

TOWN OF ANNAPOLIS ROYAL POLICY

Title: Policy on Council and Staff Expenses

Policy No.: 2011-6

Supersedes: 2004-1

Effective Date: April 18, 2011

Amended Date: May 22, 2013

Approval By Council Motion No.: 7

Approval By Council Motion No.: 13

Purpose:

To update and document policy on Council and staff expenses.

Definitions: N/A

Policy Statement:

The Town shall pay or reimburse members of Council and staff for all reasonable expenses relating to the business of running the Town provided that they are supported by receipts.

CLAIM FORM

Attached is the claim form approved for use by the Town.

REQUIREMENT FOR RECEIPTS

All expense claims must be supported with receipts for any items other than mileage and meals. All expense claims should be signed and approved by the CAO prior to being submitted for reimbursement.

MILEAGE RATE

The mileage rate shall be set at the current provincial rate on an annual basis.

EXPENSES RELATING TO STAFF TRAINING AND DEVELOPMENT AND COUNCILLOR ORIENTATION

All expenses for Councillor Orientation, and approved staff training and development, are eligible for reimbursement.

SPECIAL EVENTS

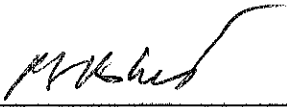
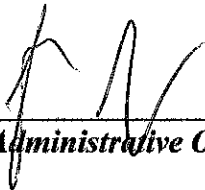
From time to time, the Mayor, Deputy Mayor and/or Councillors or staff are invited to attend events within and around the Town in their capacity as elected officials and Town staff. All reasonable expenses related to such activity are eligible for reimbursement. In case of doubt, Council shall decide what is considered a "reasonable expense".

MARKETING ACTIVITY

In some cases, there may be a benefit to the Town by financially supporting the attendance of the Mayor, the Deputy Mayor, and/or Councillors to certain organized events.

REIMBURSEMENT FOR EXPENSES

All claims for reimbursement of expenses will be paid on the next scheduled Town cheque run.

 _____	<u>April 18, 2011</u> _____
<i>Mayor</i>	<i>Date</i>
 _____	<u>April 18, 2011</u> _____
<i>Chief Administrative Officer</i>	<i>Date</i>