# COUNCILLORS AND MUNICIPAL OFFICIALS

# REMUNERATION AND EXPENSE REIMBURSEMENT POLICY

**1.0 Purpose**

The purpose of this Policy is to establish clear, transparent, and consistent provisions governing remuneration and reimbursement of expenses for Councillors and Municipal Officials in accordance with applicable provincial legislation.

**2.0 Authority**

This Policy is adopted pursuant to the *Towns and Local Service Districts Act* and the *Councillor Remuneration and Reimbursement Regulations (NL)*, as amended from time to time.

**3.0 Definitions**

For the purposes of this Policy, the following definitions apply:

**"Approved Town Business"** means activities, duties, travel, meetings, conferences, training, or events directly related to the governance, administration, or representation of the Town and authorized by Council, the Mayor, or the Town Manager, as applicable.

**"Council"** means the Mayor, Deputy Mayor, and Councillors duly elected to serve as the governing body of the Town.

**"Councillor"** means an elected member of Council, including the Mayor and Deputy Mayor.

**"Expense Claim"** means a request for reimbursement for eligible expenses incurred while conducting approved Town business, supported by required documentation.

**"Incidental Allowance"** means a flat-rate allowance intended to cover minor personal expenses associated with overnight travel.

**"Loss of Income"** means verifiable income that would normally have been earned but was not received due to attendance at approved Town business.

**"Municipal Official"** means an individual appointed or employed by the Town to carry out administrative, operational, or governance-related duties.

**"Per Diem"** means a daily allowance for meals established by Council resolution, in lieu of individual meal reimbursements.

**"Receipts"** means original, itemized documentation clearly identifying the date, nature, and amount of an expense.

**"Town Manager"** means the individual appointed by Council as Town Clerk/Manager or designate.

**4.0 Application**

This Policy applies to all Councillors and Municipal Officials of the Town of Victoria and governs remuneration, travel, and expense reimbursement incurred in the conduct of approved Town business.

**5.0 Remuneration**

5.1 Remuneration for Councillors shall be established by Council resolution in accordance with the *Councillor Remuneration and Reimbursement Regulations*.

5.2 Total remuneration and eligibility shall comply with the limits and conditions set out in provincial legislation.

5.3 Remuneration rates shall be publicly available in accordance with statutory requirements.

**6.0 General Principles**

6.1 All expenses must:

- Be incurred while conducting approved Town business; and
- Be supported by appropriate documentation, where required.

**6.2 Travel Advances**

6.2.1 Where Councillors or Municipal Officials require funds in advance for approved Town business, a written request may be submitted to the Town Manager outlining the purpose and estimated costs.

6.2.2 Subject to approval, an advance of up to $200.00 may be issued. Additional amounts may be considered for travel outside the Province.

6.2.3 All advances must be reconciled through an expense claim, and any unused funds must be returned to the Town.

**7.0 Travel – Mileage**

**7.1** Councillors and Municipal Officials using a personal vehicle for approved Town business shall be reimbursed at the prevailing Provincial Government mileage rate, http://www.stats.gov.nl.ca/DataTools/RoadDB/Default.asp. Where appropriate, the Town may rent a vehicle to support approved Town business.

**7.2** Mileage claims must include

- Date of travel;
- Destination;
- Purpose;
- Total kilometres travelled.

**8.0 Meals**

**8.1** Meal expenses incurred during approved Town business outside the municipal boundary (exceeding 25 km's) may be reimbursed and receipts are required unless otherwise stated.

**8.2** Reimbursement shall be based on:

**8.1.1** Breakfast = $15.00, Must travel more than 30 kms and prior to employee's normal start time,

**8.1.2** Lunch = $20.00,

**8.1.3** Supper = $26.00 Must travel more than 30 kms and after 5:00 p.m.,

**8.1.4** An approved per diem rate established by Council resolution, maximum = $61.00.

**9.0 Ineligible Expenses**

The following expenses are not eligible for reimbursement:

- Gratuities;
- Alcoholic beverages;
- Meals that are provided as part of a function, conference, convention, seminar, symposium, or other event, unless otherwise approved in advance by a motion of Council.

**10.0 Accommodation**

**10.1** Accommodation required for approved Town business shall normally be arranged and booked by the Town. **Where directed by the Town Manager, Councillors may arrange and book accommodation on behalf of the Town.** In such cases, reasonable accommodation expenses may be reimbursed upon submission of original receipts, unless otherwise approved by Council.

10.2 Accommodation shall be standard single-occupancy unless otherwise justified and approved.

**11.0 Overnight Travel – Incidental Allowance**

11.1 Where an overnight stay is required for approved Town business, an incidental allowance of $20.00 per night shall be paid.

11.2 Payment of the incidental allowance is conditional upon an overnight stay.

11.3 The incidental allowance is separate from and in addition to eligible accommodation reimbursement.

**12.0 Conferences and Registration Fees**

12.1 Registration fees for conferences, conventions, or training approved by Council shall be reimbursed or paid directly by the Town.

12.2 Documentation confirming registration and attendance may be required.

**13.0 Loss of Income**

13.1 Where applicable and permitted under provincial legislation, Councillors and Municipal Officials may claim compensation for loss of income incurred while attending approved Town business, **subject to prior approval by Council**. Requests for compensation must demonstrate that a loss of income has been incurred as a direct result of attending the approved activity, in compliance with the *Councillor Remuneration and Reimbursement Regulations* under the *Towns and Local Service Districts Act*.

13.2 Claims for loss of income must be supported by written verification from the employer or other appropriate documentation satisfactory to the Town.

**14.0 Submission of Claims**

14.1 All expense claims must be submitted within thirty (30) days of the expense being incurred.

14.2 Claims must be submitted on the prescribed form and supported by required receipts.

14.3 Claims shall be certified by the Town Clerk/Manager prior to payment.

14.4 Payment shall be issued in accordance with the timelines set out in provincial regulation.

**15.0 Non-Compliance**

15.1 Expenses not consistent with this Policy or not properly supported may be denied.

15.2 Any overpayment shall be recoverable by the Town.

**16.0 Review**

16.1 This Policy shall be reviewed at the beginning of each Council term or as required to ensure compliance with provincial legislation.

16.2 Amendments require formal adoption by Council resolution.

**17.0 Effective Date**

Adopted by resolution #2026-160 of Council on the 14th day of July, 2026.

Mayor/Alternate: Sharon Penney Town Clerk/Manager: Shelley Butt

| Revision: | Author: | Change Made: | Date: |
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