

**CONSOLIDATED December 17, 2018**  
**CONSOLIDATED FOR CONVENIENCE PURPOSES ONLY OF BYLAWS 3184, 3272, 3710**



**CITY OF CAMPBELL RIVER**  
**PROVINCE OF BRITISH COLUMBIA**  
**BYLAW NO. 3184**

**A BYLAW OF THE CITY OF CAMPBELL RIVER TO PROVIDE FOR COUNCIL MEMBER EXPENSES.**

The Council of the City of Campbell River, in open meeting assembled, enacts as follows:

**1.0** This Bylaw may be cited for all purposes as “**Council Expenses Bylaw No. 3184, 2005**”.

**2.0 Table of Contents:**

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**3.0 Purpose and Policy Statement**

3.1 The purpose of this Bylaw is to define the policy and procedures to be followed by members of Council of the City of Campbell River who travel on approved City business or approved attendance at conferences, seminars and for other training and educational purposes.

3.2 It is the practice of the City of Campbell River to pay the costs of approved travel for members of Council in accordance with the procedures and guidelines of this policy. Each individual is responsible for ensuring that costs associated with travel are contained and are in the best interests of the City.

Bylaw 3710, Dec-18 sections 4.1 a, c and f

**4.0 Procedures and Guidelines**

4.1 Members of Council who travel on City business or for attendance at seminars, conferences and other training/educational purposes will:

- a) obtain approval for travel in advance and may claim travel by completing a City expense form and submitting it with the Mayor’s or City Clerk’s

approval to the Finance Department. The Mayor's expense claim will be approved by the City Clerk, or designate;

- b) travel by the most economic means;
- c) obtain the government rate for accommodation as per the BC Government Employees Business Travel Accommodation Listing, as posted on the Province of BC website;
- d) be permitted a per diem amount for meals and incidentals;
- e) provide receipts for all claimed travel expenses except where a per diem is provided;
- f) complete an Expense Form immediately upon return from travel and forward to the Mayor and/or City Clerk, or designate, for approval and the Finance Department (Accounts Payable) for processing.

4.2 All travel outside the Province requires approval by Council resolution.

## **5.0 Guidelines for Travel**

- 5.1 Individuals should carefully weigh alternative means of travel, taking into consideration, cost, convenience; the need for a vehicle at a destination; the number of Councillors traveling together; using a City vehicle versus a personal vehicle.
- 5.2 No more than three members of Council should travel in the same vehicle or aircraft.
- 5.3 Air fare is to be economy class and booked far enough in advance to qualify for discounted rates if applicable.
- 5.4 Mileage for using a personal vehicle is as shown in Schedule A attached to this bylaw.
- 5.5 If a member of Council chooses to use a personal vehicle for long distance travel instead of the airlines, the amount which will be reimbursed will be the lesser of the economy class airfare based on booking far enough in advance to qualify for discounted rates plus related ground transportation, or the distance to be traveled by the most direct route, times the current rate per kilometre. Where a member of Council chooses a means of transportation other than that described, reimbursement shall only be for an amount equivalent to that which would have otherwise been incurred. If circumstances require a means of transportation other than described, thereby incurring a greater cost, the increased cost shall require approval by the Mayor. All transportation expenses (except mileage) shall be paid on the basis of single fares.
- 5.6 Claims for reimbursement for taxi costs are considered reasonable, where public transport was not available or was impracticable. Submission of proof of payment receipt and the amount of payment is required.

Bylaw 3710, Dec-18 section 5.7

- 5.7 Claims for reimbursement for car rental costs are considered reasonable where car rental was necessary to meet time schedules, was cheaper than other modes of transportation or was the only practical means of transportation. The claim for

reimbursement must be accompanied by a copy of the car rental contract bearing evidence of the cost and proof of payment. Individuals renting cars must utilize the Province of BC Daily Vehicle Rentals supply arrangement for rentals in BC, utilizing suppliers under this agreement. The smallest sized vehicle consistent with the traveler's needs is considered reasonable.

- 5.8 Claims for reimbursement for public transit costs must be supported by a ticket stub indicating the cost of the fare.
- 5.10 Claims for parking fees for rental of private vehicles must be supported by a receipt for payment of the parking fee on City business.
- 5.11 Reimbursement for the use of a private vehicle will not include the distance normally driven within the City.

Bylaw 3710, Dec-18 section 5.12

- 5.12 Business travel must not be arranged to increase travel points beyond legitimate business requirements. All business travel should be as cost effective as possible.
- 5.13 Members of Council will be reimbursed annually the difference between the insurance premium they would normally pay for their personal vehicle without City use and the premium for business class coverage necessitated by City use.
- 5.14 Members of Council will be reimbursed the cost of repairing damage to a personal vehicle to a maximum of \$500.00 or the amount of the insurance deductible, whichever is the lesser, when the damage occurs while the vehicle is being used for City purposes.

## **6.0 Accommodation**

- 6.1 Government rates are to be requested when booking accommodation.
- 6.2 If a spouse is accompanying the member of Council, travel is at own expense and only the single-room rate may be claimed.
- 6.3 A conference hotel or a nearby, more economical hotel may be selected, however, government rates must be requested prior to booking at the conference hotel.

Bylaw 3710, Dec-18 section 6.4

- 6.4 When an individual chooses to stay with friends or relatives, an allowance of \$40.00 per night may be claimed without receipts for a gift for hosting.
- 6.5 An event starting at 9:00 a.m. may justify a previous night's accommodation cost, but if starting later, would depend on location and other factors. An event finishing by 5:00 p.m. would not justify that night's accommodation unless the location or weather conditions make it impracticable for the individual to return to their residence that day within four hours.
- 6.6 Hotel expenses for movies, bar service or any other room service fee will not be reimbursed.

Bylaw 3272, Dec 11-06

## **7.0 Per Diem**

- 7.1 Approved claimants are entitled to claim per diem allowances while traveling outside the City without receipts as shown in Schedule A attached. Each rate includes reimbursement for the cost of meals plus an amount for incidental expenses to arrive at a single rate per diem.
- 7.2 On the date of departure, travel status must start before 7:00 am to claim breakfast; before 12:00 noon to claim lunch; and on the date of return, travel status must end after 6:00 pm to claim dinner. Claimants are entitled to the incidental amount when no meals are claimed on travel status.
- 7.3 Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.
- 7.4 Where actual costs for meals exceed the meal or per diem allowance, claimants may be reimbursed for reasonable actual costs by submitting receipts and proof of payment by the claimant.
- 7.5 Reasonable actual costs for meal expenses incurred within the City on approved City business will be reimbursed by submitting receipts and proof of payment by the claimant.
- 7.6 The Mayor, City Manager, and persons authorized by the Mayor or City Manager may incur reasonable representational costs deemed necessary to conduct the City's business and may be reimbursed for actual costs by submitting receipts and proof of payment by the claimant.

Bylaw 3710, Dec-18

## **8.0 Miscellaneous**

- 8.1 Section deleted
- 8.2 Incidental expenses and sundry travel items are included within the incidental portion of the per diem. No additional reimbursement will be paid.
- 8.3 Registration fees for conventions/seminars will be paid for single participation only.
- 8.4 A cash register receipt or other receipt clearly showing the amount of the payment, description of goods or services purchased, the name of the business or vendor and the fact that the amount has been paid, is required as proof of payment. In the case of motel/hotel payments, a detailed invoice as described above is also required. All of the above, except receipts for public transit costs, must show the date of payment.
- 8.5 Individuals are personally responsible for the taxable benefit that they may receive on booking travel expenses with their personal credit cards, and what the use of these points may represent.
- 8.6 Section deleted.

**9.0** Council hereby delegates to the Chief Financial Officer the authority to revise the Mileage rates to align with CRA stated rates as stated in Schedule A.

**10.0** Council proposes that “**Council Expenses Bylaw No. 2800, 2000**” as amended is hereby repealed.

Read a first time on the	22nd	day of	August	2005.
Read a second time on the	22nd	day of	August	2005.
Read a third time on the	22nd	day of	August	2005.
Adopted on the	12th	day of	September	2005.

*Original bylaw signed by:*

**L. Nash**

**MAYOR**

**W.T. Halstead**

**CLERK**

**COUNCIL EXPENSES BYLAW NO. 3184, 2005**

**SCHEDULE A**

Bylaw 3272 Amd Dec 11-06, Feb 1-07, Bylaw 3710 Dec-18

**1. Travel**

Mileage for using a personal vehicle as per Section 5.4 CRA rates per kilometre

**2. Per diem**

Breakfast Only	Lunch Only	Dinner Only	Full Day
\$20.00	\$25.00	\$40.00	\$85.00

2.1 Per diem rate for locations in the United States shall be the same as the current per diem rate for Canadian locations except that the payment shall be in U.S. dollars

2.2 The per diem rate for other foreign locations shall be based on the rate published and obtained from the Government of Canada website; Travel on government business guidelines.