



Council and Staff Reimbursement for Expense

Policy No.: 1650-001

AOL-0042-FIN

1. Incidental Expenses:

The portion of the remuneration for Mayor, Councillors or staff paid as an allowance for expenses incidental to the discharge of the duties of office, other than expenses covered under Sections 2 or 3, shall be 34%;

2. Expenses Incurred:

Within two weeks of delivery by the Mayor, Councillors, or staff to the Treasurer of written evidence of expenditures made or expenses incurred when the Mayor, Councillor or staff member is:

- a) representing the Municipality;
- b) engaging in municipal business; or
- c) attending a course or convention,

the Treasurer shall pay to the Mayor, Councillors or staff the amount of the expenditures made or expenses incurred.

3. Per Diem:

- a) The Mayor, Councillors or staff may elect to receive a daily allowance in the amount of \$60 per 24 hour period, or prorated portion based on the following schedule:

Dinner	\$22
Lunch	18
Breakfast	14
Incidentals	<u>6</u>
	<u>\$60</u>

for expenses incurred by the Mayor, Councillors or staff when performing activities referred to in Sections 2(a) to (c) to the extent those expenses are not reimbursed under Section 2.

- b) Within two weeks of delivery by the Mayor, Councillors, or staff to the Treasurer of a written expense reimbursement summary of expenses when performing activities referred to in Section 3(a), the Treasurer shall pay to the Mayor, Councillors or staff the amount of the daily allowance or prorated portion thereof, for each of the dates

in respect of which the Mayor, Councillor or staff member have incurred expenses under Section 3(a).

4. Qualifying Expenses and Expenditures:

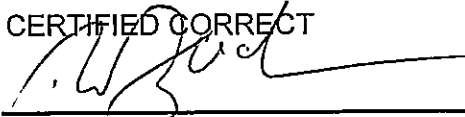
- a) The types of expenses and expenditures that may qualify for payment under Section 2 are:
- i) hotels;
 - ii) transportation other than by way of the Mayor, Council or staff member's own motor vehicle;
 - iii) transportation by way of the Mayor, Council, or staff member's own motor vehicle;
 - iv) telephone or facsimile transmission;
 - v) photocopying;
 - vi) meals; and
 - vii) gratuities.
- b) The types of expenses and expenditures that may qualify for payment under Section 3, to the extent they are not covered under Sections 2 and 4(a) are:
- i) meals;
 - ii) taxi or other local transportation; and
 - iii) gratuities.

5. Levels of Payment:

- a) The level at which the Treasurer shall reimburse the Mayor, Councillors or staff for transportation by way of the Council member's own motor vehicle is the 'Automobile Allowance Rate' published by the Canada Revenue Agency for the current year to a maximum of equivalent regular economy air fare.
- b) The level at which the Treasurer shall pay the Mayor, Councillors under Section 2 is the total amount of the expenditures made or expenses incurred and under Section 3 is the daily allowance referred to in Sections 3(a) and (b).

6. Travel Insurance:

Mayor and Councillors will be provided Group Life insurance in the principle sum of \$500,000 and a \$500 weekly indemnity policy.

<p>Council Approved:</p> <p>Date: December 18th, 2006</p>	<p>CERTIFIED CORRECT</p>  <p>Clerk Administrator</p>
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