



POLICY-PROCEDURE MANUAL

TITLE: EXPENSE CLAIM
CHILDCARE

Page 1 of 2

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Date of Issue:

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Council

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Policy Statement

A statement of policy and procedure is required to govern the reimbursement of childcare expenses incurred by members of Council, District Advisory Commissions, District Committees, the Kitimat Museum & Archives Board, and the Kitimat Public Library Association Board to attend meetings and other District of Kitimat business.

Scope

The policy will apply to members of Council; members appointed to District of Kitimat Advisory Commissions; members appointed to District Committees; Board members of the Kitimat Museum & Archives; and Board members of the Kitimat Public Library Association attending scheduled meetings.

Reimbursable childcare expenses are considered to be those over and above the recipient's regular child care expenses and is not intended to reimburse normal child care expenses.

Where reimbursement for childcare expenses exists from other sources, the District of Kitimat will reimburse for any amount not covered by the other source(s) provided the request for reimbursement meets the policy guidelines.

For meetings held in Kitimat, reimbursement will be considered for child care costs associated with the time required to attend the meeting as well as up to ½ hour of travel time per meeting.

For meetings held outside of Kitimat, reimbursement will be considered for child care costs associated with the time required to attend the meeting as well as up to two (2) hours of travel time per meeting.

Reimbursement is not considered a taxable benefit, rather a reimbursement of reasonable expenses of Committee Members, Commission Members, Kitimat Museum & Archives Board Members, and Kitimat Public Library Association Board Members. For Council Members, reimbursement would be considered a taxable benefit.

Limits

Childcare expenses provided by the member's partner or immediate family members (grandparent, children, grandchildren, siblings, in-laws, or the child(ren)'s parent) are not eligible for reimbursement.

Childcare expenses will be reimbursed at an hourly rate not exceeding British Columbia's minimum wage.

Reimbursement for members of the District Advisory Commission, District Committees, Kitimat Museum & Archives Board Members, and Kitimat Public Library Association Board Members shall be limited to a maximum of \$600.00 per year per commission/committee.

Any unused portion of the childcare allowance not claimed during the period will not be carried forward nor be payable to the member.

Expense Claim Approval

Approval of expense claims will be as per Policy E-02, Expense Policy – Travel & Other Expenses.

Expense claims submitted for reimbursement must include:

1. Date(s) being charged;
2. Hourly rate of pay;
3. Total hours of care provided;
4. Caregiver or agency's name, including contact information; and
5. Total amount charged.