

M.O., 2013**Order of the Minister of Municipal Affairs, Regions and Land Occupancy dated 3 July 2013**

Cities and Towns Act
(chapter C-19)

Regulation respecting the reimbursement of councillors' research and support expenses

CONSIDERING the fourth paragraph of section 474.0.1 of the Cities and Towns Act (chapter C-19), made by paragraph 2 of section 6 of chapter 21 of the Statutes of 2012, which provides that a regulation of the Minister of Municipal Affairs, Regions and Land Occupancy determines which councillors' research and support expenses may be subject to a reimbursement;

CONSIDERING section 474.0.4.1 of the Act, made by section 10 of chapter 21 of the Statutes of 2012, which allows the Minister to prescribe any rule relating to the content of the vouchers required under section 474.0.3 of the Act, to be presented for the purposes of the reimbursement of councillors' research and support expenses;

CONSIDERING that, in accordance with sections 10 and 11 of the Regulations Act (chapter R-18.1), a draft of the Regulation respecting the reimbursement of councillors' research and support expenses was published in Part 2 of the *Gazette officielle du Québec* of 10 April 2013 with a notice that it could be made on the expiry of 45 days following that publication and that any person could submit written comments to the Minister of Municipal Affairs, Regions and Land Occupancy before the expiry of the 45-day period.

CONSIDERING that it is expedient to make the Regulation with amendments;

THE MINISTER OF MUNICIPAL AFFAIRS, REGIONS AND LAND OCCUPANCY ORDERS AS FOLLOWS:

The Regulation respecting the reimbursement of councillors' research and support expenses, attached to this Order, is hereby made.

Québec, 3 July 2013

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*.