



**CORPORATE SERVICES COMMITTEE
MEETING AGENDA
MONDAY JANUARY 6, 2025 AT 6:00 P.M.**

**DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS
160 WATER STREET, MATTAWA ON**

**Zoom Meeting Access: 1-647-374-4685
Meeting ID Code: 871 0409 6506
Passcode: 879124**

1. Meeting Called to Order

- 1.1 To appoint a Chair of the Corporate Services Committee
- 1.2 To appoint a Vice Chair of the Corporate Services Committee

2. Announce Electronic Participants

3. Adoption of Agenda

- 3.1 To Adopt the agenda as presented or amended
 - That the agenda dated January 6, 2025 be adopted

4. Disclosures of a Conflict of Interest

5. Adoption of Minutes

- 5.1 Regular Meeting of January 29, 2024
- 5.2 To adopt the minutes as presented or amended
 - That Council adopt the January 29, 2024 minutes

6. Presentations and Delegations

7. Notice of Motions

8. Correspondence

- 8.1 Municipality of Wawa – Support for Ontario Building Code Changes

9. Committee Reports

- 9.1 Council Remuneration – Report # R01-25-CORP - Committee Member Mathew Gardiner

10. In Camera (Closed) Session

11. Return to Regular Session

12. Motions Resulting from Closed Session

13. Adjournment

- 13.1 Adjournment of the meeting
 - That the January 6, 2025 meeting adjourn at _____ p.m.

DATE: MONDAY JANUARY 6, 2025

1.1

**THE CORPORATION TOWN OF MATTAWA
CORPORATE SERVICES COMMITTEE**

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the Corporate Services Committee appoints Councillor

_____ as Chair of the Committee.

DATE: MONDAY JANUARY 6, 2025

1.2

**THE CORPORATION TOWN OF MATTAWA
CORPORATE SERVICES COMMITTEE**

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the Corporate Services Committee appoints Councillor

_____ as Vice Chair of the Committee.

DATE: MONDAY JANUARY 6, 2025

3.1

**THE CORPORATION TOWN OF MATTAWA
CORPORATE SERVICES COMMITTEE**

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the agenda dated Monday January 6, 2025 be adopted.

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Corporate Services Committee Meeting held Monday, January 29, 2024, at 6:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Chair Mathew Gardiner
Vice Chair Fern Levesque
Councillor Garry Thibert

Visiting Council: Mayor Raymond A. Bélanger

Staff Present: Amy Leclerc, Municipal Clerk/Revenue Services Clerk
Paul Laperriere, Interim CAO/Treasurer
Barry Jackson, Public Works Supervisor

*When a recorded vote is requested and the minutes indicate the recorded vote was "Unanimous" it means all Councillors present and noted above voted in favour unless otherwise indicated.

1. Meeting Called to Order

Meeting Called to Order by Chair Gardiner at 6:00 p.m.

2. Announce Electronic Participants

Clerk announced one member of the public participating electronically

3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

Resolution Number CS24-01

Moved by Councillor Fern Levesque
Seconded by Vice Chair Garry Thibert

BE IT RESOLVED THAT the agenda dated Monday, January 29, 2024 be adopted.

CARRIED – unanimous

4. Disclosures of a Conflict of Interest

5. Adoption of Minutes

5.1 Regular Meeting of October 2, 2023

Resolution Number CS24-02

Moved by Vice Chair Garry Thibert
Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the minutes of the Corporate Services Committee meeting of Monday, October 2, 2023 be adopted as presented.

CARRIED – unanimous

6. Presentations and Delegations

7. Notice of Motions

8. Correspondence

8.1 Asphodel Norwood – Rising Municipal Insurance Costs

The committee spoke on correspondence item # 8.1 and requested that it be supported at the next regular council meeting.

8.2 Municipality of Tweed – Licence Plate Renewal Fee

The committee spoke on correspondence item # 8.2

9. Committee Reports

9.1 Updates from Town Hall – Report # 24-01CSR

Resolution Number CS24-03

Moved by Councillor Fern Levesque

Seconded by Vice Chair Garry Thibert

BE IT RESOLVED THAT the Corporate Services Committee receives Report # 24-01CSR titled Updates from Town Hall.

CARRIED – unanimous

9.2 Procurement Policy – Report # 24-02CSR

Resolution Number CS24-04

Moved by Councillor Fern Levesque

Seconded by Vice Chair Garry Thibert

BE IT RESOLVED THAT the Corporate Services Committee receives Report # 24-02CSR titled Procurement Policy.

CARRIED – unanimous

10. In Camera (Closed) Session

11. Return to Regular Session

12. Motions Resulting from Closed Session

13. Adjournment

13.1 Adjournment of the meeting

Resolution Number CS24-05

Moved by Vice Chair Garry Thibert

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the January 29, 2024 meeting adjourn at 6:41 p.m.

CARRIED – unanimous

Chair

Clerk

DATE: MONDAY JANUARY 6, 2025

5.2

**THE CORPORATION TOWN OF MATTAWA
CORPORATE SERVICES COMMITTEE**

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the Corporate Services Committee adopt the minutes of the meeting of January 29, 2024.



REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 19, 2024

Resolution # RC24270	Meeting Order: 8
Moved by: <i>Joseph Opat</i>	Seconded by: <i>M Hatfield</i>

RESOLVED THAT Council for the Corporation of the Municipality of Wawa does hereby support the Resolution dated November 13, 2024 passed by the Township of Papineau-Cameron regarding the Ontario Building Code;

AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be forwarded to the Hon. Doug Ford, Premier of Ontario, Hon. Paul Calandra, Minister of Municipal Affairs and Housing, Hon. Michael Parsa, Minister of Children, Community and Social Services, Hon. Victor Fedeli, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade, Association Municipalities of Ontario, Ontario Building Officials Association, Municipalities of Ontario.

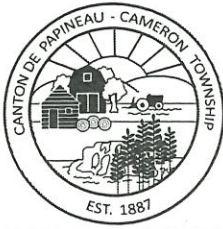
RESOLUTION RESULT	RECORDED VOTE	YES	NO
<input checked="" type="checkbox"/> CARRIED	MAYOR AND COUNCIL		
<input type="checkbox"/> DEFEATED	Mitch Hatfield		
<input type="checkbox"/> TABLED	Cathy Cannon		
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/> PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/> WITHDRAWN	Joseph Opat		

Disclosure of Pecuniary Interest and the general nature thereof.

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL
<i>M. Pilon</i>	<i>Maury O'Neill</i>



THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072
E-mail: clerk@papineaucameron.ca Website: www.papineaucameron.ca

November 13, 2024

The Honourable Doug Ford
Premier of Ontario
Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

RE: Ontario Building Code

The Council of Papineau-Cameron met at their regular Council meeting on November 12, 2024 and passed the attached resolution 2024-328.

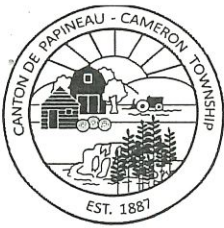
Feel free to contact us if you have any questions.

Sincerely,

Jason McMartin, BA, ADA
CAO/Clerk-Treasurer

Encl. Council Resolution 2024-328

c.c. Hon. Paul Calandra MPP, Minister of Municipal Affairs and Housing
Hon. Michael Parsa MPP, Minister of Children, Community and Social Services
Hon. Victor Fedeli MPP, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade
Association of Municipalities of Ontario
Ontario Building Officials Association
Municipalities of Ontario



THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

4861 Highway 17, P.O. Box 630, Mattawa ON P0H 1V0
Office: (705) 744-5610 • Fax: (705) 744-0434 • Garage: (705) 744-5072
Website: www.papineaucameron.ca

DATE: November 12, 2024 **RESOLUTION NUMBER:** 2024- 328

MOVED BY: *Shelley Belanger* **SECONDED BY:** *MChenier*

WHEREAS Ontario is facing a significant affordable housing crisis, with many residents struggling to secure safe and affordable living accommodations;

AND WHEREAS the crisis of homelessness in Ontario continues to affect thousands of individuals and families, necessitating urgent and effective housing solutions;

AND WHEREAS the current Ontario Building Code contains regulations that may inadvertently hinder the development of affordable housing by imposing excessive costs and barriers on individuals and developers;

AND WHEREAS current building code regulations may restrict the development of innovative housing solutions designed to address the needs of homeless individuals and families;

AND WHEREAS an increase in affordable housing units is essential to promote economic stability, community well-being, and social equity within Ontario;

AND WHEREAS providing pre-approved affordable housing plans can streamline the construction process, reduce costs, and facilitate quicker access to housing for those in need;

THAT the Council of Papineau-Cameron Township hereby calls on the Ontario government to amend the Ontario Building Code to include provisions for pre-approved affordable housing plans specifically aimed at supporting low income and homeless individuals, including:

1. Standardized Designs: Creating a set of pre-approved housing designs that meet safety and quality standards while being cost-effective and quick to construct.
2. Flexible Design Standards: Allowing for innovative building designs and materials that meet affordability criteria while ensuring safety and livability.
3. Community Integration: Ensuring that these housing designs can be integrated into existing neighborhoods in a way that respects community character and promotes acceptance.
4. Support for Diverse Models: Including options for various types of housing, such as tiny homes, modular units, and converted shipping containers, to cater to different needs and preferences.

AND FURTHER THAT the Council of Papineau-Cameron Township encourages the Ontario government to engage with stakeholders, including architects, housing advocates, and service providers, to develop these pre-approved plans that effectively address the needs of low income and homeless individuals;

AND FURTHER THAT this resolution be provided to the Hon. Doug Ford, Premier of Ontario, Hon. Paul Calandra, Minister of Municipal Affairs and Housing, Hon. Michael Parsa, Minister of Children, Community and Social Services, Hon. Victor Fedeli, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade, Association Municipalities of Ontario, Ontario Building Officials Association, Municipalities of Ontario.

CARRIED: *Robert Corriveau* **NOT CARRIED:** _____
(Mayor) (Mayor)

COPY

Recorded Vote (Upon Request of Councillor _____) Section 246 (1) Municipal Act

RECORDED DIVISION VOTE	YES Signature	NO Signature	ABSTAIN Signature
Mayor Robert Corriveau			
Deputy Mayor Shelley Belanger			
Councillor Keith Dillabough			
Councillor Jason Bélanger			
Councillor Mélanie Chenier			



INFORMATION REPORT

PREPARED FOR: CORPORATE SERVICES COMMITTEE
PREPARED BY: MATHEW GARDINER, MEMBER OF CORPORATE SERVICES
TITLE: COUNCIL REMUNERATION POLICY
DATE: MONDAY, JANUARY 6, 2025
REPORT NO: R01-25-CORP

BACKGROUND

On February 6th, 2023, Council unanimously approved Bylaw 23-04 titled Remuneration for Members of Council. In adopting this bylaw, council members received a raise that was reflective of approximately the median payrate for council members in our region, but also changed the pay structure to being 50% based on attendance of council meetings.

ANALYSIS & DISCUSSION

Since this time, at various points, Council members, staff & constituents have raised concerns about the bylaw. Some concerns shared with the previous chair of Corporate Services were formed around things such as;

- The guaranteed (50%) pay portion of a councillor's salary (Some believe it should be even more geared towards attendance, some less towards attendance),
- Meeting priority (Council meetings vs Council appointed board meetings),
- "Double dipping" (Claiming of travel allowance, and meeting allowance from more than one source for the same meeting), and
- Making the policy less complex to administer for staff.

After approximately 2 years with the current policy, members of council and staff have a much better understanding of the unintentional gaps it has created. This was a policy that replaced a very aged remuneration policy, and as expected there have been some minor growing pains to its implementation. This policy is set for review by Council before the nomination period in 2026, but it is my hope to button up this minor issues sooner rather than later so that it is fine tuned for the next term of council.

FINANCIAL IMPLICATIONS

No additional implications at this time.

RELEVANT POLICY/LEGISLATION

Bylaw 23-04 Renumeration for Members of Council, Municipal Act, S.O. 2001, C.25

ATTACHMENTS

By-law 23-04 Remuneration for Members of Council

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives Report number R01-25-CORP and further directs the Chair to bring a report to the next regular council meeting for input, before returning with a revised version of the policy at our next regular Corporate Services meeting.

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R01-25-CORP titled Council Remuneration.

AND FURTHER THAT the committee direct the Chair to bring forward a report at the next regular meeting of Council for Council input and return with a draft revision of the policy for the next Corporate Services meeting.

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;

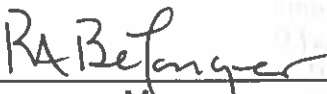
NOW THEREFORE the Council of Corporation of the Town of Mattawa enacts as follows:

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

DATE: MONDAY JANUARY 6, 2025

13.1

**THE CORPORATION TOWN OF MATTAWA
CORPORATE SERVICES COMMITTEE**

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the January 6, 2025 meeting adjourn at _____ p.m.