

This is a consolidated copy of the following bylaws:

1. Anmore Council Expenses Bylaw No. 294-2001
2. Anmore Council Expenses Amendment Bylaw No. 377-2004

This consolidation is prepared for convenience only. Individual copies of the above bylaw may be obtained by contacting the Village Office at 604-469-9877

## **VILLAGE OF ANMORE**

### **BYLAW NO. 294-2001**

A bylaw to provide for Council Members' expenses.

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**WHEREAS** Section 176 of the Local Government Act provides Council with corporate powers;

**AND WHEREAS** Section 517.1 of the Local Government Act requires Council to establish a bylaw for a service;

**NOW THEREFORE**, the Council of the Village of Anmore in open meeting assembled enacts as follows:

**1. TITLE**

This bylaw may be cited as "Anmore Council Members' Expense Bylaw No. 294-2001".

**2. REPEAL**

That "Anmore Council Members' and Staff Expense Bylaw No. 198-1997" be repealed.

**3. APPLICATION**

This bylaw applies to Council Members, including the Mayor, who:

- (a) represents the Municipality beyond its boundaries;
- (b) engages in municipal business beyond the Municipality's boundaries; or
- (c) attends a meeting, course or convention on behalf of the Municipality.

**4. FEES**

Council may approve reimbursement of expenses in the amount of \$200.00 per day, prorated for less than a full day when a Council Member is engaged in the activities described in Section 3 to the extent that those expenses are not reimbursed under Section 5.

**5. QUALIFYING EXPENSES AND EXPENDITURES**

(a) The following types of expenses and expenditures qualify for payment under this bylaw to a Council member engaged in the activities described in Section 3:

- (i) hotel accommodation charges;
- (ii) transportation costs to and from destinations outside the Municipality;
- (iii) meeting, course and convention registration charges;
- (iv) trip cancellation and baggage loss insurance costs;
- (v) extended medical insurance costs, while the member is traveling outside of Canada;
- (vi) taxes on all the above items.

(b) A Council Member may elect to apply to Council for the per diem or a Council Member may elect to be reimbursed for actual costs for the following types of expenses and expenditures when a Council member is engaged in the activities described in Section 3:

- (i) meal costs including gratuities;
- (ii) taxi or other local transportation;
- (iii) incidental expenses, including and not limiting to telephone, photocopying or facsimile transmission charges, laundry charges, parking fees.

**6. TRAVEL OR BUSINESS AUTHORIZATION**

No expenses are payable under this bylaw unless the travel or business which results in the expenses has been authorized by a resolution of Council.

**7. LIMITATION ON EXPENSES**

Qualifying expenses under Section 5 shall be limited as follows:

- (a) any discounts in travel or accommodation costs offered by a transportation company or host organization must be used;
- (b) meal expenses shall not include alcoholic beverages.

**8. LEVELS OF PAYMENT**

- (a) The maximum level of payment for hotel accommodations will be in the standard quality single room rate.
- (b) The maximum level of payment for airfare will be the lowest available economy class fare for the most direct route available.

**AMENDED BY BYLAW NO. 377-2004**

- (c) The maximum level of payment for personal automobile travel will be \$0.45 per kilometer, and shall not exceed the amount that would have been payable if the member had traveled by air and related ground transportation.
- (d) The maximum level of payment for rail transportation shall not exceed the amount that would have been payable if the member had traveled by air and related ground transportation.
- (e) The maximum level of payment for meals shall be \$40.00 per day (\$40.00US for travel outside of Canada). Claims must be reduced for partial travel days and where meals are provided, based on the following guidelines:
  - (i) Breakfast - \$8.00
  - (ii) Lunch - \$12.00
  - (iii) Dinner - \$20.00

Claims for individual meals may exceed the guidelines, so long as the total daily claims does not exceed the daily maximum, adjusted as necessary. Receipts are not required to substantiate claims, but may be submitted if so chosen.

**8. LEVELS OF PAYMENT (CONTINUED)**

- (f) The maximum level of payment for incidental expenses incurred without receipts will be \$10.00 per day (\$10.00US for travel outside of Canada). Maximum incidental expenses for partial travel days will be prorated. Where incidental expenses are claimed under this Section, no other incidental expenses will be reimbursed.

**9. AIR TRANSPORTATION POLICY**

- (a) Wherever possible, advance bookings should be made to take advantage of excursion fares. In cases where the excursion fare requires the individual to extend the trip, the Municipality will pay the additional accommodation, meal and incidental costs, provided that there are overall cost savings.

**9. AIR TRANSPORTATION POLICY (CONTINUED)**

- (b) Where possible, frequent flyer points earned on flights paid for by the Municipality accrue to the Municipality. (i.e. where the frequent flyer plan allows for corporate accumulation of points). Points will be used to fund future travel requirements on Municipal business.

**10. SPOUSAL OR PARTNER TRAVEL**

Costs of spousal travel, including transportation, accommodation, registration and meals, are an expense of the member and not the Municipality. Spousal costs will not be reimbursed, except where authorized in advance by Council resolution.

**11. CAR RENTAL POLICY**

Where it is necessary to obtain a rental car, authorization for the rental should be obtained at the same time as approval for the trip is given. Economy or compact cars must be booked, unless three or more individuals are traveling together, in which case an intermediate or full size car will be permitted. Additional costs, such as insurance and gasoline, will be reimbursed.

**12. EXTENSION FOR PERSONAL TRAVEL**

Where an individual combines a business trip with personal travel, the Municipality will not reimburse any part of the personal travel expenses. The cost borne by the Municipality shall be that which would have been incurred if the individual had traveled on business only.

**13. RECOVERY OF EXPENSES**

- (a) Expense payable under this bylaw shall be reimbursed to Council Members upon submission to a signed travel expense claim.
- (b) All expenditures must be supported by receipts, except automobile mileage expenses, meal expenses and incidental expenses as outlined in Section 8.
- (c) A claim may be accepted without a receipt where no receipt could be obtained or the receipt was lost, upon submission of a signed declaration that the expense was incurred. A resolution by Council will be required if the claim for expenses for which a receipt could not be obtained or was lost is in excess of \$100.00.

**14. ADVANCE PAYMENT**

- (a) A Council Member who anticipates incurring expenditures or expense payable under this bylaw may apply in writing for an advance for anticipated expenses, excluding incidental expenses. Advances for expenses outlined in Section 5(b) will not be paid more than two weeks prior to the travel commencement date.
- (b) If a Council Member does not elect to receive the daily per diem rate, any part of the advance payment, which is not covered by a travel expense form and by receipts must be repaid within two weeks of completion of travel.

**15. COUNCIL REMUNERATION**

Under separate bylaw, Council remuneration shall increase annually based on an amount equal to the Consumer Price Index for the Greater Vancouver area, with the next review of the Council remuneration not taking place until December 2002.

Council Expenses Bylaw No. 294-2001 (Consolidated)

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**READ** a first time this 24th day of April, 2001

**READ** a second time this 24th day of April, 2001

**READ** a third time this 12th day of June, 2001

**RECONSIDERED, FINALLY PASSED AND ADOPTED** this 26th day of  
June, 2001

“H. Weinberg”

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MAYOR

“H. Carley”

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CLERK