

**THE CORPORATION OF THE  
TOWNSHIP OF MICHIPICOTEN**

**BY-LAW NO. 1284-99**

**BEING A BY-LAW** to adopt Township of Michipicoten Policy No. HR-005:  
Council Per Diems.

**WHEREAS** Section 102 of the Municipal Act, R.S.O. 1990, Chapter M.45 as amended from time to time provides that Councils may pass such by-laws and make such regulations for the well-being of the Municipality;

**AND WHEREAS** by Resolution No. CW99078, the Committee of the Whole at its October 26, 1999 Meeting recommended to the Council the adoption of Policy No. HR-005: Council Per Diems;

**AND WHEREAS** this Policy will replace a portion of Township of Michipicoten Policy No. PER-015, more specifically Section 1.9;

**NOWTHEREFORE** the Council of the Corporation of the Township of Michipicoten enacts as follows:

1. **THAT** Township of Michipicoten Policy No. PER-015, Section 1.9, be and is hereby rescinded.
2. **THAT** Policy No. HR-005 herein attached as Schedule "A" to this By-Law and forming an integral part of this By-Law, be adopted as Township Policy on the Council per diems.
3. **THAT** the Reeve and Clerk be and they are hereby authorized to sign this By-Law and to affix the corporate seal thereto.
4. **THAT** this By-Law is enacted upon the third and final reading hereof.

**READ** a first and second time this 2<sup>nd</sup> day of November 1999.

---

JAMES AQUINO, REEVE

---

BRUCE WENSTROM, DEPUTY-CLERK

**READ** a third time and be finally passed this 17<sup>th</sup> day November, 1999.

---

JAMES AQUINO, REEVE

---

CHRIS WRAY, CLERK



*The Corporation of the Township of Michipicoten*  
*Policy Manual*

<b>POLICY TITLE:</b> Council Per Diems	<b>SUBJECT:</b> Reimbursement to Council Members for Travel or Meeting Time
<b>Policy Section:</b> Human Resources	<b>Policy No.</b> HR-005
<b>Effective Date:</b> November 16, 1999	<b>Enacted By:</b> By-Law 1284-99

## **Section A**

### **Preamble**

- 1.0.0 At various times during the term of Council, members are required to be away from their families or place of employment due to municipal travel or extended meetings.
- 2.0.0 It is the intent of the Township of Michipicoten to reimburse members for this lost time.

---

## **Section B**

### **Policy Statement**

- 1.0.0 The Township of Michipicoten wishes to provide reimbursement to Council members for time away from family and / or employment due to travel on municipal business or for extended in-town meetings.

---

## **Section C**

### **Definitions**

- 1.0.0 *“Municipal Travel”* shall be defined as travel on municipal business that has been approved by the Council of the Corporation of the Township of Michipicoten or its successors.
- 2.0.0 *“Corporation”* shall mean the Corporation of the Township of Michipicoten or its successors.



*The Corporation of the Township of Michipicoten*  
*Policy Manual*

<b>POLICY TITLE:</b> Council Per Diems	<b>SUBJECT:</b> Reimbursement to Council Members for Travel or Meeting Time
<b>Policy Section:</b> Human Resources	<b>Policy No.</b> HR-005
<b>Effective Date:</b> November 16, 1999	<b>Enacted By:</b> By-Law 1284-99

- 3.0.0        **“Council”** shall mean the Council of the Corporation of the Township of Michipicoten or its successors.
- 4.0.0        **“Extended Meetings”** shall mean meetings that require four (4) or more consecutive hours of a Council Member’s time. Such meetings may occur in town or out of town. Excluded from the definition of Extended Meetings shall be Council Meetings, Committee of the Whole Meetings, Committee Meetings and any other meetings that must be attended due to normal Council appointment.

---

## **Section D**

### **Regulations**

- 1.0.0        **Effective Date**
- 1.0.1        Claims made for municipal travel under this policy must be made in conjunction with travel that has been duly approved by the Council via Resolution
- 1.0.2        Where time or circumstances do not warrant approval by Council Resolution, prior notification shall be given to all Council Members by telephone, fax or memorandum.
- 1.0.3        Claims made for municipal meetings may only be made if the said meeting is as defined under “Extended Meetings” in this policy.
- 1.0.4        Reimbursement may not be made for meetings held in regards to a volunteer posting or appointment that is outside the normal mandate of appointments for Council.



*The Corporation of the Township of Michipicoten  
Policy Manual*

<b>POLICY TITLE:</b> Council Per Diems	<b>SUBJECT:</b> Reimbursement to Council Members for Travel or Meeting Time
<b>Policy Section:</b> Human Resources	<b>Policy No.</b> HR-005
<b>Effective Date:</b> November 16, 1999	<b>Enacted By:</b> By-Law 1284-99

2.0.0      **Amounts and Timing**

- 2.0.1      The maximum allowable to be claimed under this policy shall be \$150.00 per day.
- 2.0.2      The amounts paid under this policy shall be adjusted for Cost of Living Allowance Adjustment (COLA), annually.
- 2.0.3      This policy shall apply seven (7) days a week to recognize the changing nature of working conditions and absences from family.

3.0.0      **Claiming**

- 3.0.1      Claims must be made on the prescribed form and submitted to the Treasury Department.
- 3.0.2      All claims will be processed through the Corporation payroll system and be subject to the normal statutory deductions.



*The Corporation of the Township of Michipicoten  
Policy Manual*

<b>POLICY TITLE:</b> Council Per Diems	<b>SUBJECT:</b> Reimbursement to Council Members for Travel or Meeting Time
<b>Policy Section:</b> Human Resources	<b>Policy No.</b> HR-005
<b>Effective Date:</b> November 16, 1999	<b>Enacted By:</b> By-Law 1284-99

---

**Section E**

**Policy Adoption and Review Guidelines**

<b>Date of Adoption by Council</b>	<b>By-law No.</b>	<b>Motion No.</b>	<b>Date of Most Recent Review by Council</b>	<b>Date of Next Review by Council</b>
March 3, 1998	1182-98	Unknown	March 1998	October 1999
November 16, 1999	1284-99	RC99133	October 1999	December 2000

---

**Section F**

**References to Other Policies or By-laws**

<b>Policy Title</b>	<b>Policy Section</b>	<b>Policy Number</b>
Travel Policy		