

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2637

A Bylaw to provide for the payment of expenses
for travel incurred by elected officials and
for the entertainment of distinguished guests.

WHEREAS under Section 18(3) of the *Community Charter*, Council may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services;

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT, in open meeting assembled, enacts as follows;

1. This Bylaw may be cited as *EXPENSES (ELECTED OFFICIALS) BYLAW, 2006, NO. 2637*.

TRAVEL EXPENSES FOR ELECTED OFFICIALS

2. In this bylaw:

Approved Function means representing the municipality, engaging in municipal business, or attendance at a meeting, course or convention approved by resolution of the Municipal Council;

Elected Official means a member of the Municipal Council of the Corporation of the Township of Esquimalt;

3. When an *Elected Official* attends an *Approved Function* they are entitled to have the associated registration fee paid by the Municipality upon submission of an invoice or receipt to the Finance Department.
4.
 - (1) When an *Approved Function* is in a location outside of the Capital Regional District (excluding Salt Spring Island and the Southern Gulf Islands), the *Elected Official* is entitled to reimbursement for the cost of transportation directly associated with their attendance, based on the lesser of ground transportation by motor vehicle (including travel by ferry) or single economy air fare plus ground transportation at the points of departure and arrival.
 - (2) Receipts are to be submitted to the Finance Department for air fares, ferry fares, intercity bus fares, railway fares, highway tolls, taxis, rental vehicles, fuel for rental vehicles and extended parking.

- (3) An allowance for the use of private motor vehicles will be paid at the rate per kilometre set annually by the Canada Revenue Agency and based on distances in the Province of British Columbia Road Map plus local driving on municipal business at the destination.
5. When an *Approved Function* is in a location that imposes a reasonable requirement for overnight accommodation, the *Elected Official* is entitled to reimbursement as follows:
- (1) standard room charges for either a single or double room upon submission of an invoice or receipt to the Finance Department; or
- (2) when accommodation is in non-commercial premises an allowance of \$25.00 per night may be claimed without a receipt; and
- (3) a per diem living allowance, without presentation of receipts, for the actual days of the function plus a maximum of two days for travel, if required, determined on the following basis:

	GVRD, Resort Municipality of Whistler and outside of British Columbia	Other Destinations within B.C.
Breakfast	\$12	\$10
Lunch	18	15
Dinner	30	25
Incidentals (full or part day)	5	5
Total	\$65	\$55

- (4) When a specific meal or meals are provided for as part of registration fees, or where less than a full day of travel or attendance is involved, the applicable meal allowances as noted above are to be subtracted from the individual's per diem living allowance.
- (5) When an *Approved Function* is in a location outside the Municipality but does not involve an overnight stay, meal expenses will be reimbursed on an actual cost basis, up to the daily rate maximum for each, upon submission of receipts to the Finance Department.
6. (1) All claims for reimbursement of expenses should be submitted to the Finance Department within thirty days of return from the *Approved Function*.
- (2) An *Elected Official* may request a travel advance for an *Approved Function* and a reconciliation of the advance with actual expenses shall be submitted

by the *Elected Official* to the Finance Department within thirty days of return from the *Approved Function*. Any allowance received in excess of actual expenses shall be refunded to the Municipality; any shortfall shall be reimbursed to the *Elected Official* by cheque.

7. Nothing in this bylaw authorizes payment or reimbursement for an expense incurred as a result of accompaniment of the *Elected Official* by a spouse or partner at an *Approved Function* other than payment for overnight accommodation at the double room rate.

ENTERTAINMENT OF DISTINGUISHED GUESTS

8. In cases where the Mayor or the Acting Mayor is receiving and entertaining distinguished guests, the Mayor or Acting Mayor is entitled to payment for his or her actual expenses and those of the distinguished guests upon presentation of invoices or receipts to the Finance Department.
9. In cases where Council wishes to provide for the receiving and entertaining of distinguished guests the actual costs incurred will be paid upon approval by resolution of the Municipal Council and presentation of invoices or receipts to the Finance Department.

REPEAL

10. Bylaw No. 2104, cited as the *Expenses (Elected Officials) Bylaw, 1993, No. 2104*, is hereby repealed.

Read a first time by the Municipal Council on the 20th day of March, 2006.

Read a second time by the Municipal Council on 20th day of March, 2006.

Read a third time by the Municipal Council on 20th day of March, 2006.

ADOPTED by the Municipal Council on the 03rd day of April, 2006.

CHRIS CLEMENT
MAYOR

DONNA DUPAS
MUNICIPAL CLERK