

**CORPORATION OF THE VILLAGE OF COBDEN**

**BY-LAW 1997-10**

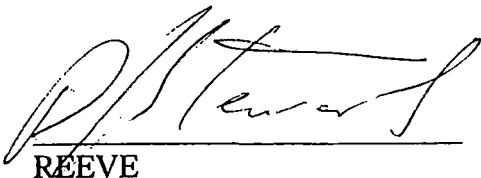
BEING a by-law to provide for the reimbursement of expense allowance to members of council and officers and servants of the Corporation of the Village of Cobden.

WHEREAS the Municipal Act, R.S.O. 1990 Section 243 (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.

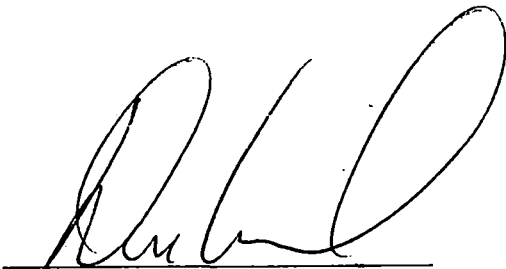
NOW THEREFORE, be it enacted by the Corporation of the Village of Cobden that:

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 This by-law shall come into force on the day of passing and shall remain in force until it is repealed

READ a first, second and finally passed on the third reading this 9 day of September 1997



REEVE



CLERK TREASURER

## Appendix "A"

### To By-Law # 1997-10

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

##### (a) Per Diem Allowance

If business require that overnight accommodations (+250 km) is necessary, one full day per diem shall be allowed for return travelling.

##### (b) Meals

Meal allowance \$40.00 per diem per day or \$8.-Breakfast,\$12.-Lunch and \$20.-Supper.

##### (c) Transportation by Automobile

Mileage shall be paid at the rate of .30 cent per kilometre to the owner of the car.

No mileage allowance shall be paid to the passengers.

Air transportation may be used in cases where it is more economical 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 .30 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 Accommodations

Reimbursed upon presentation of the original hotel invoices.

##### (g) Extraordinary Expenses

A special guest refers to persons of federal, provincial or municipal capacity who is the subject of a lobby by our municipality. Any expenses incurred by a travelling companion is the total responsibility of members of council, officers and servants of the Village of Cobden.

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 # 1997-10

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 councillor covered under budget deliberations.

#### 2. Travelling Expenses

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

##### (a) Meals

Meal Allowance \$40.00 per diem, per day or \$8. - Breakfast, \$12. - Lunch, and \$20. - Supper.

##### (b) Transportation by Automobile

- Mileage shall be paid at the rate of .30 cents per kilometre to owner of the car.
- No mileage allowance shall be paid to the passengers.
- Air transportation may be used in cases where it is more economical 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 .30 cents per kilometre, or by taxi, (original receipt required)
- Parking at terminal, actual cost (original cost receipt required)

##### (d) Registration Fée

Original receipt required.

##### (e) Hotel Accommodation

Reimbursed upon presentation of the original hotel invoices.

##### (f) Extraordinary Expenses

A special guest refers to persons in federal, provincial or municipal capacity who is the subject of a lobby by our municipality. Any expenses incurred by a travelling companion is the total responsibility of members of council, officers and servants of the Village of Cobden.

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.