

**DISTRICT OF LANTZVILLE  
BYLAW NO. 97, 2012**

**A BYLAW TO PROVIDE FOR COUNCIL REMUNERATION, BENEFITS AND EXPENSES**

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**WHEREAS** Council may, by bylaw, provide for the payment of remuneration, expenses and benefits to Council members for the discharge of the duties of their respective offices;

**NOW THEREFORE**, the Council of the District of Lantzville, in open meeting assembled, enacts as follows:

**Citation**

1. This Bylaw may be cited as "District of Lantzville Council Remuneration, Benefits and Expenses Bylaw No. 97, 2012".

**Remuneration & Expenses**

2. A remuneration for the Mayor and Councillor shall be paid in twelve (12) equal monthly installments in accordance with Schedule "A" attached to and forming part of this bylaw.
3. One third (1/3) of the remuneration provided under Section 2 and Schedule "A" of this bylaw shall be paid to the Mayor and Councillors as an allowance for expenses incidental to the discharge of the duties of their respective offices.
4. Notwithstanding the provisions of Section 2 and Schedule "A" of this bylaw a Mayor or Councillor, serving only part of a year shall be paid only a corresponding proportion of their indemnity for that year.
5. The Mayor and Acting Mayor, when attending on behalf of the Mayor, are hereby authorized to, and shall be entitled for reimbursement of expenses incurred for the entertainment of guests of the District or to promote the interest of the District.
6. When authorized by Council to represent the District, engage in District business, or attend a meeting, course or convention beyond the boundaries of the District, the Mayor and Council members shall be entitled to reimbursement of expenses incurred during their absences from the District in accordance with Schedule "B" - Schedule of Expenses attached hereto and forming part of this bylaw.
7. Members of Council who are authorized or appointed by Council to represent the District on a board or organization within the boundaries of the Regional District of Nanaimo shall be entitled to reimbursement of expenses incurred as a result of this representation.

**Benefits**

8. (i) The District is hereby authorized to enter into agreement for benefits for Council members and their dependents.
- (ii) Participation in any or all of the benefit plans shall be at the Council member's option.
- (iii) With the exception of 8 (iv), Council members shall be responsible for the full costs of premiums as charged to the District.
- (iv) Accident Insurance Coverage not to exceed \$250,000 may be made available to all Council members and, if acquired, the costs of such coverage shall be borne by the District.
9. "District of Lantzville Council Remuneration, Benefits and Expenses Bylaw No. 65, 2010" and any amendments thereto are hereby repealed.

**READ A FIRST TIME** this 26<sup>th</sup> day of March, 2012.

**READ A SECOND TIME** this 26<sup>th</sup> day of March, 2012.

**READ A THIRD TIME** this 26<sup>th</sup> day of March, 2012.

**RECONSIDERED AND FINALLY ADOPTED** this 16<sup>th</sup> day of April, 2012.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Director of Corporate Administration

I hereby certify that the above is a true and correct copy of "District of Lantzville Council Remuneration, Benefits and Expenses Bylaw No. 97, 2012", as adopted by Council of the District of Lantzville on the 16<sup>th</sup> day of April, 2012.

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Director of Corporate Administration

**SCHEDULE 'A' TO BYLAW NO. 97  
Mayor & Councillor – Annual Remuneration**

**Effective Date:**                      **January 1, 2012**

Mayor                                      \$14,594

Councillor                                \$9,194

## **SCHEDULE "B" TO BYLAW NO. 97**

### **1. Basic Allowance**

- a) Members of Council who are entitled to reimbursement for out-of-town expenses shall be entitled to a per diem amount of \$65.00. The per diem shall cover all reasonable expenses including meals, gratuities, dry cleaning, telephone calls and other miscellaneous costs for trips involving more than one (1) day away from the Greater Nanaimo area.

In general, the per diem allowance provides for

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$30.00
Incidentals	\$ 5.00

- b) The per diem allowance for partial days, such as the day of departure or the day of return, may be calculated on a pro-rata basis, as appropriate under the circumstances.
- c) Travel to large metropolitan locations could mean that a Council member may incur costs in excess of the per diem amount. Actual receipts must be submitted for reimbursement of amounts in excess of the per diem amount, provided that they are reasonable under the circumstances and properly approved.

### **2. Hotel Accommodation**

The full costs of actual hotel room (single rate), substantiated by receipts will be reimbursed.

### **3. Transportation**

- a) Actual airfare at economy rate, substantiated by receipts, will be paid. If travel is by car, then the reimbursement cannot exceed equivalent airfare.
- b) Actual airport limousine costs, taxis, tolls, ferries and parking fees for municipal business, substantiated by receipts, will be reimbursed.
- c) Mileage for the use of a Council members personal vehicle on District business shall be reimbursed at the rate of \$.52 per kilometer.

### **4. Registration and Tuition Fees**

- a) Receipts are required for the reimbursement of actual costs incurred for registration and tuition fees for conferences and courses.

**5. Internet Connections**

- a) Mayor and Council who have personal internet connections of which these connections are used for District of Lantzville business may be reimbursed at a rate of 75% of their monthly statement up to but not exceeding a maximum amount of \$25 per month.
- b) Members of Council reimbursed for personal internet charges/usage will be required to provide copies of monthly invoices from time to time as requested by the District of Lantzville.

**6. Approval - Council Members**

In general, authorization for Council member travel and expenses is in the form of Council resolution. Some activities, such as the UBCM Conference and AVICC, are contemplated in conjunction with the financial planning process and as such do not require a resolution of Council for members to attend. However, special activities may require a resolution of Council.

**7. Time Limit**

Claims for reimbursement of travel expenses must be submitted within 90 days of the period in which the expenses are incurred, or when the expense is more than \$50.

**8. Adjustments**

The per diem allowance in subsection 1(a) and the mileage allowance in section 3(c) may be adjusted periodically by Council resolution.