

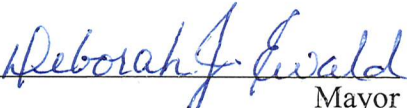
**CORPORATION OF THE TOWN OF RAINY RIVER
BY-LAW NO. 1828-22**

Being a by-law to amend the expense policy for the Town of Rainy River.

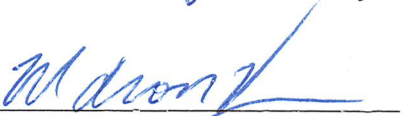
WHEREAS the Corporation of the Town of Rainy River has approved amendments to the Expense Policy;

BE IT HEREBY RESOLVED that the amended policy be approved as attached.

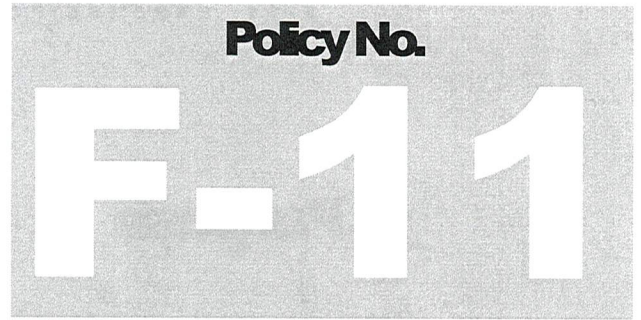
READ AND PASSED IN OPEN COUNCIL THIS 12TH DAY OF SEPTEMBER 2022.



Mayor



Chief Administrative Officer



CORPORATION OF THE TOWN OF RAINY RIVER

Finance Department

Expense Policy

1. Purpose

The purpose of this document is to establish a Councillor-Mayor-Staff-Authorized Town Representative Expense Policy.

Each individual who is authorized to claim expenses is required to read and observe the policies and procedures outlined in this document.

2. Definitions

“Council” shall mean the elected members of the Corporation of the Town of Rainy River.

“Session” shall mean any regular, special or other meeting or conference of a Council, a local board or a committee of either of them.

“Town” shall mean the Corporation of the Town of Rainy River.

“Honorarium” shall mean the annual salary being made to members of Council to reimburse the members for their daily homework/research, consultation with ratepayers (phone calls, etc.), driving time to meetings and in Town meetings.

“Per Diem Rate” shall mean a fixed payment to members of Council for their attendance at meetings, conferences/seminars or meetings with staff or others outside of the Town boundaries. A per diem starts/ends when a meeting starts/ends and will not be charged at the same time as mileage is claimed unless distance requirements are met.

“Mileage Expenses” shall mean costs incurred to travel outside Town limits to regularly scheduled meetings of council, boards, committees, conferences, seminars, community events, meetings with individual residents and representatives of community organizations.

3. Travel Expenses

3.1 The following amounts will be provided to persons traveling on Town of Rainy River business outside the Town limits who are not already receiving a subsidy:

Table 1

| | |
|---|---|
| <p>Hotel Accommodations (where alternate accommodation is used an allowance of \$50.00/day may be charged)</p> | <p>At cost with receipts attached to claim form.</p> |
| <p>Meal Expenses</p> | <p>By receipt.</p> |
| <p>Vehicle Expenses (Mileage) as per CRA (\$0.61 2022)</p> | <p>https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.htmlutomobile allowance rates - Canada.ca</p> |

- 3.2 Any additional expense for attending a function not covered by this policy may be authorized by resolution passed in open Council.
- 3.3 Where two or more persons are attending an authorized function, they shall, as far as possible and as practical, use the same vehicle for this purpose or as directed by resolution of Council.
- 3.4 Alcoholic beverages shall not be considered a legitimate expense for a Council member and as such, shall not be reimbursed.
- 3.5 Air Fare – Economy fare when available.
- 3.6 All expense accounts shall be approved by the CAO and Mayor, or alternates. Where accounts are not approved, they shall be submitted to Council for approval by specific resolution prior to payment being made.
- 3.7 A copy of the agenda or brief summary outlining the seminar or meeting attended is to be attached to the expense sheet.

4. Per Diems Allowed for Travel

- 4.1 Members of Council may claim a half-day per diem during travel when the travel is in excess of 200 kilometers one way and a full-day per diem when travel is in excess of 400 kilometers one way.

5. Per Diem Rates

- 5.1 For session pre-authorized by Council where a Councillor or the Mayor has to travel beyond the town limits of Rainy River:

Table 2

| | |
|---|-----------------|
| Half Day Meeting A half day per diem rate applies to a session lasting 4 hours or less. | \$50.00 |
| Full Day Meeting A full day per diem rate applies to a session lasting more than 4 hours. | \$100.00 |

6. Council Remuneration

Table 3

| | |
|------------------------|--------------------|
| Mayor | \$650/month |
| Deputy Mayor | \$550/month |
| Council Members | \$500/month |

- 6.1 The annual Council Remuneration shall be paid in twelve monthly installments in arrears of the month in which they are earned.
- 6.2 That the Mayor and Councillors shall be allowed to be absent from two (2) scheduled Council or Committee of the Whole meetings in one calendar year, without loss of remuneration.
- 6.3 Except as provided for in clause 6.2, for each Council or Committee of the Whole meeting that the Mayor or Councillor fails to attend, the sum of FIFTY DOLLARS (\$50) shall be deducted from the monthly remuneration, unless such absence is due to illness, scheduled work, Town business, death in the family, on vacation (two

weeks advance notice required) on pregnancy/parental leave, or otherwise authorized by Council.

- 6.4 Attendance at Council or Committee of the Whole meetings shall include attendance in person or virtually. Virtual attendance will be allowed only if the provision remains in place within the Municipal Act and its regulations.
- 6.5 In future years, beginning January 1, 2023, the base annual remuneration for both Councillors and the Mayor be adjusted annually to reflect the Consumer Price Index for Ontario through Statistics Canada or adjusted according to resolution of Council.

7. Effective Date

This policy will come into effect on November 15, 2022.

8. Policy Review

This policy will be reviewed in the final year of each Council term.

ADOPTION & REVIEW GUIDELINES

Approved by Motion # 15-018A2 on February 9, 2015

Reviewed/Revised by Res. # 1828-22 on September 12, 2022, Motion # 22-103

Approximate date of next review December 2025

REFERENCES:

POLICY AREA
Finance

POLICY NUMBER
Section F-11