



Town of Arcola

Policy Manual

Policy Description:	Policy Number: Council - 006
Council Indemnity	Date Approved: July 10, 2018
	Date Revised:

Purpose of Policy: To ensure consistent payment of indemnity, travel and expenses to members of council.

1. Council indemnities will be determined by resolution of council at the first meeting in each year, and this policy will be updated accordingly.
2. Council members will be paid on a quarterly basis (January to March, paid in April; April to June, paid in July; July to September, paid in October; October to December, paid in December).
3. One-third of council indemnities will be deemed to be expenses in the conduct of duties on behalf of the Town of Arcola, and T-4 forms will reflect this policy accordingly.
4. GST will be calculated on expense reimbursements for meals and travel.
5. Rates for 2018 are as follows:
 - a. Mayor is to receive indemnity of \$125.00 for each regular and special council meeting attended.
 - b. Deputy or Acting Mayor is to receive indemnity of \$125.00 for each regular and special council meeting at which he/she presides.
 - c. Councillors are to receive indemnity of \$100.00 for each regular and special council meeting attended.
 - d. Councillors are to receive indemnity of \$75.00 for each committee meeting attended.
 - e. Mayor is to receive \$125.00 per day for attending office; appropriate form must be submitted for reimbursement.
 - f. Members of council are to receive \$75.00 for each out of town meeting for municipal business or for each half-day meeting attended; appropriate forms must be submitted for reimbursement.
 - g. Members of council are to receive \$100.00 for each full day meeting for municipal business; appropriate forms must be submitted for reimbursement.
 - h. Mileage is to be reimbursed for out of town travel at the rate of \$.40 per kilometer.
 - i. Meals are to be reimbursed as follows: Breakfast \$15.00; Lunch \$20.00; Supper \$25.00; no receipts are required. If meals exceed these amounts, receipts must be submitted for reimbursement.