



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

POLICY NAME: Council Indemnity Payment Schedule	POLICY NUMBER: GEN-01
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COUNCIL INDEMNITY PAYMENT SCHEDULE

PURPOSE

The purpose of this policy is to outline the process for payment of indemnity and reimbursement of expenses to members of Council.

POLICY STATEMENT

Payment to members of Council shall be outlined using an orderly process to ensure both the members as well as administration understand how payment is expected to be done.

RESPONSIBILITY

Each member of Council is responsible for ensuring his or her monthly claims are properly completed, and are submitted by the required date.

Administration is responsible for ensuring the claims received are properly completed and the rates and additions are correct.

AUTHORITY

The Municipal Act provides authority to Council to govern indemnity and expenses eligible for reimbursement.

REFERENCES

Rural Municipality of St. Andrews Indemnity By-Law.

IMPLEMENTATION PROCEDURES

1. In order to minimize administrative time and costs to carry out the required work, payment of indemnity and reimbursement of expenses to members of Council shall occur once per month, with payment being done by the 15th of each month.

2. To accommodate the payment timeline, submission of an indemnity and expense claim, using the approved form, shall be made no later than the 10th of the month, or, where the 10th occurs on a non working day, the last working day prior to the 10th of the month. Submissions of indemnity and expense claims received after this requirement will not be paid until the following month.
3. The timeliness of claims for reimbursement provides for reduced administrative time in confirming eligibility. As a result, claims shall be submitted within 90 days of eligibility. For example, indemnity and expenses incurred during the month of January must be submitted no later than the deadline date in May. Claims for reimbursement of expenses incurred over 90 days from eligibility will not be considered.
4. Administration shall review the submissions and confirm the correct rates are used and the additions are accurate. Where it appears a correction is required, the member of Council shall be contacted and asked to confirm in writing acceptance of the correction.
5. Payment to members of Council shall be by pre-authorized deposit to the account and financial institution provided by each member.