

**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**BYLAW NUMBER 00-491**

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**BEING a bylaw to authorize the paying of expenses incurred by members of council, local boards and other bodies, officers and employees of the corporation**

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WHEREAS section 243 (1) of the *Municipal Act*, R.S.O. 1990 c. 45, 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 243 (3) 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 the 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. Schedule "A", which provides for the payment of expenses incurred by 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 is hereby adopted.
2. Bylaw No. 91-280 is hereby repealed.
3. This by-law shall come into force and take effect on the 11<sup>th</sup> day of August

READ A FIRST AND SECOND time on this 10<sup>th</sup> day of August, 2000.

READ A THIRD and final time and passed this 10<sup>th</sup> day of August, 2000.



Wayne Adair,  
Mayor



John Hodgson,  
CAO

***Schedule 'A' - By-law No. 00-491***

***Expenses - Travel***

***Travel Expenses Paid By The Municipality***

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 ^^^^^^«0<General Section, above.

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

***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.

Amended by 04-567

***Kilometre Rate:*** Kilometre rate for use of personal vehicle shall be 0.33 cents per kilometre when regular gasoline is less than 0.72 cents per litre and 0.36 cents when regular gasoline is more than 0.72 cents per litre. The benchmark for gasoline prices will be at the pump in Temagami at the time of travel.

***Daily Rate Allowance:*** A daily rate allowance of \$55 may be claimed for meals, laundry, gratuities and miscellaneous expenses upon approval of the department head. There will also be flexibility in this category should the person travelling be of the opinion that it is a business expense that is justifiable. The daily rate is to be calculated to the nearest half day while away on municipal business.

***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.