

**DISTRICT OF LANTZVILLE  
BYLAW NO. 128, 2016**

**A BYLAW TO AMEND  
“DISTRICT OF LANTZVILLE COUNCIL REMUNERATION, BENEFITS AND  
EXPENSES BYLAW NO. 97, 2012, AMENDMENT BYLAW NO. 128, 2016”**

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The Council of the District of Lantzville in open meeting assembled, enacts as follows:

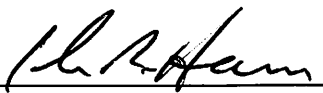
1. That District of Lantzville Council Remuneration, Expenses and Benefits Bylaw No. 97, 2012, is hereby amended by deleting Schedule ‘B’ in its entirety and substituting the amended Schedule ‘B’ as attached hereto and forming part of this Bylaw.
2. This Bylaw may be cited for all purposes as the “District of Lantzville Council Remuneration, Benefits and Expenses Bylaw No. 97, 2012, Amendment Bylaw No. 128, 2016”.

**READ A FIRST TIME** this 13<sup>th</sup> day of June, 2016.

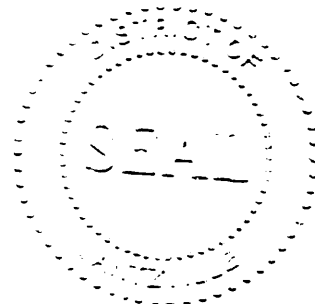
**READ A SECOND TIME** this 13<sup>th</sup> day of June, 2016.

**READ A THIRD TIME** this 13<sup>th</sup> day of June, 2016.

**ADOPTED** this 27<sup>th</sup> day of June, 2016.

  
\_\_\_\_\_  
Mayor

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



## **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 to cover all reasonable expenses including meals, gratuities, dry cleaning, telephone calls and other miscellaneous costs. The travel allowance of up to \$80 per day is paid as follows:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
Incidentals	\$10.00

Meals provided without charge at functions are to be deducted from the travel allowance at the rates listed above.

To be eligible for the travel allowance, travel must include an overnight stay and on the date of departure, travel must start before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner.

Members of Council on an out-of-town day trip may claim the applicable allowances for breakfast if the employee’s travel starts before 7:00 a.m., and lunch if the travel starts before or ends after 12:00 noon, and dinner if the travel ends after 6:00 p.m.

- b) Travel to large metropolitan locations and resort municipalities 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. Accommodation**

- a) The full costs of commercial accommodation, substantiated by receipts, will be reimbursed at the single standard rate.

Council members who arrange for private accommodation will be reimbursed \$50.00 per night in lieu of commercial accommodation cost.

### **3. Transportation**

- a) Actual airfare at economy rate, substantiated by receipts, will be paid. If travel is by vehicle, then the reimbursement cannot exceed equivalent cost of travel by air.
- b) Parking, taxi, ferry, and other reasonable transportation costs for municipal business, substantiated by receipts, will be reimbursed.
- c) Mileage for the use of a Council member’s personal vehicle on District business shall be reimbursed using the Canada Revenue Agency’s automobile allowance rates.

**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) Members of Council who have personal internet connections of which these connections are used for District 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.

**6. Approval – Council Members**

- a) 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.
- b) Reimbursement of expenses shall be approved by the Mayor or Chief Administrative Officer. Reimbursement of expenses for the Mayor shall be approved by the Chief Administrative Officer.

**7. Spousal Expenses**

- a) As a general rule, the District will not pay travel, registration, or other expenses for spouses. However, on an exception basis, Council may approve such expenses by a resolution of Council.

**8. Time Limit**

- a) Claims for reimbursement of travel expenses must be submitted within 90 days of the period in which the expenses are incurred.

**9. Adjustments**

- a) This bylaw shall be reviewed periodically to ensure the rates reasonably reflect the cost to Council Members.