

TOWN OF ST. ALBAN'S

Policy: Council Expense and Council Activity Procedures

Category: Administration **Effective Date:** **Date Approved By Council:**

Title:

1. This policy is entitled the "Council Expense and Council Activity Procedures".

Purpose:

2. As per council remuneration regulations, council expenses must be approved by Council. These procedures facilitate that reimbursement approval process and provide additional direction to Council as to reimbursement of council expenses and types of council activities that are normally reimbursed. Detail is also provided for a process for determining council attendance at typical activities of Council.

Reimbursement of Council Expenses and Types of Council Activities:

3. The following are the types of council expenses and activities normally reimbursed by Council but this list may not be exhaustive.
- a. Representation at regional joint mayors/councils committee.
 - b. Attendance as per specific invites to meetings, functions, activities, and announcements.
 - c. Municipalities Newfoundland & Labrador (MNL) meetings, conferences, activities, and events.
 - d. Dept. of Municipal Affairs (DMA) training and/or other municipal training sessions.
 - e. Other activities as determined and approved by Council.

Determining Council Attendance at Typical Council Activities:

4. The following is the recommended number of council attendees and approach to determine the attendees for typical council activities to which there will be expense reimbursement.
- a. Regional joint mayors/councils: Mayor and/or designate.
 - b. Specific invites: Mayor or designate and/or appropriate Councilor(s).
 - c. MNL meetings, conferences, etc.: Mayor or designate and two Councilors.
 - d. DMA training/municipal training: Mayor and/or Councilors as determined and appropriate.
 - e. Other activities: As approved by Council.

MNL conferences attended by Council will be attended by Mayor or designate and a maximum of two other councilors. Other conferences that council attends will typically be one member of council and a maximum of two. Attendance will be determined by a rotational basis (and interest/availability of council members). Other factors may be used to determine attendees and changes may be made as long as within overall council budget. The overall goal is to provide fairness to council members in providing opportunity for municipal participation and learning but within a defined council budget.

Certification for Town of St. Alban's Policy & Procedures Manual:

Date of Passage of Policy: Apr 22, 2014 Motion # 014-076


I/We certify that this "Council Expense and Activity Procedures" was adopted by Council as indicated above.



Municipal Clerk

April 23, 2014

Date



Mayor

April 23rd / 2014

Date