



TOWN OF MANNING – Reimbursement Policy #2018-14

PURPOSE

The following categories of 'honoraria' and 'expenses' and shall apply for both Councilors and Members At Large that are appointed by the municipality to sit on boards;

HONORARIA

1. Councilors shall be entitled to receive monthly honorariums for their time spent conducting the daily local business of the municipality as follows:
 - a) Mayor \$325.00 per month
 - b) Deputy Mayor \$175.00 per month
 - c) Councilors \$125.00 per month
2. Councilors/Members At Large attending meetings of Council/Committees thereof, or for assuming/performing any approved related duties (duties connected to meetings, attendance at conventions or seminars, or public relation endeavors performed on behalf of the municipality) shall also receive:

PER DIEM

- a) Meeting < (less than) 3 hours \$150.00
- b) Meeting > (greater than) 3 hours \$225.00

Including travel time from Councilor residence to place of meeting and return.

3. Council/Members At Large shall be kept aware of happenings and functions of local government by attending such functions as applicable. Management will advise Council of upcoming events and upon direction from Council register and make whatever arrangements are deemed necessary.
4. The Following Conferences are considered pre-approved for councilor attendance:

Name of Event

AUMA

Mayor's and Reeves Caucus

Attendees

as per council motion

Mayor & Deputy Mayor

5. Councilor/Members At Large attending events shall provide written or verbal reports at a following Council/board meeting
6. Councilors/Members At Large may request for time to time to attend other conferences, events, not specifically under their mandate subject to a motion of approval from Council



7. Invitations to Council or individual Councilors, to attend openings, public events, pancake breakfasts or other functions to which a donation has been made, may be accepted, but no honoraria nor expenses will be paid to attend, except when asked to speak, make a presentation or take part in the event on behalf of the municipality.
8. With the exception of the events identifies in Section 3, no Councilor or Member At Large shall attend any event without prior approval from their respective board. Anyone who attends any course, conference, seminar, workshop or convention without obtaining prior approval will do so at their own expense and will not be reimbursed for costs they incurred.
9. Any Councilor/Member At Large who has been approved and registered to attend a conference and fails to attend without a valid excuse shall have all incurred expenses deducted from their remuneration
10. Councilors appointed to Committees by motion of Council, who are paid an honorarium and expenses by another organization will not claim, nor be paid by the Town of Manning for attendance at those committee meetings.
11. Councilors/Members At Large must complete and sign a Expense Claim (when required) attaching all required receipts; and submitting to administration for processing.

EXPENSES

12. Councilors/Members At Large may claim eligible expenses, including GST, and are reimbursed only when the expenditure was actually made by them. Unless otherwise indicated, receipts must support expenditures. The Expense Claim MUST include the date, name and event that was attended by the claimant.
13. Councilor/Members At Large are expected to be diligent in submitting claims for approved expenses only. It is not the responsibility of Administration or the Mayor to verify any claim submitted by a Councilor. However, they are expected to bring obvious discrepancies to the attention of the individual submitting the claim.

MEALS / MILEAGE CLAIM AMOUNTS:

- a) Subsistence: Reimbursement for incidental expenses while away from Town
\$15.00 per night spent away
- b) Mileage: Per Canada Revenue Agency per KM
- c) Meals: \$17.00 per meal (Max \$51.00 per day)