

THE CORPORATION OF THE TOWN OF SMITHS FALLS

BY LAW NO. 8048-2007

A BY-LAW TO PROVIDE FOR THE PAYMENT OF EXPENSES INCURRED BY MEMBERS OF COUNCIL, EMPLOYEES AND COMMITTEE MEMBERS OF THE TOWN OF SMITHS FALLS

WHEREAS the Municipal Act 2001, as amended provides that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board.

AND WHEREAS, despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

- (a) the expenses are actually incurred; or
- (b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred.

AND WHEREAS a local board of a municipality may pay remuneration to and the expenses incurred by its members, officers and employees to the extent that the municipality is able to do so under this Act.

NOW THEREFORE the Council of the Corporation of the Town of Smiths Falls enacts as follows:

- 1. THAT the expenses of Member of Council, Employees and Committee Members incurred as a result of their acting either within or outside the municipality shall be paid as set out in Schedule A.
- 2. THAT By-law 5465-89 is hereby rescinded.
- 3. THAT the provisions of this by-law shall come into force and take effect upon the passing thereof.

Read a first and second time this 16th day of April, 2007

Read a third time and passed this 16th day of April, 2007

Mayor

Clerk

AMENDED (VIA BY-LAW 8159-2008, 8222-2009 & 8291-2010)
EXPENSES INCURRED ON TOWN BUSINESS
(Elected Officials/Employees/Committee Members)

TRAVEL

The most cost effective mode of travel should be used.

Out of Province / Country Travel

Out of Province/Out of Country travel to adjacent Provinces/States if they matter is within the approved budget and authorized by the Chief Administrative Officer/Treasurer or designate is permitted. (see By-law 8222-2009)

Any type of travel that does not conform to the above noted requirements is to be pre-authorized by Council

Automobile

45 cents/km (see By-law 8159-2008)

This rate is subject to change via a Council resolution.

NOTE: When two or more elected officials/staff are going to the same destination, car pooling is encouraged to reduce costs.

Rail

Actual Railway Fare

Air

Economy Fare. Flight must be necessary given time constraints and inadequate train schedules in Ontario.

Taxi

Actual Taxi Costs. Receipts must be submitted.

Parking

Actual Parking Charges. Receipts must be submitted.

ACCOMODATION

Actual hotel charge for room where conference is being held (capitalizes on the networking options and reduce potential travel costs to and from another hotel) or reasonable equivalent. Town will pay for room only. Any discretionary charges at the expense of the elected official/staff member (e.g. hotel telephone, room fridge charges and entertainment charges).

MEALS

To be capped at \$80.00/day including tips. (By-law 8291-2010)

Meal charges need to be reasonable based on the locale. Receipts must be submitted.

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

INCIDENTIAL CHARGES:

Not to exceed \$20.00/day. Receipts must be submitted.

CONFERENCES/SEMINARS/WORKSHOPS

Actual conferences/seminar/workshop registration costs. Attendance at annual conferences should be limited to two (2) per year for each Councillor/staff member/committee member. Council may authorize attendance at additional Conferences. A listing of conferences will be distributed at the beginning of each calendar year. Any training (seminars and workshops) is authorized provided that it is in accordance with the approved budget.

Conference: An event sponsored by a professional or trade association involving a series of presentations or discussions related to the purposes and goals of the association.

Seminar/Workshop: A compact program of not more than three (3) days, not necessarily offered through an approved academic institution or professional body, for an individual's professional development.

EXTRAORDINARY CIRCUMSTANCES

In the event that abnormal travel or related costs are to be incurred, the Treasurer may authorize payment of these additional out-of-pocket costs. Receipts must be submitted.

TRAVEL ADVANCES

The Treasurer is authorized to make accountable advances to members of Council/staff/committee members in respect of anticipated expenses.

RECEIPTS

Receipts and completed expense claim form should be submitted within 14 days of completion of the trip, or within a reasonable time.

PER DIEM (FOR ELECTED OFFICIALS OR COMMITTEE MEMBERS ONLY)

\$135.00 per day for a maximum of three consecutive days for conferences/seminars/workshops or \$67.50 for half a day. Elected Officials and/or Committee members may receive the per diem for an annual maximum of 10 days.

Staff (excluding Directors) attending conferences outside of their regular working hours will be compensated in accordance with the overtime policies established in the Employment By-law.

EXPENSE CARDS (CREDIT CARDS FOR ELECTED OFFICIALS)

Expense reports will need to be completed by the following months end, in accordance with policies set out by the Treasurer or his designate, with all receipts attached and will be audited by a staff member to insure that the expenditures meet the current policy. Expenditures that do not meet policy will be charged back to the official.

HEALTH COVERAGE

Out of Country travel shall require appropriate health coverage and the Town shall reimburse costs associated with this coverage for the Members of Council, Employees and Committee Members. (see By-law 8222-2009)