

## Municipal Policy Manual

**CODE:** 10-40-10

**CATEGORY:** Council Remuneration & Expense  
Re-imbursement Policy

### **RATIONALE:**

1. Village Council recognizes the need to review and set remuneration and expense amounts at the organizational meeting of Council. This process will ensure that rates remain valid and consistent with the cost of living.

### **GUIDELINES:**

1. The following fee and expense rates are to be reviewed and approved at each Organizational meeting of the Village Council:

#### **Meeting Fees:**

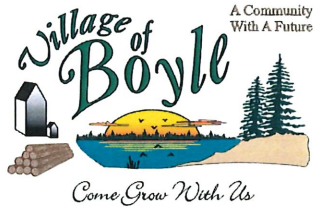
- Regular Council Meetings  
Mayor \$200.00 per meeting plus a flat rate \$1,000.00/ monthly  
Councillors \$175.00 per meeting plus a flat rate \$500.00/ monthly
- Other Meetings / Functions  
Mayor and Councillors \$210 per full day (over 4 hours including travel time)  
Mayor and Councillors \$130.00 per half day (4 hours or less)
- Public Members at Large Meeting Rates  
Public Members at Large \$65.00 per meeting up to 2 hours  
Public Members at Large \$130.00 over 2 hours
- Meeting fees are payable on a monthly basis, at the Council meeting following the date of service, upon submission of the Monthly Council Timesheet / Expense Claim.

#### **2. Expenses:**

The following expenses are paid by the Village of Boyle for the Mayor and Councillors:

- **Mileage** As set by Canada Revenue Agency  
These rates can be located at the following website:  
Revenue Canada -> search by automobile allowance rate.

<b>POLICY DATE:</b>	<b>REFERENCE:</b>	<b>SUPERSEDES:</b>
October 23, 2019	Motion # 19-365 & 366	
January 17, 2017	Motion # 17-25	
February 18, 2015	Motion # 15-72	
June 12, 2014	Motion # 14-237	
May 1, 2013	Motion # 13-170	
October 3, 2012	Motion # 435 & 436	



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The automobile allowance rate will be automatically adjusted to the allowed rate as set by the Canada Revenue Agency.

Copies of updated rates will be added to the policy on an annual basis in accordance with the updates from Canada Revenue Agency of January of each year.

- **Communication Allowance**

The rates shall be set at \$75.00 per month paid bi-annual in June in December, effective October 1, 2019."

- **Room Costs (accommodations)** – upon receipt with prior approval of Council.

- **Meals (subsistence)** – upon receipt of maximum of \$65.00 per day.  
Tips will be reimbursed.

Where payments for individual meals are made on a partial basis (i.e. supper included in convention costs) only the remaining meals will be eligible for reimbursement.

Monthly Council Timesheet/ Expense Claims shall be presented at the second Council meeting of the month, and paid on the next accounts payable/payroll cheque run.

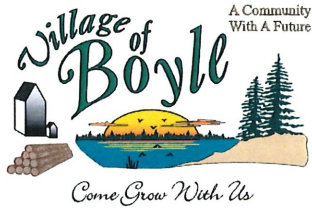
- **Incidentals:**

Incidentals will be reimbursed as approved by Council. Council will look at incidentals on an individual basis and decide what is required for that individual to best represent the Village (if representing the Village – costs should be covered by the Village).

- **Registration Fees:**

Registration fees will be paid by the Village for Council members attending events as previously approved by Council. It is recommended that where Councillors wives are attending (representing the Village of Boyle) that their registration fees also be paid by the Village (with prior approval by Council).

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Registration should be paid by the Village prior to the attendance at that event if possible. The Mayor and Councillors should be totally reimbursed for costs incurred when filling a position in office and performing duties as required.

- **Village of Boyle staff members** shall be reimbursed at the same rates as indicated above for mileage, subsistence, accommodation and any other remuneration identified and approved by council.
- Councilors or staff members choosing to stay with family or friends shall be eligible for \$50.00 per day with no receipt.
- **Political Events** shall be reimbursed if no tax receipt is issued, or for the portion not covered by the tax receipt.

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