



POLICY FOR REMUNERATION & PERSONAL EXPENDITURES
FOR
THE TAY VALLEY POLICE SERVICES BOARD

[*Police Services Act, Section 37*]

1.0 PURPOSE

- 1.1 The Corporation of Tay Valley Township has, by By-Law No. 2010-077, established the rates and terms of remuneration for members of Council, Committees and Boards. The purpose of this policy is to outline the provisions contained in the By-Law No. 2010-077 that relate directly to the Members of the Police Services Board.

2.0 SCOPE

- 2.1 This policy applies to the Tay Valley Police Services Board.

3.0 PROVISIONS OF TOWNSHIP BY-LAW

2. REMUNERATION – COMMITTEE AND/OR BOARD MEMBERS

- 2.1 *Members of the public (non-elected) appointed by resolution to the following quasi-judicial Committees / Boards shall receive remuneration in the amount of \$75.00 per meeting:*

- *Police Services Board*
- *Committee of Adjustment*
- *Fence Viewers*

- 2.2 *Members of the public appointed by resolution to other Committees / Board / Working Groups serve as volunteers and shall be entitled to reimbursement for Mileage and Eligible Expenditures as outlined below.*

3. MILEAGE

- 3.1 *The per kilometer rate of reimbursement for use of a personal vehicle (by Council, Committee, Board, union and non-union staff members) while traveling on authorized business of the Corporation shall be a flat rate based on the lowest range of the per kilometer rate as set by the Department of Finance Canada and that the rate be adjusted annually effective January 1st each year;*

- 3.2 *Such mileage shall be paid upon submission of a proof of Claim Form, as authorized by the Head of Council or his/her designate, Committee Chair or Senior Manager.*

4. ELIGIBLE EXPENDITURES, CONDITIONS AND PROCEDURES

4.1 Conferences / Special Events

Reimbursement of expenditures will be made provided the following circumstances apply:

- o Attendance at the named Conference / Event has been authorized by resolution of Council in the case of elected officials and by the Chief Administrative Officer in the case of employees;*
- o Conference registration has been booked through the Administration Office, unless impossible to do so. Registration for Spouse Programs may be accommodated through the Administration Office however, all costs for attendance of a spouse shall be paid by the attendee;*
- o Travel options have been evaluated in terms of availability, conference location and attendee schedule with the least expensive mode of transportation chosen. Mileage will be reimbursed in accordance with Section 3.1. Incidental costs of travel such as parking, taxi to and from terminal and hotel are deemed acceptable travel costs;*
- o Accommodation options have been evaluated in terms of availability, conference location and attendee needs with the least expensive option being chosen. Sundry expenditures for long distance telephone calls and personal entertainment are not eligible for reimbursement;*
- o Meals required to be purchased during absence at Conference / Event shall be reasonably priced based on the locale. A maximum of \$75 per day shall be payable for meals, regardless of receipts. Reimbursement for meals supplied as part of the Conference/Event and for alcoholic beverages are not eligible;*
- o Receipts for all expenditures shall be attached to the Reimbursement of Expenditure Claim Form and should be submitted within 14 days of completion of the trip;*
- o Spouses may accompany the elected official/committee member/employee providing that any additional expenses, meals, room upgrades, etc. are paid by the individual;*
- o The per diem reimbursement for attendance at meetings and conferences shall not apply to any employee.*

Cash advances to cover anticipated Conference / Event expenditures may be provided with seven (7) days notice to the Administration Office. Such cash advances shall be deducted on associated claim form and any unexpended funds shall be returned to the Township. Attendees will be responsible for lost, stolen or unaccounted for receipts and/or funds.

4.0 BOARD REMUNERATION

4.1 The meeting per diem of \$75.00 shall apply to both the Provincial Appointee and the Municipal Appointee for meetings of the following organizations:

- Ontario Association Of Police Services Boards (OAPSB) Zone 2
- Lanark County Association of Police Services Boards (LCAPSB)
- Tay Valley Township Police Services Board (regular and special meetings)

5.0 BOARD MILEAGE

5.1 Mileage rates and terms contained in By-Law No. 2010-077 shall apply to all members of the Board.

6.0 BOARD CONFERENCES/SPECIAL EVENTS

6.1 The rates and terms of By-Law No. 2010-077 shall apply to all members of the Board

Tay Valley Police Services Board:

Maureen Towaj
Maureen Towaj, Chair

Amanda Mabo
Amanda Mabo, Secretary

Date: May 8, 2012

