

CORPORATION OF THE VILLAGE OF COBDEN

BY-LAW # 1989-5

BEING a by-law to provide for the reimbursement of expense allowance 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 of Council shall be made according to the policies, and 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 reviewed by Council on an annual basis and updated as required.
4. This by-law shall be in force from the day it is adopted and shall remain in force until it is repealed.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 on the third reading this day
of 1989.


REEVE


CLERK-TREASURER

Appendix "A"

To By-Law # 1989-5

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

1. Authorization

Any travelling for conventions seminars or meetings outside the municipality shall be authorized by resolution of the municipal council.

Any unforeseen or urgent travelling shall be authorized by the Reeve and/or the 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 \$ 65 per half day meeting and \$ 120 for a full day meeting shall be allocated for each member of council who attends a seminar, convention or meeting out side the municipality 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. For the purpose of this section, a half-day meeting shall be defined as a meeting which is less than three and one half hours in duration, exclusive of extended breaks. A full day meeting shall be defined as a meeting which extends for a period in excess of three and one half hours, exclusive of extended breaks.

(b) Meals

Actual cost (original receipt required) to a maximum of \$ 40 per day

(c) Transportation by Automobile

Mileage shall be paid at the rate of .27 cents 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.

-Parking cost with original receipt.

(d) Transportation by Plane, Train or Bus

Actual rate(Original receipt required)
Transportation to and from terminal- mileage at.27 cents per kilometre or by taxi original receipt required
Parking at a-terminal original receipt required.

(e) Registration Fee

Actual cost (original receipt required)

(f) Hotel Accomodations

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 or names 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 Approved

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 # 1989-5

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) Meals

Actual cost (original receipt required) to a maximum of \$ 40.00 per day.

(b) Transportation by Automobile

- mileage shall be paid at the rate of .27 cents per kilometre to 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.
- Parking with original receipt.

(c) Transportation by Plane, Train or Bus

- Actual rate (original receipt required)
- Transportation to and from terminal- mileage at .27 cents per kilometre, or by taxi, (original receipt required)
- Parking at terminal, actual cost (original cost receipt required)

(d) Registration fee

Original receipt required

(e) Hotel Accomodation

Reimbursed upon presentation of the original hotel invoices

(f) 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.

...../2

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.