

**CITY OF PRINCE GEORGE**  
**BYLAW NO. 8443**

**A Bylaw to amend the “City of Prince George Council Remuneration Bylaw No. 8414, 2012”.**

**WHEREAS** “City of Prince George Council Remuneration Bylaw No. 8414, 2012”, as amended, provides remuneration and reimbursement of expenses to members of Council;

**AND WHEREAS** Council deems it desirable to amend “City of Prince George Council Remuneration Bylaw No. 8414, 2012”;

**NOW THEREFORE** the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That “City of Prince George Council Remuneration Bylaw No. 8414, 2012” be and is hereby amended by:

a) inserting a new Section 3 as follows:

**“3. PER DIEM**

Council members may claim for meal expenses at the Per Diem rate of \$75 per day OR reimbursement for actual meal expenses incurred in accordance with Section 4.1.”

b) deleting Section 4.6 in its entirety and replacing it with a new Section 4.6 as follows:

“4.6 Council members shall submit a completed Schedule B Travel Claim Expense Form, as attached to and forming part of this Bylaw as Schedule B, including receipts or other documentation of expenses and evidence of payment when requesting reimbursement for expenses incurred in accordance with 4.1.”

c) deleting Section 4.7 in its entirety and replacing it with a new Section 4.7 as follows:

“4.7 Council members shall submit a brief written report summarizing related activities, including a completed Travel Claim Expense Form, as attached to and forming part of this Bylaw as Schedule B to be included in a regular Council agenda, when requesting reimbursement for expenses incurred in accordance with 4.1.”

- d) inserting a new Schedule "B" as attached to and forming part of this bylaw as Appendix "A".
- 2. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this bylaw.
- 3. This Bylaw may be cited for all purposes as the "City of Prince George Council Remuneration Bylaw No. 8414, 2012, Amendment Bylaw No. 8443, 2012".


READ A FIRST TIME THIS THE       **25th** DAY OF       **JUNE**       , 2012.

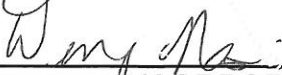
READ A SECOND TIME THIS THE       **25th** DAY OF       **JUNE**       , 2012.

READ A THIRD TIME THIS THE       **25th** DAY OF       **JUNE**       , 2012.

Third reading passed by a **unanimous** decision of members of City Council present and eligible to vote.

ADOPTED THIS THE       **16th** DAY OF       **JULY**       , 2012, BY A **UNANIMOUS** DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

  
\_\_\_\_\_  
**MAYOR**

  
\_\_\_\_\_  
**D/CORPORATE OFFICER**

**Appendix "A" to  
Bylaw 8443, 2012**

<b>SCHEDULE "B" to BYLAW NO. 8414, 2012 TRAVEL CLAIM – COUNCIL MEMBERS (See Explanatory Notes)</b>		BATCH # _____	
Name		DOCUMENT #	
Purpose of Travel		EMPEXP #	
Date (s) of Travel		SUPPLIER #	
Places of Travel		TAX EXP CODE	
		TAX RATE/AREA	
		INV DATE	
	<u>TOTAL</u>	<u>(Acc Payable Only)</u>	
		HST PAID	HST CLAIMED
1) Mileage _____ KM @ _____	\$		5/105
*** Rate as per Schedule A***	\$		12/112
2) Equivalent Air Fare From Prince George to: _____	\$		12/112
3) Per diem: _____ days @ \$75.00	\$		12/112
Less Meals Not Taken (explain)	\$(_____)		12/112
4) Meals _____ breakfast @ \$15.00	\$		12/112
_____ lunch @ \$20.00	\$		12/112
_____ dinner @ \$25.00	\$		12/112
(note: claim either in category 3 or 4, but <u>not</u> both)			
5) Hotel (attach receipts)	\$		
6) Car Rental (attach receipts)	\$		12/112
7) Taxi/Bus Fares (attach receipts)	\$		12/112
8) Airport Parking (attach receipts)	\$		12/112
9) Other - Specify	\$		12/112
10) Travel advance requested (claimant agrees to repay advance in full within 30 days) <b>12.1468</b>	\$		
<b>TOTAL</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>
LESS ADVANCES RECEIVED			
AMOUNT DUE (REFUND)			
Business Unit _____			
Certified Correct: _____ (Signature of Claimant)		Approved: _____ (Authorized Signatory)	
CHECKED:	ENTERED:	REVIEWED:	

## EXPLANATORY NOTES

- 1) Equivalent Air Fare - If claiming equivalent air fare, claims for meals and accommodation are limited to the amounts that would have been claimed if travel had been by air.
- 2) If travel is for less than a 24 hour period, meals are to be claimed under Section 4.
- 3) You may claim under section 3 for each 24 hour period. The cost of meals not taken (for example, meals provided as part of a conference or course and covered in the registration fee) is to be based on the amounts shown in part 4.
- 4) Receipts – where a receipt is required, it must be an original clearly showing the amount paid. In the case of hotel/motel payments, a detailed invoice from the hotel/motel showing the costs incurred is required. Except for public transit, the receipt must show the date of payment.