



District of Lantzville

District of Lantzville Council Remuneration, Benefits and Expenses Bylaw No. 97, 2012

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of Bylaw No. 97 with the bylaws listed below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. The Corporation does not warrant that the information contained in this consolidation is current. Certified copies of the original bylaws should be consulted to ensure accurate, current bylaw provisions.

Amending Bylaw	Date of Adoption
Bylaw No. 97	April 16, 2012
Bylaw No. 97.1	June 23, 2014
Bylaw No. 128	June 27, 2016

The bylaw numbers in bold in the margin of this consolidation refer to the last bylaw that amended each section of the principal bylaw: District of Lantzville Council Remuneration, Benefits and Expenses Bylaw No. 97, 2012.

**DISTRICT OF LANTZVILLE
BYLAW NO. 97, 2012
A BYLAW TO PROVIDE FOR COUNCIL REMUNERATION, BENEFITS AND
EXPENSES**

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.

(Bylaw No. 97.1)

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, and exempted from taxation in accordance with the *Income Tax Act*. This non-accountable allowance is for expenses incurred for business use of a private automobile, meals, entertainment, Canadian travel, home office materials and equipment, cellular phone, and other GST taxable goods and services which are incidental to the discharge of their respective offices, other than those expenses covered in this bylaw.
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 26th day of March, 2012.

READ A SECOND TIME this 26th day of March, 2012.

READ A THIRD TIME this 26th day of March, 2012.

RECONSIDERED AND FINALLY ADOPTED this 16th day of April, 2012.

ORIGINAL SIGNED

Mayor

ORIGINAL SIGNED

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 16th day of April, 2012.

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

(Bylaw No. 128)

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.