

**CANADA
PROVINCE OF QUÉBEC
REGIONAL COUNTY OFFICE
OF ARGENTEUIL
TOWNSHIP OF WENTWORTH**

BY-LAW NUMBER 2022-013

**BY-LAW ESTABLISHING RATES APPLICABLE TO EXPENSES
INCURRED ON BEHALF OF THE MUNICIPALITY OF THE
TOWNSHIP OF WENTWORTH**

WHEREAS the *Act Respecting the Remuneration of Elected Municipal Officers* states that the Municipal Council may establish applicable rates for expenses incurred on behalf of the Municipality of the Township of Wentworth by adopting a By-Law;

WHEREAS the Council considers that adopting such a By-Law ensures the proper functioning of the Municipality;

WHEREAS the Council considers that these rates should also apply to the Officers and Employees of the Municipality;

WHEREAS a Notice of Motion concerning this By-Law was given and the Draft By-Law deposited at the regular Council meeting of November 7th, 2022;

THEREFORE, it is proposed by Councillor Bill Gauley and
RESOLVED

THAT the Municipality of the Township of Wentworth adopts By-Law 2022-013 "*By-Law establishing rates applicable to expenses incurred on behalf of the Municipality of the Township of Wentworth, repealing and replacing By-Law number 2010-004*", and orders and decrees as follows, namely:

ARTICLE 1

The preamble forms an integral part of the By-Law.

ARTICLE 2

Rates are established in order to cover all categories of expenses incurred in Québec and not for the purpose of travel outside of Québec, on behalf of the Municipality.

ARTICLE 3

The Officers, Employees and Elected Official of the Municipality are entitled to reimbursement as per the conditions and rates set in this By-Law.

ARTICLE 4

Notwithstanding the coming into force of this By-Law, the Council member other than the Mayor or the person designated to replace him during an absence or incapacity, must obtain approval from Council prior to incurring an expense.

ARTICLE 5

The Officers, Employees and Council Members are eligible to be reimbursed as per this By-Law for acts or expenses incurred when representing the Municipality or when attending seminars, workshops or other events which provide information within the scope of their functions.

ARTICLE 6

After obtaining prior approval, the reimbursement for the different category of expenses incurred on behalf of the Municipality by the Officers, Employees and Elected Official are as per the following rates:

Type of Expense	Rate	Documentation
1. Travelling expenses when using a motor vehicle	Rate per kilometer travelled as per the Canada Revenue agency website publication entitled " <i>Automobile Allowance Rates</i> " for the current year	Statement with the number of kilometres travelled, the destination and the departure date.
2. Travelling by taxi, bus, train or aircraft	As per the actual expense	Invoice or receipt
3. Meal expense while overnight	\$120.00 per diem	Invoice or receipt of overnight accommodations or other document confirming overnight stay
4. Meal expense during the day	\$20,00 - breakfast \$30,00 - lunch \$50,00 - dinner	No documentation necessary
5. Hotel Room	As per the actual expense	Invoice attesting the expense or the receipt attesting its payment
6. Parking	As per the actual expense	Invoice attesting the expense or the receipt attesting its payment
7. Other categories	As per the actual expense	Invoice attesting the expense or the receipt attesting its payment

In order to obtain reimbursement for prior approved expenses, the Officer, Employee or Council member must complete and sign the form provided by the Municipality to the General Manager.

ARTICLE 7

The Officer, Employee or Council member who has received prior authorization to perform an act giving right to a reimbursement of expenses, may receive from the Municipality, upon simple request, an advance representing 100% of the expense(s) resulting from the act(s); in order to be entitled to the payment of this advance, the person must present to the General Manager the form provided by the Municipality, duly completed and signed, attesting to the authorized expenses foreseen, at least five (5) days prior to the date on which the act is to be performed.

ARTICLE 8

In the event an Officer, Employee or Council member receives an advance for an expense that does not occur, the Municipality must be reimbursed no more than 10 days after the expense was set to occur.

ARTICLE 9

In the event that the advance is greater than the actual expense, the Officer, Employee or Council member must reimburse the difference within the same delay as the previous paragraph.

ARTICLE 10

The present By-Law replaces By-Law number 2010-004 and will come into force according to the Law.

ARTICLE 11

In case of differences between the French and English versions, the French version prevails.

Jason Morrison
Mayor

Natalie Black
General Manager,
Clerk-Treasurer

Notice of Motion:	November 7 th , 2022
Draft By-Law:	November 7 th , 2022
Adoption of By-Law:	December 5 th , 2022
Public notice:	December 8 th , 2022