

THE CORPORATION OF THE VILLAGE OF SALMO

BYLAW #638

WHEREAS Council deems it to be in the interest of community to amend the Personal Expenses Bylaw,

BE IT THEREFORE RESOLVED that the Council of the Village of Salmo in open meeting assembled, enact as follows:

SHORT TITLE

1. (1) This Bylaw may be cited as the "**PERSONAL EXPENSES BYLAW** "

AMENDMENT

2. (1)
 1. Members of Council and Village employees must use the best method of travel to minimize time away and keep costs to the Village at a minimum, which includes taking the most direct route if available. Compensation may be awarded at the lesser of transportation or airfare rates, not necessarily the transportation mode utilized. Carpooling is mandatory whenever possible.
 2. The use of private vehicle for Village purposes shall be compensated at the rate paid by the Province of BC to public service.
 3. Members of Council and Village employees shall be entitled to receive a meal allowance while absent from Salmo on municipal business at the following rates:
 - a) PARTIAL DAY (4 hours) - \$27.50;
 - b) FULL DAY (8 hours) - \$55.00
 4. Members of Council attending a conference or convention approved by Council resolution shall be entitled to a stipend (which is a taxable benefit) at the following rates:
 - a) PARTIAL DAY (4 hours) - \$40.00;
 - b) FULL DAY (8 hours) - \$100.00

There will be no stipend paid for travel time. The stipend for the UBCM conference will be for a maximum of 4 1/2 days
 5. Members of Council and Village employees required to stay over night on municipal business shall receive compensation at the actual net room cost plus parking (if applicable) or at \$25 per night when private accommodation is provided.
 6. Taxi fares, ferry charges, airport terminal taxes, and other expenses of a similar nature claimed shall be supported by receipts.
 7. Members of Council and Village employees are entitled to receive an advance payment for expenses and expenditures which they anticipate making, on the terms and conditions of this bylaw.

Administration and Limitation

3. (1) 1. All claims for the reimbursement of expenses shall be submitted in the form of an Expense Statement as set out in Schedule "A" attached to and forming part of this Bylaw.
2. Original receipts shall be attached to the Expense Statement for all expenses for which a set fee is not provided in this Bylaw.
3. Expenses relating to spouses accompanying employees and Council members on Village travel shall not be reimbursed.
4. Excess advances received for anticipated expenses shall be repaid within five business days of return to the Village.

ENACTMENT

4. (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) Bylaw #620 – Personal Expenses Bylaw (Amendment 2010) is hereby repealed.
- (3) This Bylaw shall come into full force and effect on final adoption.

READ A FIRST TIME
READ A SECOND TIME
READ A THIRD TIME
RECONSIDERED AND FINALLY ADOPTED

this 13th day of December, 2011
this 10th day of January, 2012
this 10th day of January, 2012
this 24th day of January, 2012

Mayor

Corporate Officer

SCHEDULE 'A'

BYLAW #638 - SCHEDULE 'A'

EXPENSE STATEMENT

COUNCILLOR / EMPLOYEE _____

COURSE / CONFERENCE _____

DATE / LOCATION _____

MEALS ½ day (4 hrs) _____ @ \$27.50 _____

 Full Day (8 hrs) _____ @ \$55.00 _____

STIPEND 1/2 day _____ @ \$40.00 _____

 Full day (>8hrs) _____ @ \$100.00 _____

ACCOMODATION (ATTACH RECEIPTS) _____

 Private Accom. _____ @ \$ 25.00 _____

TRANSPORTATION _____

MILEAGE _____ kms @ \$ 0.53 _____

FLIGHTS _____

TAXIS _____

FERRIES _____

OTHER _____

TOTAL EXPENSE CLAIM _____

COUNCILLOR'S / EMPLOYEES SIGNATURE _____

REVIEWED FOR COMPLIANCE _____

ACCOUNT NUMBER _____