



Council Expenses Policy, 2008

POLICY STATEMENT:

The purpose of this policy is to provide guidelines for Council members as to the attendance at conferences and other District of Sooke related business and to provide for reimbursement of expenses incurred.

1. The Mayor, and the Acting Mayor when acting on behalf of the Mayor, is entitled to reimbursement of expenses incurred for the entertainment of guests of the District of Sooke or to promote the interest of the District of Sooke.
2. Council members are authorized to attend the following:
 - (a) The annual Union of British Columbia Municipalities ("UBCM") convention;
 - (b) The annual Association of Vancouver Island and Coastal Communities ("AVICC") convention;
 - (c) The annual Federation of Canadian Municipalities ("FCM") convention;
 - (d) Meetings, courses, seminars, conferences, conventions and any other District of Sooke related function ("functions") approved by resolution of Council.
3. When Council members are authorized by Council to attend functions:
 - a. **Within the boundaries of the District of Sooke**, Council members are entitled to reimbursement of expenses, not including meals, alcohol and mileage.
 - b. **Outside the District of Sooke boundaries, but within the boundaries of the Capital Regional District area**, Council members are entitled to reimbursement of meals (not including alcohol) and mileage expenses as set out in section 1.2(i) and 4.3 of Schedule A of this policy.

- c. **Beyond the boundaries of the Capital Regional District area that require an overnight stay**, Council members are entitled to reimbursement of travel expenses during their absence from the District of Sooke ("Travel Expenses") in accordance with Schedule "A" – **Travel Expenses** of this Policy.
4. Expenses for a Council member's spouse (or partner) are not reimbursable, except when a spouse is formally representing the government and a written invitation has been issued to the spouse (or partner. When a Council member's spouse (or partner) is authorized to attend a function, reimbursement of expenses is limited to Travel Allowance as set out in section 1.2 of Schedule A of this policy.
5. An Expense Claim attached as Schedule B to this bylaw must be completed and signed by the Mayor or member of Council with all receipts and a copy of the function schedule or agenda attached prior to payment being authorized. Expense claims must be submitted by the 15th of each month for expenses incurred in the previous month.
6. From time to time, Council may review the meal, mileage and travel expense rates in comparison with the rates set out in the provincial *Financial Administration Act – Official Duties Expense Regulation*.

SCHEDULE A

TRAVEL EXPENSES

Travel Allowance

- 1.1 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 am to claim breakfast; before 12:00 noon to claim lunch; and on the date of return, travel must end after 6:00 pm to claim dinner.
- 1.2 Members of Council who are entitled to reimbursement of travel expenses are entitled to a travel allowance of \$73.50 per day as follows:
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|-----|--|-----------|---------|
| i. | Meals (not including alcohol): | Breakfast | \$14.00 |
| | | Lunch | \$17.00 |
| | | Dinner | \$30.00 |
| ii. | Incidentals: (gratuities, dry cleaning, local telephone calls and other miscellaneous costs) | | \$12.50 |
- 1.3 Meals provided at functions without charge are to be deducted from the travel allowance at the rates in Section 1.2(i) of this Schedule.

Registration

- 2.1 Registration and membership fees will be paid.

Accommodation

- 3.1 The full costs of actual commercial accommodation (single standard rate), substantiated by receipts will be reimbursed.
- 3.2 Members of Council who arrange for private accommodation will be reimbursed \$50.00 per night in lieu of commercial accommodation costs.

Transportation

- 4.1 Actual airfare at economy rate, substantiated by receipts will be paid. If travel is by car, equivalent airfare or mileage may be claimed, whichever is the lesser.
- 4.2 Actual airport limousine costs, taxis, tolls and long distance telephone calls for District of Sooke business, substantiated by receipts, will be reimbursed.
- 4.3 A council member will be reimbursed for the use of their own vehicle at the rate of \$.52/kilometre.