

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 09-839

Being a by-law to authorize the paying of expenses incurred by members of Council, local boards and other bodies, officers and employees of the corporation.

WHEREAS Section 283 of the *Municipal Act*, S.O. 2001, provides for the payment in whole or in part of such expenses of members of Council, local boards and other bodies, officers and employees of the corporation as a result of their acting either within or outside the municipality;

AND WHEREAS section 283 of the *Municipal Act* provides for the payment of a specified amount or amounts calculated according to a specified rate in lieu of the amount of actual expenses incurred in respect of items of expenditure specified in the by-law where specified amounts or rates, in the opinion of the council, reasonably reflect the actual expenses that could be incurred.

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. The following policies on travel expenses shall apply to municipal staff, Councillors and members of local boards and other bodies as specified.

Mode of Transportation

Transportation includes: Air, ship, railway, limousine, bus, taxi, rented or personal automobile.

General

- a) The most economical mode of transportation should be used. Economy shall be related to urgency and the time involved in absence from work.
- b) Return tickets, reduced fares or special rates should be purchased whenever possible and practical.
- c) Whenever practical, travel shall be by the shortest route.

Air: Transportation to and from the airport may be claimed.

Railway: Charges shall not exceed the lesser of return economy fare and accommodation.

Personal Automobile: No allowance shall be granted for the use of a personal vehicle if a municipally owned vehicle is available.

Reimbursement for Use of Personal Automobile: Business trips out of the urban area.

One Person: Reimbursement for use of personal automobile for trips out of the Municipality shall be allowed the maximum equivalent of economy return air or railway fare, in accordance with item (c) under the General Section, above.

More Than One Person: Reimbursement for use of personal automobile shall be granted for only one vehicle if all persons travelling can reasonably be expected to travel together.

Kilometer Reimbursement: The number of kilometres to be reimbursed for the use of a personal vehicle shall be either:

- (a) The distance to the destination and return based on the exact odometer reading; or
- (b) The distance to the destination and return based on the standard mileage rate chart, attached hereto as Schedule "A" to this bylaw, if the person travelling does not submit an odometer reading.

Advance Authorization: Reimbursement for use of personal vehicle shall be authorized in advance by the department head, who shall be responsible for the accuracy and validity of the claim.

Kilometre Rate: The Kilometre rate for use of personal automobile shall be the rate that is published by the Canada Revenue Agency for automobile allowance rates over 5,000 kilometers.

Daily Rate Allowance: A daily rate allowance may be claimed for meals, in lieu of receipts at a rate of \$10.00 breakfast, \$15.00 lunch, and \$30.00 supper, regardless of place of travel.

Meals: Meals will be reimbursed either at the daily rate above or in the amount of receipts submitted, up to a maximum for Northern Ontario (Muskoka and north) of \$10.00 breakfast, \$15.00 lunch, and \$30.00 supper, and at a rate for Southern Ontario of \$15.00 breakfast, \$20.00 lunch, and \$40.00 supper. There will also be flexibility in this category should the CAO be of the opinion that it is a business expense that is justifiable. For planned travel, the daily rate allowance may be obtained as an advance; for other meals, employees are to pay for the meals and then submit receipts afterwards.

Accommodations: The per diem rate shall be the actual cost of the accommodation with a single room maximum, preferably at hotels offering government rates. Receipts must be submitted for accommodations, out of pocket expenses and necessary business expenses.

Parking and Taxis: Will be recognized as out-of-pocket expenses, particularly when travelling to Toronto. Moving violations should be the responsibility of the person travelling. Parking infractions should be reviewed on a case by case basis by the CAO.

Advances: For planned travel, advances may be obtained prior to travel for meals, mileage and accommodation. When an advance is received, the person travelling is still required to submit an expense report with the appropriate receipts and reconciliation upon their return.

- 2. Bylaw No. 00-491, 04-567 and amendments thereto are hereby repealed.
- 3. This bylaw shall come into force and take effect upon final passing thereof.

BE TAKEN AS READ A FIRST time on this 8th day of April, 2009.

READ A SECOND time and finally passed this 14th day of May, 2009.

READ A THIRD time and finally passed this 28th day of May, 2009.

MAYOR

CAO/Clerk

Schedule A to Bylaw 09-839

MILEAGE "RETURNS" FROM TEMAGAMI

Destination	kms
Access Landing	48
Barrie	688
Bracebridge	513
Brampton	885
Cobalt	94
Cochrane	551
Earlton	170
Elk Lake	243
Englehart	198
Haileybury	114
Hearst	977
Kapuskasing	787
Kirkland Lake	290
Latchford	67
London	1205
Marten River	79
Mattawa	322
New Liskeard	122
North Bay	196
Orillia	625
Ottawa	911
Sault Ste. Marie	936
Sturgeon Falls	192
Sudbury	367
Sudbury via North Bay	445
Tilden Lake	125
Timmins	527
Toronto	885
Verner	188
Washago	588
Waterloo	1025