

CORPORATION OF THE TOWNSHIP
OF DRUMMOND/NORTH ELMSLEY

BY-LAW NO. 2013-025

COMMITTEE/BOARD APPOINTMENT AND REMUNERATION BY-LAW

A BY-LAW TO RESCIND BY-LAW 2012-24 TO APPOINT OFFICIALS FOR THE TOWNSHIP OF DRUMMOND/NORTH ELMSLEY AND TO AFFIX THE REMUNERATION OF EACH WHERE APPLICABLE.

WHEREAS pursuant to Section 5 of the Municipal Act 2001 S.O. 2001 c.25, the powers of a municipal corporation are to be exercised by its Council through the passage of a by-law;

AND WHEREAS pursuant to Section 283(1), of the Municipal Act 2001 S.O. 2001 c.25, Councils of a municipality may pass by-laws to pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board;

AND WHEREAS pursuant to Section 283(2), of the Municipal Act 2001 S.O. 2001 c.25, a municipality may only pay the expenses of the members of its Council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

- (a) the expenses are actually incurred and if,
- (b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred.

THEREFORE BE IT RESOLVED THAT the Council of the Township of Drummond/North Elmsley enacts as follows:

1. That the persons named in the attached Schedule "A" to this by-law be appointed for the term of Council to the various positions named in the said schedule.
2. That the rate of remuneration for these positions be as stated on the attached Schedule "A".
3. That the allowable expenses for these positions in performance of duties be as stated on the attached Schedule "B".
4. That the attached Schedule "C" is the Township "Travel Expense Claim" form for Council and Committee members to be submitted for the reimbursement of seminar and conference expenses incurred.
5. That the attached Schedule "D" to the Township "Mileage Expense Claim" form to be submitted for the reimbursement of mileage expenses incurred.
6. That the attached Schedule "E" to the Township "Committee Meeting Expense Claim" form to be submitted for payment of per diem claims for committee meeting attended.

7. That the attached Schedule "F" to the Township "Committee of Adjustment Expense Claim" form to be submitted for payment of per diem claims and mileage for committee meeting attended.
8. Schedules "A to F" attached hereto, form part of this by-law.
9. That By-law 2012-024 shall be and is hereby repealed.
10. That this by-law shall take effect as of the date of passage.

Read a first, second and third time and finally passed this 14th day of May 2013.

Reeve

Deputy Clerk

SCHEDULE "A" to By-law 2013-025

COMMITTEE	REMUNERATION	NAME
TOWNSHIP COMMITTEES/BOARDS		
Committee of Adjustment		Ken Fournier Julie Stewart Bill Jamison
	Employee-Secretary Employee-Alternate Secretary Employee-Alternate Secretary	Karl Grenke Cindy Halcrow Cathy Ryder
D/NE 200th Anniversary Committee	Employee Mileage Mileage (as per terms of reference) Mileage (as per terms of reference) Mileage (as per terms of reference)	Karl Grenke Gail Code Barrie Crampton Karen Hunt Muriel Hopper
Fire Board	Mileage Mileage Mileage	Aubrey Churchill Gail Code Ray Scissons
Environmental Initiatives	Mileage Mileage Employee Employee	Gail Code Linda Mentzel Scott Cameron Bob Moore
Perth Union & District Library Board	Mileage Compensation Compensation	Peter Wagland Joan Wickware John Kalbfleisch
Municipal Control Group (Emergency Management)	Mileage Mileage	Aubrey Churchill Gail Code (alternate)
Waste Disposal Advisory Committee	Mileage Mileage Mileage Mileage Mileage Employee Employee Employee	Aubrey Churchill Gail Code Ken Fournier Ray Scissons Peter Wagland Scott Cameron Cindy Halcrow Bob Moore

SCHEDULE "A" to By-law 2013-025

OTHER APPOINTMENTS		
Chamber of Commerce	Mileage + Compensation	Ian J. Doig
Conservation Authorities RVCA MVCA	Paid by RVCA Paid by MVC	Ray Scissons Gail Code
SCHEDULE "A" to By-law 2013-		
Drug Strategy Committee	Mileage + Compensation	Ken Fournier
Fence Viewers • Drummond Ward • North Elmsley Ward	\$25.00 per hour (\$50.00 minimum per visit)	Stuart McIntosh Frances Malloy John Leeﬂang Winston Porter
Livestock Valuers	\$65.00 per visit	Diane Scissons Stuart McIntosh Clare Porter (alternate) Ross Creighton (alternate)
Mississippi Lake Advisory	Mileage + Compensation	Ken Fournier
Mississippi Lake Planning	Mileage + Compensation	Gail Code
Perth & Smiths Falls Physician Recruitment	Mileage + Compensation	Aubrey Churchill
Rideau Canal Landscape Committee	Mileage + Compensation Employee	Aubrey Churchill Karl Grenke
Rideau Heritage Route Tourism Committee	Mileage + Compensation	Peter Wagland
Smiths Falls Local Immigration Partnership Council	Employee	Cindy Halcrow

**Mileage as per Township rate

**Meeting compensation = \$75.00 Half Day / \$150.00 Full Day

SCHEDULE "B" to By-law 2013-025

DEFINITIONS:

Conference or convention – a multi-day event approved by Council requiring overnight accommodation

Seminar – generally a single day information event, usually within driving distance and may include overnight accommodation

Training Courses – Council authorized employee development course requiring the payment of a tuition fee to an accredited instructional or institutional facility and as described in the Employment By-law.

1. Conference or convention expenses for members of Council, Officers and Employees of the corporation shall be as follows:
 - a) Daily food allowance - *maximum* \$80.00
 Breakdown: \$20.00 *Breakfast*
 \$25.00 *Lunch*
 \$35.00 *Dinner*
 - b) Travel expenses to and from the conference or convention by commercial carrier (substantiated by a receipt) or by personal vehicle at the rate currently adopted by the County of Lanark
 - c) Transportation by taxis while there.
 - d) Conference /convention fees
 - e) Accommodation
 - f) Remuneration for each day of attendance at any conference or convention authorized by Council shall be as follows:
 - The employee's regular daily rate of pay exclusive of overtime
 - Other committee/board members, exclusive of members of Council, shall be \$75.00 per day.
 - Members of Council as per the Council Remuneration And Expense By-Law
 - g) Vehicle Parking Expenses
2. Seminar expenses for members of Council, Officers and Employees of the Corporation shall be as follows:
 - a) Daily food allowance
 - b) Travel expenses to and from the seminar location by personal vehicle at the rate currently adopted by the County of Lanark
 - c) Seminar fees

SCHEDULE "B" to By-Law 2013-025

- d) Accommodation as authorized
 - e) Remuneration for each day of attendance at any seminar authorized by Council shall be as follows:
 - The employee's regular rate of pay
 - Other committee or board members, exclusive of members of Council, shall be \$75.00 per day.
 - Members of Council as per the Council Remuneration And Expense By-Law
 - f) Vehicle Parking Expenses
3. Training expenses for Officers and Employees of the Corporation shall be as described in the Township Employment By-law.
 4. Mileage for personal vehicles in performance of duties as assigned by Council or as authorized by the Department Head shall be at the rate currently adopted by the County of Lanark.



SCHEDULE "C" to By-law 2013-025

TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

CONFERENCE/SEMINAR EXPENSE & TRAVEL CLAIM

Name: _____

Address: _____

Convention: _____

Dates: _____

Transportation:

Mileage: Total Km _____ @ Km Rate* = _____

Other transportation Costs (please specify, ie. train, taxi):

Accommodation: _____

Meals (\$80.00 daily conference allowance):

Seminars:	\$20.00	Breakfast	_____
	\$25.00	Lunch	_____
	\$35.00	Dinner	_____

Honorarium: \$75.00 per half day / \$150.00 per full day 100 per day _____

Registration Fees: _____

Other Expenses (please specify):

Total Expenditures _____

Less Advances Received _____

Total Now Claimed _____

Date: _____ Signature: _____

Approved: _____

"RECEIPTS MUST BE ATTACHED TO THIS CLAIM"

** The rate per Km shall be the rate currently adopted by the County of Lanark.*



SCHEDULE "F" to By-law 2013-025

TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

COMMITTEE OF ADJUSTMENT EXPENSE CLAIM

COMMITTEE MEMBER: _____

APPLICATION NUMBER: _____

APPLICANT'S NAME: _____

MILEAGE

Site Visit date: _____ Km x 0.47/km = _____

_____ x \$75.00 = _____

Additional Site Visit date: _____ Km x 0.47/km = _____

_____ x \$75.00 = _____

MEETING

Public Meeting: Date _____ x \$75.00 = _____

Additional Public Meeting if required: Date _____ x \$75 = _____

Total Expense

\$ _____

Date Submitted: _____ Signature : _____

Approved by: _____

** The rate per Km shall be the rate currently adopted by the County of Lanark.*