

THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

BY-LAW NO. 2010-13


Being a By-law to provide expenses to members of Council, and of the Officers and Employees of the Municipality and to repeal by-law 2007-10.

WHEREAS the *Municipal Act, 2001*, S.O.2001, c. 25, Section 283 provides for the payment of expenses of the members of council and of the officers and employees of the municipality if the expenses are of those persons in their capacity as members of council, officers or employees and if the expenses actually incurred or the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council of the actual expenses that would be incurred;

NOW THEREFORE the Council of the Corporation of the Township of Manitouwadge enacts as follows that:

1. the expenses incurred by members of Council shall be paid at the rate and under the guidelines established in Schedule "A" attached hereto and declared to form part of this By-law;
2. the expenses incurred by Managers and the Municipal Staff of the Corporation shall be paid at the rate and under the guidelines established in Schedule "B" attached hereto and declared to form part of this By-law;
3. By-law 2007-10 is hereby repealed effective on *December 1*, 2010
4. this By-law comes into force and takes effect on *December 1*, 2010

READ A 1ST AND 2ND TIME this *23rd* day of *June*, 2010 and READ A THIRD TIME AND FINALLY ENACTED this *23rd* day of *June*, 2010.


Acting Mayor George Bodak


Cecile Kerster, Municipal Manager Clerk

SCHEDULE "A" TO BY-LAW NO. 2010-13
TOWNSHIP OF MANITOUWADGE

**POLICIES REGARDING TRAVELLING AND THE
PAYMENT OF EXPENSES OF MAYOR AND COUNCIL**

1. APPROVAL

The Council shall determine through the budget process the funding available for members of council to attend workshops, seminars, meetings or conventions.

2. TRANSPORTATION

a. The following rates and transportation costs shall be paid:

Vehicle allowance	- forty-five(\$0.45) cents/km
Air	- Economy Class

- (b) The normal method of transportation would be that which is most economical to the Township.
- (c) Arrangements can be made by the secretary assigned to council.
- (d) Councillors are encouraged to share vehicles where appropriate.
- (e) Travel time to meetings from 3 hours to 6 hours will be reimbursed at the ½ the per diem rate each way.
- (f) Travel time to meetings in excess of 6 hours will be reimbursed at the rate of one per diem each way.
- (g) Mileage one way to Thunder Bay will be maximum 425 km.

3. ACCOMMODATIONS

- (a) Accommodation shall be provided and supported by receipts if the cost exceeds thirty-five (\$35.00) dollars a day.

4. ALLOWANCE

a) PER DIEM

An allowance of one hundred and sixty(\$160.00)dollars per day shall be paid

to members of council while acting outside the Municipality for the performance of their duty.

5. MEALS

The following allowance is provided for meals without the support of receipts:

Breakfast - ten (\$10.00) dollars
Lunch - fifteen (\$15.00) dollars
Supper - twenty-five (\$25.00) dollars

In the event that meals are provided for in registration fees or otherwise, a deduction based on the amounts listed above will be made from the allowance provided.

Travel South of the French River

Breakfast - twenty (\$20.00) dollars
Lunch - thirty (\$30.00) dollars
Supper - fifty (\$50.00) dollars

6. ADVANCES

- (a) Any person when authorized to attend a workshop, seminar, meeting or convention may obtain an advance for expenses.

7. MISCELLANEOUS EXPENSES

- (a) Miscellaneous expenses shall be kept to a minimum of \$5.00 per day without receipts.
(b) Taxi fares will be paid and must be supported by receipts.

8. REIMBURSEMENT

- (a) If a member of council attends in a dual capacity or the costs or portion thereof are recovered from any other source, the money so received shall be reimbursed to the Township.

9. SUBMISSION OF EXPENSE ACCOUNT

- (a) Members of Council are required to submit their expense account along with receipts within ten working (10) days from the date of return from the function. A penalty fee of 2% will be deducted for late submissions.
(b) If a refund is due to the Township, it shall accompany the expense account.

SCHEDULE "B" TO BY-LAW NO. 2010- 13

TOWNSHIP OF MANITOUWADGE

**POLICIES REGARDING TRAVELLING AND THE
PAYMENT OF EXPENSES FOR EMPLOYEES**

1. APPROVAL

(a) Clerk (or designate)

- (i) The Clerk (or designate) shall have the authority of approving attendance of any person to a workshop, seminar, meeting or convention provided such function has been specifically provided and approved in the current budget.
- (ii) If a workshop, seminar, meeting or convention is not specifically provided in the budget or if the budget has not been approved, the Council, upon the recommendation of the Clerk (or designate), may approve attendance.

(b) Manager

- (i) When a person other than the Manager is to attend a workshop, seminar, meeting or convention, the Manager of that department shall make a recommendation to the Clerk (or designate) as to who should attend.

2. TRANSPORTATION

- (a) The following rates and transportation costs shall be paid:

Car allowance	forty-five (\$0.45) cents per kilometre
Air	Economy Class

- (b) The normal method of transportation travelling West to Thunder Bay and East to Sault Ste. Marie will be by automobile at the established rate. The principal delegate shall be responsible for providing or making appropriate arrangements.

If, in the opinion of the Clerk (or designate), it is deemed more appropriate to travel other than by automobile, the Clerk (or designate) shall have the authority to approve same.

- (c) Method of transportation to points further than stated in (b) shall be the most advantageous and the method of travel shall be approved by the Clerk (or designate).
- (d) When more than (1) delegate is to attend a function, the number of vehicles to be funded shall be determined by the Clerk (or designate).

3. ACCOMMODATIONS

- (a) Accommodation shall be provided and supported by receipts if the cost exceeds thirty-five (\$35.00) dollars per day.

4. MEALS

- (a) The following allowance is provided for meals without the support of receipts:

Breakfast - ten (\$10.00) dollars
Lunch - fifteen (\$15.00) dollars
Supper - twenty-five (\$25.00) dollars

- (b) In the event that meals are provided for in registration fees or otherwise, a deduction based on the amounts listed above will be made from the allowance provided.

Travel South of the French River

Breakfast - twenty (\$20.00) dollars
Lunch - thirty (\$30.00) dollars
Supper - fifty (\$50.00) dollars

5. ADVANCES

- (a) Any person when authorized to attend a workshop, seminar, meeting or convention may obtain an advance for expenses.

6. MISCELLANEOUS EXPENSES

- (a) Miscellaneous expenses shall be kept to a minimum of five (\$5.00) dollars per day without receipts.
- (b) Taxi fares will be paid and must be supported by receipts.

7. REIMBURSEMENT

- (a) If any employee attends in a dual capacity or the costs of portion thereof are recovered from any other source, the money so received shall be reimbursed to the Township.

8. SUBMISSION OF EXPENSE ACCOUNT

- (a) Employees are required to submit their expense account along with receipts within ten working (10) days from the date of return from the function. A penalty fee of 2% will be deducted for late submissions.
- (b) If a refund is due to the Township, it shall accompany the expense account.

SCHEDULE "B" TO BY-LAW NO. 2010- 13

TOWNSHIP OF MANITOUWADGE

POLICIES REGARDING TRAVELLING AND THE
PAYMENT OF EXPENSES FOR EMPLOYEES

1. APPROVAL

(a) Clerk (or designate)

- (i) The Clerk (or designate) shall have the authority of approving attendance of any person to a workshop, seminar, meeting or convention provided such function has been specifically provided and approved in the current budget.
- (ii) If a workshop, seminar, meeting or convention is not specifically provided in the budget or if the budget has not been approved, the Council, upon the recommendation of the Clerk (or designate), may approve attendance.

(b) Manager

- (i) When a person other than the Manager is to attend a workshop, seminar, meeting or convention, the Manager of that department shall make a recommendation to the Clerk (or designate) as to who should attend.

2. TRANSPORTATION

- (a) The following rates and transportation costs shall be paid:

Car allowance	forty-one (\$0.45) cents per kilometre
Air	Economy Class

- (b) The normal method of transportation travelling West to Thunder Bay and East to Sault Ste. Marie will be by automobile at the established rate. The principal delegate shall be responsible for providing or making appropriate arrangements.

If, in the opinion of the Clerk (or designate), it is deemed more appropriate to travel other than by automobile, the Clerk (or designate) shall have the authority to approve same.

- (c) Method of transportation to points further than stated in (b) shall be the most advantageous and the method of travel shall be approved by the Clerk (or designate).
- (d) When more than (1) delegate is to attend a function, the number of vehicles to be funded shall be determined by the Clerk (or designate).

3. ACCOMMODATIONS

- (a) Accommodation shall be provided and supported by receipts if the cost exceeds thirty-five (\$35.00) dollars per day.

4. MEALS

- (a) The following allowance is provided for meals without the support of receipts:

Breakfast - ten (\$10.00) dollars
Lunch - fifteen (\$15.00) dollars
Supper - twenty-five (\$25.00) dollars

- (b) In the event that meals are provided for in registration fees or otherwise, a deduction based on the amounts listed above will be made from the allowance provided.

Travel South of the French River

Breakfast - twenty (\$20.00) dollars
Lunch - thirty (\$30.00) dollars
Supper - fifty (\$50.00) dollars

5. ADVANCES

- (a) Any person when authorized to attend a workshop, seminar, meeting or convention may obtain an advance for expenses.

6. MISCELLANEOUS EXPENSES

- (a) Miscellaneous expenses shall be kept to a minimum of five (\$5.00) dollars per day without receipts.
- (b) Taxi fares will be paid and must be supported by receipts.

7. REIMBURSEMENT

- (a) If any employee attends in a dual capacity or the costs of portion thereof are recovered from any other source, the money so received shall be reimbursed to the Township.

8. SUBMISSION OF EXPENSE ACCOUNT

- (a) Employees are required to submit their expense account along with receipts within ten working (10) days from the date of return from the function. A penalty fee of 2% will be deducted for late submissions.
- (b) If a refund is due to the Township, it shall accompany the expense account.