

**THE CORPORATION OF THE
MUNICIPALITY OF WAWA**

BY-LAW NO. 2673-13

BEING A BY-LAW to adopt Municipality of Wawa Policy No. HR-005:

Council Per Diems.

WHEREAS Section 8 of the Municipal Act, S.O. 2001, Chapter 25, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, S.O. 2001, Chapter 25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10 (1) of the Municipal Act, S.O. 2001, Chapter 25, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS the Council of the Municipality of Wawa 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;

NOWHEREFORE the Council of The Corporation of the Municipality of Wawa enacts as follows:

1. **THAT** Municipality of Wawa By-Law No. 1284-99 be and is hereby repealed.
2. **THAT** Policy No. HR-005: Council Per Diems herein attached as Schedule "A" to this By-Law and forming an integral part of this By-Law, be adopted as the policy for reimbursement to council members for travel or meeting times.
3. **THAT** the Mayor and Deputy 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, second and third time and be finally passed this 16th day of April, 2013.

LINDA NOWICKI, MAYOR

CATHY CYR, DEPUTY CLERK



The Corporation of the Municipality of Wawa
Policy Manual

POLICY TITLE: Council Per Diems	SUBJECT: Reimbursement to Council Members for Travel or Meeting Time
Policy Section: Human Resources	Policy No. HR-005
Effective Date: April 16, 2013	Enacted By: By-Law No. 2673-13

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 Municipality of Wawa to reimburse members for this lost time.

Section B

Policy Statement

- 1.0.0 The Municipality of Wawa 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 Municipality of Wawa or its successors.
- 2.0.0 **“Corporation”** shall mean the Corporation of the Municipality of Wawa or its successors.

3.0.0 **“Council”** shall mean the Council of the Corporation of the Municipality of Wawa 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

1.1.0 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.

1.2.0 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.

1.3.0 Claims made for municipal meetings may only be made if the said meeting is as defined under “Extended Meetings” in this policy.

1.4.0 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.

2.0.0 Amounts and Timing

2.1.0 The maximum allowable to be claimed under this policy shall be \$150.00 per day.

2.2.0 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

3.1.0 Claims must be made on the prescribed form and submitted to the Finance Department.

3.2.0 All claims will be processed through the Corporation's payroll system and be subject to the normal statutory deductions.

Section E

Policy Adoption and Review Guidelines

Date of Adoption by Council	By-Law No.	Motion No.	Date of Most Recent Review by Council	Date of Next Review by Council
March 3, 1998	1182-98	Unknown	March 1998	October 1999
November 16, 1999	1284-99	RC99133	October 1999	December 2000
April 16, 2013	2673-13	RC13082	March 2013	March 2015

Section F

References to Other Policies or By-laws

Policy Title	Policy Section	Policy Number
Expense Reimbursement	Administration	AD-003