$

Part II - Accommodation Expenses

Sections 2(1) d); 2(2) d) - Attach Receipts

Purpose	Location	Hotel / Motel	Total
			\$
			\$
			\$
			\$
Sub-Total			\$

Part III - Meal Allowance Expenses

Sections 2(1) e); 2(2) e); 3(1) b)

Purpose	Location	# Meals	Rate	Total
			\$15	\$
			\$15	\$
			\$15	\$
			\$15	\$
Sub-Total				\$

Part VI - Per Diem Expenses

Sections 2(1) f); 2(2) f); 3(1) c), d); 3(2) a), b), c)

Purpose	Location	# Days	Rate	Total
			\$50/\$70	\$
			\$50/\$70	\$
			\$50/\$70	\$
			\$50/\$70	\$
Sub-Total				\$

Part V - Extra Ordinary Expenses

Sections 2(1) g); 2(2) g) - Attach Receipts

Purpose	Location	Details / Event	Total
			\$
			\$
			\$
			\$
Sub-Total			\$
TOTAL			\$

Submitted by:

Verified/Approved by:

Date

Cheque #

Account #
