



Title: Councillor Expense Allowance Policy
Policy Number: 003

Resolution Number: 07-043
Date Approved: February 6, 2007

PURPOSE:

To define what expense items are to be covered under the annual Councillor Expense Allowance.

AUTHORITY:

- Section 205 of the *Municipalities Act, 1999*
- Section 7 of the *Municipal Councillor Remuneration and Reimbursement Regulations, 2001* under the *Municipalities Act, 1999*

PROCEDURE:

Members of Council are provided an expense allowance in January of each year. This expense allowance is intended to reimburse members of Council, in advance, for expenses incurred in the conduct of Town of Conception Bay South business.

Expenses are to include:

- a. Travel within Conception Bay South
- b. Meals/refreshments required within Conception Bay South
- c. Miscellaneous expenses incurred while meeting with residents in Conception Bay South

The expenses listed above will not be considered on the Town's Travel Expense Claim form. These expenses are also not to be paid for by the Town through any other methods of payment, for example, a Town owned credit card.

Any expenses incurred that are not included in this policy may be submitted quarterly on the appropriate claim forms.

REVISION HISTORY:

Revision:	Author:	Change Made:	Date: