

CITY OF GRAND FORKS			
POLICY TITLE:	Council-elected members	POLICY NO:	304
	Minimum Expense, Benefits & Allowance Policy		
EFFECTIVE DATE:	February 16, 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 2

POLICY:

Subject to the Remuneration and Expense Bylaw governing the remuneration and allowance, members elected to City Council shall be reimbursed for benefits premiums, allowances and expenses, as provided herein and this policy shall be reviewed by Council on an annual basis, as proposed by the City Manager. Where there is a conflict between this Policy and the Bylaw or the Community Charter or the Local Government Act, the Bylaw or the Act shall prevail.

PURPOSE:

To ensure that elected members have a policy that provides guidance to Staff and the general public for reimbursement of expenses and allowances when members of Council are engaged in performing the duties of the City within and outside the Municipal boundaries.

Reimbursement Policy applies to the following:

Medical, Vision, Dental & Extended Health:

The City contributes 100% of the premiums for medical, dental, vision and extended health benefits to ensure that the member has coverage that equals the minimum coverage offered in any City collective agreement, provided there is a minimum group enrolment available for the members of Council.

Life Insurance and AD& D:

The City contributes 100% of the premiums for life insurance for coverage of \$30,000.00 per member while the member is engaged in the traveling to and from Council meetings and travels outside the Municipal boundaries of Council, provided there is a minimum group enrolment available for the members of Council.

Car allowance and mileage:

Where an elected member is required to use his or her own vehicle for City purposes outside the boundaries of the City, the member shall be reimbursed for mileage at the rate specified in the Income Tax Act. A monthly allowance may be paid, provided prior to the use of personal vehicle, an agreement on the amount of allowance has been reached with the City Manager or the City Council, by a resolution.

Accommodation:

When a member is required to attend approved meetings and approved workshops related to the business of the City, the City shall reimburse 100% of the accommodations paid by the member.

Meals and Allowances: Within and Outside of Municipal Boundaries.

Members of Council are entitled to the reimbursement of meals while the members have been called to meetings at City Hall or at another designated place or have been engaged in meetings with Staff on Municipal business and also engaged in meetings prior to the regularly scheduled meetings of Council.

Reimbursement for meals shall be provided when the member is performing duties of the City outside the Municipal boundaries. The reimbursement shall be the actual cost of the meals.

Internet and email account Charges:

Members of Council may receive 50% reimbursement of Internet charges for cost of Internet and email for the convenience of receiving electronic communication from the City Staff.

Accident Deductible reimbursement:

Where a member's personal vehicle is involved in an accident outside the Municipal boundaries, while performing the duties of the City and provided the member is not at fault, the City shall reimburse the amount of the deductible the member is required to pay.

Rental of Vehicle and other Transportation Charges:

Members of Council are entitled to the reimbursement of rental of vehicles, ferry charges, airline tickets and related charges, bus tickets, rail tickets and other transportation charges while traveling on approved Municipal business outside the Municipal boundaries.

Direct Expenses:

Members of Council may be reimbursed for any direct costs relating to the performance of Municipal duties, provided such direct cost has been approved, prior to the incurrence of the expenses, either by a resolution of Council or by the City Manager and such direct cost shall not relate to these:

- Entertainment of constituents and meeting costs associated with constituents
- Municipal Elections
- Campaign Expenses
- Distribution of Flyers on any municipal issues
- Advertising in newspaper and radio or any form of media
- Legal and accounting fees
- Consultant Fees
- Engineering Fees
- Indemnification of members, unless there is a bylaw for Indemnification
- Loss of personal property of any nature and value
- Personal expenses of any amounts and for any purposes
- Laundry expenses, unless it was incurred while traveling on municipal business.

General Prohibition on Expenses Reimbursement:

An expense not provided for reimbursement in this policy is not eligible to be reimbursed unless the member has received prior approval, by a resolution of Council.