



## **POLICY LEG. 04 VILLAGE OF RYCROFT COUNCIL, COMMITTEE AND BOARD REMUNERATION POLICY**

---

Department: Finance

Date Approved: November 19, 2019

Replaces/Rescinds: LEG. 04 Nov. 20, 2018 Council Resolution Number: 2019-11-19-377

---

**PURPOSE:** To provide guidelines for a fair and equitable means of reimbursing council, staff, and board members for their travel and subsistence costs while at meetings, conferences, training opportunities, or other business for the Village of Rycroft.

**SCOPE AND POLICY:** The Village of Rycroft shall reimburse business expenses incurred by council, staff, and all members of committees or boards appointed by the Village of Rycroft Council in the performance of their duties.

### **DEFINITIONS:**

- ◆ "Council Members" are the Village of Rycroft Elected Officials.
- ◆ "Staff Members" are those employed by the Village of Rycroft.
- ◆ "Board and Committee Members" are appointed to committees by Council.
- ◆ "Travel time" shall mean time required by the member to travel to the location in order to attend to meetings or conferences on behalf of the municipality.
- ◆ "Business Expenses" means any extra expense incurred as a result of being on Village business, and includes but is not limited to travel expenses such as kilometres travelled, airfare, bus fares, taxi services, accommodation, meals, parking, etc.
- ◆ "Village" means the Village of Rycroft

### **EXPENSE STATEMENTS:**

- a. Requests for reimbursement for business expenses shall only be submitted via completed expense forms as provided by administration. Authorized expense statements are forwarded to the Finance Department for processing.

- b. Authorization for reimbursement of expenses shall be approved by the CAO or Mayor, or their designates, in their absence.
- c. Where expenses are reimbursed by any other body other than the Village, the same expenses shall not also be reimbursed by the Village.
- d. Where a claim for expenses exceeds what is outlined in the policy, or a conflict arises, the matter shall be referred to Council for resolution *in Camera* during a regular Council meeting.
- e. Monthly expense claims are to be submitted by the identified cutoff dates supplied by administration. Late monthly expense claims must be submitted no later than 2 months following the month of incurring such expenses, or it shall be deemed that the Member wished to forfeit their entitlement for that month.

## **TRAVEL EXPENSES:**

### **Mileage and Airfare**

- a. Kilometres travelled will be reimbursed at the per kilometre rate prescribed annually by the Canada Revenue Agency under Section 7306 of the Income Tax Regulations.
- b. Kilometres travelled shall be calculated to and from the claimant's residence.
- c. Where business travel is required, the most direct, economical, and logical mode of travel shall be utilized.
- d. Where it may be more economical for a member to lengthen their stay in order to benefit from reduced air fares, the Member, with consent of the CAO may do so and may claim the additional expenses and per diem upon approval.
- e. A Member may select an alternate timeline, route or mode of transportation to combine personal activities with Village business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed timeline, route or mode.
- f. Air travel shall not exceed regular economy class rates where available.

**Accommodation** expenses are normally arranged prior and paid for by the Village credit card. Incidentals must be paid for by the Member prior to leaving the hotel. If a Member chooses to arrange for private accommodation, a private accommodation per diem in the amount of \$50 may be claimed.

**Meals** subsistence shall be paid to Members at the rates outlined in Schedule "A". There is no requirement for the submission of meal receipts.

**Miscellaneous Expenses** such as telephone, parking, taxi, etc. that are incurred while on approved Village business may be claimed in accordance with this policy. Receipts or transaction records must be submitted.

**Registrations fees** for attendance at conferences, conventions, training sessions, seminars, workshops, or other similar functions shall be paid by the Village.

Training opportunities Board members that participate in training opportunities will have the course time compensated at the Council Remuneration hourly rate for committee meetings.

#### **EXCLUSIONS:**

In the event that a Member attends an event that is hosted by a provincial or federal political party (such as a provincial fund-raising function), the Member shall not be reimbursed for any expenses incurred.

In the event that a Member gives direction to be registered to attend an event, where expenses are incurred, but the individual does not attend the event, and there is not a good reason for the lack of attendance (medical emergency, etc.) the individual will be required to repay all irrecoverable costs back to the Village.

#### **COUNCIL REMUNERATION:**

Members appointed by the Village of Rycroft shall be remunerated in the following manner:

- ◆ **Meeting Per Diem Mayor and Councillors:** \$160 per Regular Council, Council Organizational, & Council Special Meetings
- ◆ **Meeting of Board or Committee, Commission, etc.:** \$30 per hour (minimum rate per meeting is \$30)
- ◆ **All Day Per Diem:** \$30 per hour to a maximum of ~~\$250~~ \$240 per day
- ◆ **Mileage Rate:** .54 per kilometre
- ◆ **Cab Fares, Parking, Air Fare:** Payable only with receipts
- ◆ **Subsistence:** Breakfast \$20; Lunch \$25; Dinner \$35. ~~A greater amount will be paid for when receipts are provided.~~
- ◆ When travel is required for any meeting 500 kilometres or beyond one day travel time will be allowed.
- ◆ When travel is required for any meeting 800 kilometres or beyond two days travel time will be allowed.
- ◆ When travelling to conferences or meetings the most economical way of travel shall be taken unless prior authorization is given by the Council.
- ◆ Council may consider retroactively authorizing meetings that were attended prior to them being authorized.
- ◆ If a member is representing the Village on a board or committee and the remuneration is less than this policy, that member may apply for rate difference as per this policy.

---

Mayor

---

Chief Administrative Officer





**VILLAGE OF RYCROFT  
TRAVEL CLAIM FORM**

**NAME:** \_\_\_\_\_

<b>EXPENSES:</b>			
<b>ACCOMODATION</b>			
<b>Dates:</b>	<b>Location:</b>	<b>Rate:</b>	
		<b>TOTALS</b>	
<b>MEALS</b>			
<b>Dates:</b>	<b>Location:</b>	<b>Amount:</b>	
		<b>TOTALS</b>	
<b>TRAVEL</b>			
<b>Dates:</b>	<b>Destination:</b>	<b>Kilometers</b>	
		<b>TOTALS KM x \$0.54/km</b>	
<b>OTHER</b>			
<b>Dates:</b>	<b>Purpose:</b>	<b>Amount:</b>	
		<b>TOTAL OTHER</b>	
		<b>TOTAL EXPENSE CLAIM</b>	
<b>SIGNATURE OF CLAIMANT</b>	_____		