



POLICY FOR PAYMENT OF COUNCIL EXPENSES

Overview:

Whereas Councillors incur expenses while conducting municipal business, this policy sets out the compensation to be paid to the Members of Council, as well as provisions for reimbursement of expenses incurred while attending to municipal business.

Policy:

Authority to attend

1. All members of Council shall receive payment at the hourly rate specified in the current Council Remuneration By-Law for time spent performing duties they are authorized or required to perform by resolution, when meeting does not exceed eight (8) hours per day.
2. All members of Council shall receive payment at the per diem rate specified in the current Council Remuneration By-Law for time spent performing duties they are authorized or required to perform under resolution, when meeting exceeds eight (8) hours per day.
3. Travel time shall be in addition to the calculation of the hourly rate or per diem allowance.

Travel

1. All travel beyond the limits of the R.M. of Whitemouth must be approved by resolution of council. Council appointments to boards will be considered approval to attend board functions.
2. Members of Council are encouraged to travel together to functions wherever possible.
3. Mileage will be paid at the rate provided in the current Council Remuneration By-Law.
4. Members of Council may claim parking and/or taxi expenses when attending a function on behalf of the municipality. The payment will be the actual amount of receipts submitted.

Accommodations

1. Reservations for accommodations will be made by Administration. In circumstances where a member of council wishes to make their own arrangements for accommodations, they are to contact the Administration office first and advise that they will be doing so.
2. In the event accommodations that have been booked are no longer required by a member of council, they are to notify Administration as soon as possible in order that the reservation can be cancelled.

3. Upon check out, members of council are to review the invoices to ensure they are accurate.
4. Normally, Administration will arrange for invoices for accommodations to be sent directly to the Municipal Office for payment. Should other arrangements be made, Administration is to be notified.
5. Hotel accommodations for double occupancy shall be deemed to be a reasonable municipal expense and will be paid by the municipality.

Meals

1. Meals may be claimed by members of council when traveling beyond the limits of the R.M. of Whitemouth at the rates provided for in the current Council Remuneration By-Law.
2. Claims for meal expenses will not be paid in cases where the member of council had a meal as part of the function at which they are attending.

Miscellaneous expenses

1. Members of council shall submit copies of any invoices for all miscellaneous expenses being claimed.

Guests Accompanying a Member of Council

1. When attending conferences, costs related to a member of Council's partner shall be the responsibility of the member of council with the exception of banquet ticket costs for the event that is being attended.

Accepted as policy on April 27, 2016, by Resolution No. 138/16

Amended By-law 682/18, August 8, 2018

Rural Municipality of Whitemouth



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SCHEDULE 'A'

(AS PER BY-LAW'S 630/15 & 682/18)

	<u>2017</u>	<u>2018</u>
Hourly rate:	\$hr.	\$18.00/hr.
Per diem rate:	/day	\$144.00/day
Mileage rate:		\$0.50/km
Meal Rates:		
Breakfast -		\$10.00
Lunch -		\$20.00
Supper -		\$25.00
Maximum daily -		\$55.00
Maximum for RM business over 3 hours -		\$20.00

(no receipt required)