

BY-LAW 282-2018, DECREERING  
THE CONDITIONS OF REIMBURSEMENT  
OF THE EXPENSES FOR ELECTED COUNCIL MEMBERS AND  
EMPLOYEES OF THE TOWNSHIP OF HARRINGTON



PROVINCE DE QUÉBEC  
MUNICIPALITY OF THE TOWNSHIP OF HARRINGTON

---

BY-LAW 282-2018, DECREERING THE CONDITIONS OF  
REIMBURSEMENT OF THE EXPENSES FOR ELECTED  
COUNCIL MEMBERS AND  
EMPLOYEES OF THE TOWNSHIP OF HARRINGTON

---

---

DATE OF NOTICE OF MOTION	9 AVRIL 2018
DATE OF ADOPTION	14 MAI 2018
COMING INTO FORCE	25 MAI 2018

---



**BY-LAW 282-2018, DECREERING THE CONDITIONS OF REIMBURSEMENT  
OF THE EXPENSES FOR ELECTED COUNCIL MEMBERS AND  
EMPLOYEES OF THE TOWNSHIP OF HARRINGTON**

**WHEREAS** the Municipality wishes to regulate the conditions of reimbursement of expenses in relation to meals and travel, as well as accommodations in connection with the performance of their duties and on behalf of the municipality;

**WHEREAS** this By-law is provided for in Article 27 of the Act on the remunerations of elected officials, RSQ, chapter T-11.001;

**WHEREAS** a notice of motion was given at the sitting held on April 9 2018, by Councillor Sarah Lacasse Dwyer, and this By-Law has been presented;

**ARTICLE 1: Application**

The preamble to this By-law forms an integral part.

**ARTICLE 2: Meal Expenses**

The following maximum rates are in effect for reimbursement of meal expenses. The municipality allocates a per diem according to the following:

- a) Breakfast :       \$15.00
- b) Lunch:             \$25.00
- c) Dinner:            \$35.00

These amounts include applicable taxes, and gratuities. However, the maximum combined amount cannot exceed \$75.00 per day including applicable taxes and gratuities. Under no circumstances, can meal expenses include alcoholic beverages.

**ARTICLE 3: Travel Expenses**

The following rates is in effect for the reimbursement of travel expenses with the use of a personal vehicle:

- a) An amount of \$0.50 per kilometre
- b) Mileage is calculated using the shortest distance, either between the municipal office and the destination or between the departure point of the trip and the destination. Under no circumstances, will the Municipality reimburse the amount paid by an employee or elected official for any contravention of the Highway Safety Code or a violation of a law that would have been imposed when he/she was traveling on behalf of the employer with his/her personal vehicle or a vehicle belonging to the Municipality. For elected officials, the calculation of the travel must be the shortest route from their place of residence on the territory of the Municipality for travel outside of the territory. Under no circumstances, shall the elected official be entitled to reimbursement of their travel within the territory of the Municipality.

**ARTICLE 4: Accommodation Expenses**

The Municipality will reimburse the actual and reasonable amounts of expenditures for the accommodations of any person to reside outside the municipality for a night or more. The place of accommodation chosen must be as close as possible to where the presence of the individual is required.

BY-LAW 282-2018, DECREERING THE CONDITIONS OF REIMBURSEMENT  
OF THE EXPENSES FOR ELECTED COUNCIL MEMBERS AND  
EMPLOYEES OF THE TOWNSHIP OF HARRINGTON

**ARTICLE 5 : Reimbursement procedure**

The claimant must submit the expense claim within sixty (60) days of the date of travel. Meals, accommodations and all allowable travel expenses along with the different supporting documents, such as receipts, invoices, and cash coupons etc., are required to be submitted along with the completed municipal claim form. In addition, the expense claim must be signed by the applicant.

**ARTICLE 6 : Indexing**

The expense limit is indexed on January 1st of each year, according to the index pricing of the (IPC) established by Statistics Canada.

**ARTICLE 7 : Repealing**

This By-Law repeals By-Law number 204-2012 and any other By-Law.

*La version française du présent règlement prévaudra sur une version anglaise.  
The French version of this present By-law prevails over the English version.*

**ARTICLE 8: Come into force**

This present By-law shall come into force according to the law.

Adopted unanimously by the members of the municipal council on May 14, 2018.

  
Mr. Jacques Parent  
Mayor

  
Mr. Marc Beaulieu  
Director General and  
Secretary Treasurer

