

**THE CORPORATION OF TAY VALLEY TOWNSHIP**

**BY-LAW NO. 10-077**

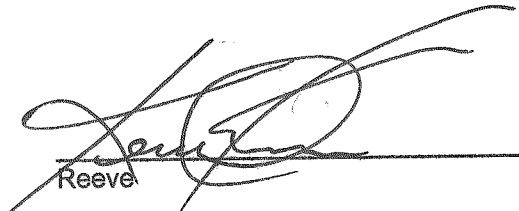
A By-law to establish Remuneration and Personal Expenditure Provisions for the Corporation of Tay Valley Township;

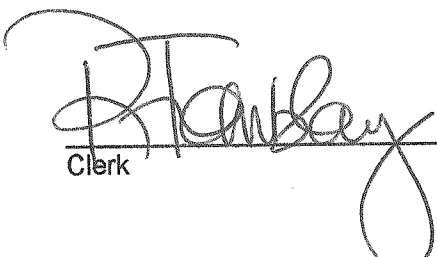
WHEREAS Section 283 (1) of the Municipal Act, S.O. 2001, c. 25 as amended, provides that the municipality may pay any part of the remuneration and expenses to members of Council, a member of any local board of the municipality and the officers and employees of the local board or the municipality;

NOW THEREFORE the Council of the Corporation of Tay Valley Township enacts as follows:

1. The purpose of this By-law is to establish Remuneration for members of Council and to outline the circumstances wherein the Township as a Corporation will reimburse elected and appointed officials and officers and employees for personal expenditures attached hereto as Schedule "A" and forming part of this By-law.
2. The provisions of Schedule "A" attached hereto and forming part of this By-law shall apply to all elected and appointed officials and the following appointed officers; namely the Chief Administrative Officer, Clerk, Planner, Treasurer and Public Works Superintendent. Personal expenditures by other employees must be pre-approved by a Senior Manager and proof of expenditure shall be signed prior to reimbursement.
3. That the provisions of this by-law shall come into force and take effect on the first day of December, 2010.
4. That By-law No. 08-029 and shall be and is hereby rescinded.

Read a first and second time this 12<sup>th</sup> day of October, 2010  
Read a third time and passed this 12<sup>th</sup> day of October, 2010

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Clerk

SCHEDULE "A" TO BY-LAW NO. 10-077

**1. REMUNERATION – MEMBERS OF COUNCIL**

1.1 The annual remuneration for members of Tay Valley Township Council shall be as follows:

|              |                                     |
|--------------|-------------------------------------|
| Reeve        | Twenty Thousand Dollars (\$20,000)  |
| Deputy Reeve | Fifteen Thousand Dollars (\$15,000) |
| Councillor   | Twelve Thousand Dollars (\$12,000)  |

1.2 In addition to reimbursement for actual expenditures pursuant to Section 4, elected officials may claim a per diem compensation/remuneration for lost time and/or wages at a rate of one hundred fifty dollars (\$150) per day or seventy five dollars (\$75) for one-half day for attendance at Conferences and Special Events approved by resolution;

1.3 Such remuneration is intended to cover all costs associated with participation at Council, Committee of the Whole, External Board and Committees to which elected officials have been formally appointed. Such participation shall include preparation and attendance and follow-up activities;

1.4 Such amounts shall be increased automatically according to the annual increases granted from time to time for the Unionized employees, excluding the annual increase for 2011;

1.5 Such remuneration shall be paid monthly in relatively equal installments;

1.6 In addition to such annual remuneration, Council members shall be provided use of a computer during their term of office with the ability to purchase the equipment at the end of the term for a fee representing 10% of the purchase price; and further that the cost of connectivity including monthly connection fees be reimbursed upon submission of invoice.

**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:

- o Police Services Board
- o Committee of Adjustment
- o 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 1<sup>st</sup> 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:

- 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;
- 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;
- 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;
- 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;
- 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;
- 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;
- Spouses may accompany the elected official/committee member/employee providing that any additional expenses, meals, room upgrades, etc are paid by the individual;
- 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.

##### 4.2 Budget Approved Purchases

Reimbursement of personal expenditures for the purchase of goods or services authorized by budget approval will be paid provided the following circumstances apply:

- Other payment options; namely direct payment through Township Accounts Payable or Township issued credit card, have been evaluated and deemed either impossible, cumbersome or inconvenient;

- Documentation regarding budget approval, and departmental supervisor's approval in the case of reimbursement to employees, is produced; and
- Receipts for all expenditures are authorized by the Treasurer prior to issuance of payment.

#### 4.3 Public Relations Account for Head of Council

Reimbursement to the Head of Council will be provided for expenditures the Head, at his sole discretion, deems appropriate in the carrying out of his role as representative of the Council. The Head of Council may authorize public relation expenditures, made by other Members of Council or staff. Reimbursement from the Head of Council's Public Relations Account will be paid provided the following circumstances apply:

- Receipts for all expenditures are authorized by the Head of Council prior to issuance of payment; and
- The total annual expenditure for public relation purposes shall be reasonably in keeping with the annual budget allocation; and
- An annual report on the expenditures incurred shall be provided to Council for information.