

# FINANCIAL

## Chapter 297 TRIBUNAL - HEARING APPEARANCE FEE

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#### Article 1 INTERPRETATION

**297.1.1 Salary - benefit rate of the employee or officer - defined**  
“salary and benefit rate of the employee or officer” is the amount stated by the Director of Human Resources for the City as fairly representing the hourly cost to the City for the salary and benefits provided to the employee or officer involved in the matter.

**297.1.2 Time engaged - defined**  
“time engaged” is the amount of time expended by the officer or employee as a result of such request, including any time required to prepare for any such appearance or to gather information related to the matter.

**Article 2**  
**PAYMENT FOR SERVICE**

**297.2.1 Calculation - how based**

Where municipal officers and/or employees are subpoenaed or requested to appear before any tribunal and give evidence on behalf or at the request of any person, that the person requesting such services shall be required to pay a fee calculated as follows:

(Time engaged x the salary and benefit rate of the employee or officer) x 2 = fee

**297.2.2 Payment - within 30 days - interest charged - overdue**

All such fees shall be paid within thirty days of the date of the mailing of an invoice to the person requesting the service and unpaid accounts shall bear interest at the rate then charged for overdue taxes if unpaid on that date.

**297.2.3 Unpaid fee - added to tax roll**

If any fee is unpaid for ninety days the City may add such fees and accrued interest to the tax roll for any real property in the municipality in which the person liable for the payment of such fees and accrued interest has an interest. By-law 83-96, 2 July, 1996.