

Corporation of the Village of Cobden

By-Law Number 1986-6

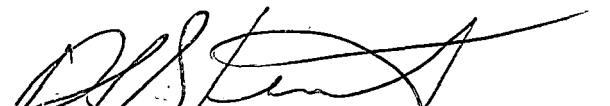
Being a by-law to provide for the reimbursement of expense allowances to members of council, and officers and servants of the Corporation of the Village of Cobden.


WHEREAS the Municipal Act, Chapter 302, R.S.O. 1980 Section 239 (1) as amended provides authority to municipal councils to enact by-laws for the reimbursement of expenses and payment of expense allowances to members of council, and to the officers and servants of the municipality.

NOW THEREFORE, be it enacted by the Council of the Corporation of the Village of Cobden that:

1. The payment of expense allowances, and expenses incurred by members council shall be made according to the policies, procedures and rates outlined in Appendix "A" hereto annexed and forming part of this by-law.
2. The payment of expense allowances and expenses incurred by officers and servants shall be made according to the policies, procedures and rates specified in Appendix "B" hereto annexed and forming part of this by-law.
3. This by-law shall be in force from the day it is adopted and shall remain in force until it is repealed.

Read a first, second and finally passed upon the third reading this  
5th day of May 1986.

  
REEVE

  
CLERK-TREASURER

Appendix "A"  
To By-law #1986-6

Policies and procedures for travel and convention expenses of members of council.

1. Authorization

Any travelling for conventions shall be authorized by resolution of the municipal council.

Any unforeseen or urgent travelling shall be authorized by the Reeve and/or Clerk-Treasurer and subsequently ratified by the municipal council.

2. Travelling Expenses

The following shall be reimbursed on presentation of a duly completed statement of travel expenses:

a) Per Diem Allowance

An amount of \$50 per day shall be allocated for each member of council who attends a seminar or convention for municipal purposes.

Normally, the departure and return days shall be considered the same day, but special consideration may be given in the case where the convention starts on departure day, and ends the following day.

b) Meals

Actual cost (original receipt required) (to a maximum of \$7.00 for breakfast, \$8.00 lunch and \$15.00 supper)

c) Transportation by Automobile

Mileage shall be paid at the rate of .35¢ per mile or .2175¢ per kilometre to the owner of the car.

No mileage allowance shall be paid to the passengers.

Air transportation shall be used in all cases where it is available and/or practical.

d) Transportation by Plane, Train or Bus

- Actual rate (original receipt required)
- Transportation to and from terminal - mileage at .35¢ a mile or .2175¢ per kilometre, or by taxi (original receipt required)
- Parking at terminal, actual cost (original receipt required)

e) Registration Fee

Actual cost (original receipt required)

f) Hotel Accommodation

- Reimbursed upon presentation of the original hotel invoices.

g) Extraordinary Expenses

Meals with special guests or for special occasions shall be reimbursed on presentation of the original receipts. The name(s) of the guest(s) and the purpose shall be stated on the receipt.

3. Claims

All claims shall be submitted on the provided "Travel Expense Claim Form" to the Administration office no later than two (2) weeks after the convention or trip.

4. Administration Office Approval

All reimbursements shall be approved by the Clerk-Treasurer. An interim allowance may be provided as long as the required administrative procedures are followed.

5. Any request for reimbursement or payment that does not conform to this procedure shall not be paid.

Appendix "B"  
To By-law #1986-6

Policies and procedures for travel and convention expenses of officers and servants.

1. Authorization

- a) Travelling of officers and servants for municipal purposes, including seminars, shall be approved by the Clerk-Treasurer prior to the event.
- b) Travelling of officers and servants for conventions or full day courses shall be authorized by resolution of the municipal council.

2. Travelling Expenses

The following shall be reimbursed on presentation of a duly completed statement of travel expense:

a) Per Diem Allowance

An amount of \$20 per day shall be allocated to cover miscellaneous expenses.

Normally, the departure and return days shall be considered the same day, but special consideration may be given in the case where the convention or course starts on the departure day, and ends the following day.

The per diem allowance shall be paid for any staff member travelling outside the County of Renfrew and/or conventions and seminars on weekends.

b) Meals

Actual cost (original receipt required)

c) Transportation by Automobile

- Mileage shall be paid at the rate of .35¢ per mile or .2175¢ per kilometre to the owner of the car.
- No mileage allowance shall be paid to the passengers.
- Air transportation shall be used in all cases where it is available and/or practical.

d) Transportation by Plane, Train or Bus

- Actual rate (original receipt required)
- Transportation to and from terminal - mileage at .35¢ per mile or .2175¢ per kilometre, or by taxi (original receipt required)
- Parking at terminal, actual cost (original receipt required)

e) Registration Fee

Original receipt required

f) Hotel Accommodation

- Reimbursed upon presentation of the original hotel invoices

g) Extraordinary Expenses

- Meals with special guests or for special occasions shall be reimbursed on presentation of original receipts.
- The name(s) of the guest(s) and the purpose shall be stated on the receipt.

3. Claims

All claims shall be submitted on the provided "Travel Expense Claim Form" to the Administration office no later than two (2) weeks after the convention or trip.

4. Administration Office Approval

All reimbursements shall be approved by the Clerk-Treasurer. An interim allowance may be provided as long as the required administrative procedures are followed.

5. Any request for reimbursement or payment that does not conform to this procedure shall not be paid.

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5th day of May 1986.

  
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Appendix "A"

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1. Authorization

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Any unforeseen or urgent travelling shall be authorized by the Reeve and/or Clerk-Treasurer and subsequently ratified by the municipal council.

2. Travelling Expenses

The following shall be reimbursed on presentation of a duly completed statement of travel expenses:

a) Per Diem Allowance

An amount of \$50 per day shall be allocated for each member of council who attends a seminar or convention for municipal purposes.

Normally, the departure and return days shall be considered the same day, but special consideration may be given in the case where the convention starts on departure day, and ends the following day.

b) Meals

Actual cost (original receipt required) (to a maximum of \$7.00 for breakfast, \$8.00 lunch and \$15.00 supper)

c) Transportation by Automobile

Mileage shall be paid at the rate of .35¢ per mile or .2175¢ per kilometre to the owner of the car.

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- Parking at terminal, actual cost (original receipt required)

e) Registration Fee

Actual cost (original receipt required)

f) Hotel Accommodation

- Reimbursed upon presentation of the original hotel invoices.

g) Extraordinary Expenses

Meals with special guests or for special occasions shall be reimbursed on presentation of the original receipts.

The name(s) of the guest(s) and the purpose shall be stated on the receipt.

3. Claims

All claims shall be submitted on the provided "Travel Expense Claim Form" to the Administration office no later than two (2) weeks after the convention or trip.

4. Administration Office Approval

All reimbursements shall be approved by the Clerk-Treasurer. An interim allowance may be provided as long as the required administrative procedures are followed.

5. Any request for reimbursement or payment that does not conform to this procedure shall not be paid.



Appendix "B"  
To By-law #1986-6

Policies and procedures for travel and convention expenses of officers and servants.

1. Authorization

- a) Travelling of officers and servants for municipal purposes, including seminars, shall be approved by the Clerk-Treasurer prior to the event.
- b) Travelling of officers and servants for conventions or full day courses shall be authorized by resolution of the municipal council.

2. Travelling Expenses

The following shall be reimbursed on presentation of a duly completed statement of travel expense:

a) Per Diem Allowance

An amount of \$20 per day shall be allocated to cover miscellaneous expenses.

Normally, the departure and return days shall be considered the same day, but special consideration may be given in the case where the convention or course starts on the departure day, and ends the following day.

The per diem allowance shall be paid for any staff member travelling outside the County of Renfrew and/or conventions and seminars on weekends.

b) Meals

Actual cost (original receipt required)

*(to a maximum of \$7.00 breakfast, \$8.00 lunch and \$15.00 for supper)*

c) Transportation by Automobile

- Mileage shall be paid at the rate of .35¢ per mile or .2175¢ per kilometre to the owner of the car.
- No mileage allowance shall be paid to the passengers.
- Air transportation shall be used in all cases where it is available and/or practical.

d) Transportation by Plane, Train or Bus

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- Transportation to and from terminal - mileage at .35¢ per mile or .2175¢ per kilometre, or by taxi (original receipt required)
- Parking at terminal, actual cost (original receipt required)

e) Registration Fee

Original receipt required

f) Hotel Accommodation

- Reimbursed upon presentation of the original hotel invoices

g) Extraordinary Expenses

- Meals with special guests or for special occasions shall be reimbursed on presentation of original receipts.
- The name(s) of the guest(s) and the purpose shall be stated on the receipt.

3. Claims

All claims shall be submitted on the provided "Travel Expense Claim Form" to the Administration office no later than two (2) weeks after the convention or trip.

4. Administration Office Approval

All reimbursements shall be approved by the Clerk-Treasurer. An interim allowance may be provided as long as the required administrative procedures are followed.

5. Any request for reimbursement or payment that does not conform to this procedure shall not be paid.