

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** Council

**POLICY NO.:**

**SUBJECT:** COUNCIL APPOINTED VOLUNTEER BOARDS AND COMMITTEES  
REMUNERATION

**RESPONSIBLE AUTHORITY:** Administration Department - Finance

**REVIEWED & APPROVED BY COUNCIL:**

June 19, 2007 - Council Meeting - Resolution 07.137  
January 19, 2010 - Council Meeting-Resolution 10.33  
November 4, 2014 – Council Meeting – Resolution 14.271

**PURPOSE AND INTENT:** Handling of expenditures of Council appointed Boards and Committees.

**POLICY STATEMENT:** Members of the public-at-large who are appointed by Council to volunteer Boards and Committees will be reimbursed for approved expenses.

Excluded from this process will be: Library Board, Community Services Board and Economic Development Committee; or any other Council appointed Boards and Committees with their own budget process.

**PROCEDURES**

1. This policy be reviewed as needed.
2. To constitute a meeting, it must be called by the Chairperson of the Council appointed board, commission or committee, or in the Chairperson's absence, by the designate or Chief Administrative Officer.
3. That remuneration for Expenses acquired through attendance at approved Conventions, Seminars, Conferences, Workshops and Meetings will be as follows:
  - Registration fees;
  - Accommodation;

- Use of private vehicle (compensation will be paid based on mileage and will reflect the current Provincial Government Rates) or actual public transportation costs;
- Meals and subsistence to a maximum of \$100.00 per day with receipts, inclusive of gratuities;
- Members incurring meal costs while attending meetings within or outside the town shall be paid the following meal allowance if actual expense receipts are not available:
  - a) Breakfast     \$15.00
  - b) Lunch         \$20.00
  - c) Supper        \$25.00
- Parking fees will be covered (requires receipts or proof of purchase).