

Draft Regulations

Draft Regulation

Cities and Towns Act
(chapter C-19)

Councillors' research and support expenses

Notice is hereby given, in accordance with sections 10 and 11 of the Regulations Act (chapter R-18.1), that the Regulation respecting the reimbursement of councillors' research and support expenses, appearing below, may be made by the Minister of Municipal Affairs, Regions and Land Occupancy on the expiry of 45 days following this publication.

The draft Regulation is to determine the research and support expenses of councillors that may be reimbursed by a municipality. It also prescribes rules relating to the content of the vouchers that are required for the reimbursement of expenses.

Further information may be obtained by contacting Stéphane Bouchard, 10, rue Pierre-Olivier-Chauveau, 3^e étage, Québec (Québec) G1R 4J3; telephone: 418 691-2039, extension 3304; fax: 418 643-2206; email: stephane.bouchard@mamrot.gouv.qc.ca

Any person wishing to comment on the draft Regulation is requested to submit written comments before the expiry of the 45-day period to the Minister of Municipal Affairs, Regions and Land Occupancy, 10, rue Pierre-Olivier-Chauveau, 4^e étage, Québec (Québec) G1R 4J3.

SYLVAIN GAUDREAU,
*Minister of Municipal Affairs,
Regions and Land Occupancy*

Regulation respecting the reimbursement of councillors' research and support expenses

Cities and Towns Act
(chapter C-19, ss. 474.0.1 and 474.0.4.1)

1. This Regulation determines the research and support expenses of councillors that may be reimbursed out of the appropriation provided for in section 474.0.1 of the Cities and Towns Act (chapter C-19) and prescribes rules regarding the content of the vouchers referred to in section 474.0.3.

2. Only the following expenses may be reimbursed under section 474.0.1 of the Cities and Towns Act:

(1) the cost of letterhead paper, envelopes and office supplies;

(2) expenses to purchase or subscribe to publications and subscription expenses for specialized data banks;

(3) mail and messenger expenses;

(4) usual bank fees and interest;

(5) expenses to purchase and use a mobile telephone;

(6) expenses to rent an office not located in a councillor's residence, and expenses for the maintenance, insurance and surveillance of that office;

(7) expenses to purchase, rent, install and maintain furniture and office equipment, computer equipment, software and decorative accessories;

(8) Internet subscription and connection expenses;

(9) travel and parking expenses, excluding those incurred to attend the sittings of the council or the sittings of a commission or committee of the council;

(10) expenses to rent a room;

(11) hospitality, reception or meeting expenses and related expenses;

(12) registration and subscription expenses for activities such as benefit activities, conference dinners, colloquiums, conventions, seminars or symposiums;

(13) advertising expenses to inform the population in a district of the name of the councillor for that district and his or her photograph and contact information;

(14) expenses for the publication of a text or for printing and distributing unaddressed mail pertaining to issues or debates of public interest;

(15) expenses to set up and update a website or blog, in particular expenses to reserve a domain name and expenses for the hosting, design and carrying out of the site or blog;

(16) expenses for the services of a person or partnership hired for research or support purposes, and the percentage of the salary of a political party employee corresponding to the time devoted to those purposes.

3. The expenses referred to in section 2 may be reimbursed to the extent that they are incurred in the performance of the councillor's duties.

Expenses incurred to solicit memberships and financial contributions, for the organization of a nomination assembly or for the promotion for electoral purposes of an authorized party or a candidacy or for any similar purposes, are not reimbursed.

4. The vouchers referred to in section 474.0.3 of the Cities and Towns Act must contain

(1) the supplier's name and address with an indication, in the cases referred to in paragraph 16 of section 2, whether the supplier carries on duties within the office staff of an elected officer of the municipality or within the political party submitting a request for reimbursement;

(2) a description of the nature of the good or service;

(3) the cost of the good or service, including taxes;

(4) the date of the transaction and, if applicable, the date or dates on which the service was provided;

(5) a copy of the invoice, if applicable;

(6) proof of payment;

(7) the name of the councillor or councillors who received the good or service; and

(8) the purpose for which the expense was incurred.

5. This Regulation comes into force on the fifteenth day following the date of its publication in the *Gazette officielle du Québec*.