

CORPORATION OF THE TOWN OF MATTAWA



DATE: MONDAY, FEBRUARY 6TH, 2023

RESOLUTION NO: 23-

MOVED BY COUNCILLOR THIBERT

SECONDED BY COUNCILLOR LEVESQUE

RESOLUTION:

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa adopt By-law 23-04 to establish the Remuneration for Members of Council, Committees of Council and its Local Boards to provide for Reimbursement of Expenses.

Recorded Vote – Yes No

Recorded Vote Requested by:

Councillor Gardiner

	Yea	Nay
Mayor Bélanger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Gardiner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Sarrazin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Levesque	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Mick	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Ross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Thibert	<input checked="" type="checkbox"/>	<input type="checkbox"/>

RA Bélanger

MAYOR

Deferred Tabled Lost Carried

Declaration of Pecuniary Interest:

Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NO. 2023-04

BEING a by-law to establish the remuneration for Members of Council, Committees of Council and its local boards to provide for reimbursement of expenses.

WHEREAS Section 8 (1) of the Municipal Act, 2001, S. O. 2001, c.25, ("Municipal Act") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

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

AND WHEREAS Section 283(2) of the Municipal Act, S. O. 2001, c.25, ("Municipal Act") provides that despite any Act, a municipality may only pay the expenses of members of its Council or of a local board of the Municipality if the expenses are of those persons in their capacity as members and actually incurred or, if the expenses are, in lieu of the expenses actually incurred, a reasonable estimate in the opinion of the Council of the actual expenses that would be incurred;

AND WHEREAS Section 284 of the Municipal Act, S. O. 2001, c.25, ("Municipal Act") provides how the remuneration shall be disclosed each year by an itemized statement on or before March 31;

AND WHEREAS Section 283(7) of the Municipal Act, S. O. 2001, c.25, ("Municipal Act") requires Council to review a by-law passed under subsection 283 (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.

AND WHEREAS Council feels that it is expedient to provide for regular, gradual increases in the remuneration and expenses for Council members;

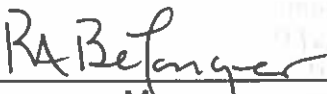
NOW THEREFORE the Council of Corporation of the Town of Mattawa enacts as follows:

1. **THAT** Members of Council shall receive remuneration in accordance with the provisions of Schedule "A" being "Council Remuneration" attached hereto and forming part of this By-law.
2. **THAT** the Treasurer shall make payments to a member of Council for expenses incurred as provided for in Schedule "B", being the "Municipal Travel Expense Policy" attached hereto and forming part of this By-law.

3. **THAT** the Treasurer shall prepare a report of the remuneration and expenses paid to each member of Council in accordance with the provisions of Section 284 of the Municipal Act and the report will be posted on the Municipality's website prior to March 31, of any given year.
4. **THAT** Schedules "A" and "B" can be amended by resolution.
5. **THAT** the "Council Remuneration Schedule" shall be reviewed by Council in the 4th year of each Council term prior to the start of the Nomination Period for the municipal Elections.
6. **THAT** By-law 84-12 and 90-9 are hereby repealed.
7. **THIS** By-law come into force on the day of its final passing.

READ A FIRST and SECOND time this 6th day of February, 2023.

READ A THIRD TIME and FINALLY PASSED this 6th day of February, 2023.



Mayor



Clerk

Schedule "A" to By-law No. 23-04

Council Remuneration Schedule

1. The annual honourarium for members of Council for the Corporation of the Town of Mattawa shall be established according to the following table. This remuneration shall be the total remuneration received by members of Council for performing their duties as Council members which includes attending all Council meetings and meetings with local agencies, boards, and commissions as a Council representative. This remuneration is exclusive of any remuneration paid by external agencies, boards, and commissions.

Position	2023 Rate effective January 1, 2023	2024 Rate effective January 1, 2024 (2% increase)	2025 Rate effective January 1, 2025 (2% increase)	2026 Rate effective January 1, 2026 (2% increase)
Mayor	\$16,000	\$16,320	\$16,646	\$16,979
Deputy Mayor	\$12,000	\$12,240	\$12,485	\$12,734
Councillor	\$11,000	\$11,220	\$11,444	\$11,673

The annual honourarium shall be disbursed as follows:

- a) 50% annual honourarium shall be paid bi-weekly in accordance with the municipality's bi-weekly payroll schedule.
- b) The remaining 50% annual honourarium shall be paid on a monthly basis (1st pay period of each month) and based on attendance at Council meetings from the previous month (includes Committees of Council meetings).

2. A monthly cell phone allowance for the Mayor shall be payable at 100%.

3. That per diem rates for lost wages while attending meetings or attending training for municipal business outside of the municipal boundaries, that has been approved by resolution of the Council of the Corporation of the Town of Mattawa, be established according to the following table.

Length of Function	Per Diem Rate
Half day meeting (under 4 hours)	\$75.00
Full day meeting (over 4 hours)	\$150.00
Multiple days/overnight stay (Conferences/seminars)	\$200.00 per day

Travel expenses incurred while away on municipal business will be reimbursed in accordance with the "Municipal Travel Expense Policy".



POLICY:	Municipal Travel Expense Policy
Committee:	TBD
Effective Date:	February 6 th , 2023
Most Recent Revision:	February 6 th , 2023

SCOPE

This policy applies to the Corporation of the Town of Mattawa's Members of Council, Municipal Staff, Board and Committee Members and the Volunteer Fire Department.

POLICY

The policy of the Corporation of the Town of Mattawa is to ensure that all Members of Council, Municipal Staff, Board and Committee Members and the Volunteer Fire Department are reimbursed for the cost of all reasonable business-related travel expenses incurred in the course of their duties.

Allowable expenditures may include airfare, automobile rentals or taxis, parking, hotels and lodging, food and beverages, and any other payments directly related to the business travel.

Exceptions to this policy may be made only with the approval of the CAO/Treasurer.

PURPOSE

The purpose of this policy is to establish reasonable rates and procedures for the reimbursement of travel expenses to Members of Council, Municipal Staff, Board and Committee Members and the Volunteer Fire Department while away on municipal business. Members and staff are reminded that travel expenses are being paid for with taxation dollars and they should strive to use funds wisely, frugally and with the utmost care.

PROCEDURE

Eligible Travel Expenses

The Town of Mattawa shall reimburse members and staff for all reasonable and appropriate expenses incurred for travel, meals and accommodations incurred in the course of carrying out their duties and responsibilities as per conditions contained in this policy. For this policy, duties include attending meetings, training (courses, seminars, workshops), and conferences approved by Council Resolution for Council members or by the Chief Administrative Officer (CAO) for staff.

- a) Travel expenses include registration fees; hotel accommodations including lodging services such as Airbnb; transportation including vehicle rental, mileage (kilometres driven with own vehicle), taxi and rideshare services, rail and bus; meals; parking, bridge and road toll charges; and phone call and facsimile charges related to municipal business.
- b) All claims for reimbursement shall be supported by detailed receipts which include details as per items purchased and taxes.
- c) Members of Council shall ensure that travel expenses are in compliance with the Council remuneration By-law, "Schedule A".
- d) Meeting, training and conference registration fees will be reimbursed as per actual costs incurred.
- e) Transportation; parking, bridge and road toll charges; and phone and facsimile charges will be reimbursed as per actual costs incurred.

When travelling on municipal business with another municipality, costs shall be shared on a 50/50 basis.

When two or more members or staff are travelling to the same function, carpooling is encouraged with the exception of Members of Council, Boards and Committees who must ensure that there is not a majority of any Council, Board or Committee in one (1) vehicle at the same time.

- f) Mileage costs, for use of personal vehicle on municipal business, will be reimbursed at the reasonable rate suggested by the Canada Revenue Agency and may change from year-to-year. In January of each year, the Chief Administrative Officer will circulate a memorandum to notify members and staff of the mileage reimbursement rate in force for the new year. The rate for 2023 has been established at \$0.68/kilometre.
- g) Hotel accommodation and lodging costs will be reimbursed as per actual costs incurred. Timing of departure and return must be consistent with time of function. These costs shall only be reimbursed if the traveller cannot reasonably be expected to travel to a function commencing early in the morning (on the day of the function), to return at the conclusion of the function (on the same day), or to travel to or return from a function due to weather conditions. Legitimate reasons for early/late departure/return shall be authorized by the CAO.

Although most hotels provide free internet access, should internet not be provided free of charge, reimbursement for internet charges will be reimbursed as per actual costs incurred.

h) Meals while away on municipal business will be reimbursed as per the daily allowance rates specified below:

- \$20.00 for breakfast;
- \$30.00 for lunch; and
- \$50.00 for dinner.

Meal allowance rates represent reasonable meal costs; therefore, they are not considered to be taxable benefits under the Income Tax Act.

Receipts are required to be retained and submitted by members and staff claiming meal allowances.

In exceptional circumstances, and with the approval of the CAO, a higher amount will be allowed for meal allowances.

Reimbursement for tips made on meal purchases at a maximum of 15% will be reimbursed as long as the total amount of the cost does not exceed the meal allowance rates.

Non-Eligible Travel Expenses

The Town of Mattawa will NOT reimburse for the following:

- a) Costs incurred by Members of Council for political activity associated with election or re-election;
- b) Costs incurred by members of Council for meetings with constituents, other individuals and/or groups as these expenses shall be deemed to be incurred in the discharge of their duties and included in regular remuneration;
- c) Costs incurred for spouses, partners, children, relatives or friends when they are accompanying members and staff on municipal business. Spouses, partners, children, relatives or friends are welcome to join members and staff for travel; however, their expenses shall be segregated from the member's or staff's costs and not submitted for reimbursement;
- d) Costs incurred related to meetings, training, and conferences attended by members and staff for organizations or boards of which the member or staff is not appointed by Council or the CAO;
- e) Meals provided at the meeting, training or conference unless dietary restrictions apply and are not accommodated;
- f) In-room movie rentals;
- g) Laundry or dry-cleaning services;

- h) Alcohol or other controlled substances; and
- i) Costs related to "Companion Programs" being offered to spouses/partners of members and staff at meetings, training and conferences.

Other Expenses

Any other travel expenses not mentioned herein may be reimbursed at the discretion of Council or the CAO.

No Pyramiding

There shall be no pyramiding under this policy and under no circumstance will more than one status apply.

Cancellation Fees

The Town of Mattawa will pay for cancellation fees for legitimate personal and professional purposes upon approval by Council and/or the CAO. Members and staff who are present to attend a meeting which is forced to be cancelled due to unforeseen circumstances or lack of quorum shall be entitled to reimbursement for payment of travel expenses.

Travel Expense Advances

For planned travel, advances may be obtained prior to travel by completing and submitting a request in writing to the CAO. Advances will be calculated based on the estimated costs of travel and shall not exceed seventy-five percent (75%) of the estimated costs and these costs shall be limited to daily per diems, mileage cost and reasonable meal expenditures.

When an advance is received, the person travelling is still required to submit an expense reimbursement claim form with the appropriate receipts. Advances will be deducted from the travel reimbursement claim submitted. In rare cases where advances amount to more than the total of the travel costs, members and staff shall be required to reimburse the municipality in a prompt manner.

Claim Submission and Payment Procedure

- a) Members and staff are responsible for filling out expense reimbursement claim forms and submitting them with signature to the Municipal Office for processing within ten (10) business days following travel/meeting.
- b) When more than one (1) member and/or staff attend the same function, each member or staff shall submit their own expense reimbursement claim form.

- c) The Agenda for the meeting, training or conference function must be attached to the expense reimbursement claim form. Where there is no Agenda, the following details must accompany the claim form:
- Date and Place of Function
 - Start and End time of function
 - Persons present at the meeting
 - Purpose of function

Authorization for Reimbursement

Expense reimbursement claim forms must be approved by the appropriate authorizer prior to the submission of the claim to Accounts Payable. NO claim shall be paid without authorization. Travel claims submitted by Members of Council or Senior Staff shall be approved by the CAO. Travel claims submitted by members of the Volunteer Fire Department shall be authorized by the Fire Chief or designate. Travel claims submitted by the CAO shall be authorized by the Mayor or designate.

Approval of Policy

This policy shall come into force and effect once approved by Council Resolution.

Policy Review

This policy shall be reviewed by Council in the 4th year of each Council term prior to the start of the Nomination Period for the municipal Elections.

FORMS

Expense Reimbursement Form