

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 14-1215

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, as amended, provides for the payment in whole or in part of the expenses of members of Council, local boards and other bodies, officers and employees of the corporation in their capacity as members, officers or employees that are actually incurred; or are in lieu of the expenses actually incurred, provided that they are a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred.

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

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

Mode of Transportation: This policy recognizes that the standard means of travel out of the Municipality to meetings, conferences, etc. will be by personal or municipally owned automobile. Other means of transportation including air, ship, railway, limousine, bus, or rented automobile may be dealt with on a case by case basis as the need arises and as authorized by the CAO or by resolution of Council.

Reimbursement for Use of Personal Automobile: Reimbursement for use of personal automobile shall be granted for business trips outside of normal travel to and from work. Whenever practical, travel shall be by the shortest route.

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.

Municipal Vehicle: Business travel outside of the Municipality may be by means of a municipally owned vehicle when this is practical taking into consideration the needs of the department and with the authorization of the department manager.

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 plus two (2) cents per kilometre.

Meals: Meals will be reimbursed at the daily rate of \$15.00 breakfast, \$20.00 lunch, and \$40.00 supper. There will also be flexibility in this category, with receipts, 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 the claim afterwards. Alcoholic beverages are not a reimbursable expense.

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 shall be the responsibility of the person travelling. Parking infractions shall 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. That Bylaw No. 09-839 and amendments thereto are hereby repealed.
3. That this bylaw shall come into force and take effect upon the final passing thereof.
4. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to this by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

TAKEN AS READ A FIRST time on this 20th day of November, 2014.

READ A SECOND time and finally passed this 20th day of November, 2014.

READ A THIRD time and finally passed this 20th day of November, 2014.

Mayor

Clerk

Schedule A to Bylaw 14-1215

MILEAGE “RETURNS” FROM TEMAGAMI

Destination	kms
Lake Temagami Access Point	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