



**TOWN OF BURIN
GENERAL POLICIES OF COUNCIL
(AS AMENDED 2026)**

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TOWN OF BURIN

GENERAL POLICIES OF COUNCIL (As Amended 2026)

1. TRAVEL

- The provisions of these policies shall apply to all management and members of Council who are in travel status.
- It remains the sole responsibility of Council to determine by whom and by what means, that travel shall be undertaken. Once travel is authorized, the employee or member of Council is entitled to the conditions and payments prescribed.
- Rates and conditions of reimbursements are intended to be sufficient to cover out of pocket expenses reasonably and necessarily incurred and paid for while travelling on Council business.

2. TRANSPORTATION (General Rules)

- Unless authorized by Council the most economical method of transportation should be used when travelling at the expense of the Town, keeping in mind the purpose and urgency of the trip.
- The starting time of departure and arrival on claim forms of management and members of Council shall be when they leave their home or place of work and arrive back to their home or place of work.
- To minimize expenses, Council may, at its discretion, arrange group travel. In such cases, management and members of Council are required to use the mode of travel as arranged.

3. PRIVATELY OWNED VEHICLES:

- Council does not accept any liability under any circumstances for any claims arising from the use of privately owned vehicles on Council business.
- The mileage allowed for the use of a privately owned automobile shall be the Provincial Government rate and no claims shall be allowed for storage, maintenance, operation or repairs.

- Parking expenses will be paid if supported by receipts.
- All claims for mileage shall be reported on the Travel Expense Claim Form.

4. TAXI HIRE:

- A taxi may be used by an employee or member of Council when the use of such transportation is justifiable and reasonable and when it is the most economical means of transportation under the circumstances.
- The starting point and destination of a taxi trip must be stated on the travel claim. Receipts will be required.

5. RENTAL OF VEHICLES:

- Rental of vehicles may be authorized when it is the most economical means of transportation.
- Receipts shall be obtained for all such rentals and reimbursements will include the cost of insurance paid for release of liability.

6. ACCOMMODATIONS: (General Rules)

- Accommodation expenses shall not be charged directly to the Town without the prior approval of Council and/or the Town Manager.
- Any claims for hotel/motel accommodations must be supported by receipts.
- Management or members of Council may make arrangements for overnight private accommodations and such arrangements will be reimbursed up to a maximum of \$50.00 per night. No receipt required.

7. MEALS & RATES:

- Rates and conditions for reimbursement for meals are intended to be sufficient to cover out of pocket expenses reasonably incurred while on municipal business.

- For each day on travel status, the maximum rate allowable for meals inclusive of taxes and gratuities shall be as follows:

- Breakfast \$ 15.00
- Lunch \$ 20.00
- Dinner \$ 25.00

9. INCIDENTAL EXPENSES:

- All management and Council members on overnight travel status will receive Public Relations Allowance as follows:
 - In the Province \$25.00 CDN
 - Outside the Province \$25.00 CDN
- All management and Council members on travel status will receive an incidental allowance of \$10.00 per day. Where this allowance is paid, no additional amount may be claimed for personal supplies or services, local telephone calls or any other personal expenses.

10. TRAVEL OUTSIDE THE PROVINCE:

- Meals and incidental rates remain the same outside the province but within the country. When travel is outside the country we follow Federal Government rates or as approved by Council.

11. CLAIMS:

- All claims for expenses incurred by management and members of Council must be submitted for approval within thirty (30) calendar days of the expense. Expense forms will be provided by the Council and must be certified by the Claimant.
- Councillor may claim for loss of wages by completing the claim form under the Councillors Remuneration heading. The initial claim is to be accompanied by a copy of a pay stub to substantiate the amount to be reimbursed. The amount of reimbursement will be at the Councillors current rate of pay to a maximum of \$250.00 per day.
- All management and members of Council who travel to Marystown for Council business and use their personal vehicle will be reimbursed at the rate of \$25.00 per trip.

- All management and members of Council may claim reasonable expenses for laundry, dry cleaning and valet services provided while he/she is away from their residence in excess of three consecutive nights for a maximum of \$40.00 with receipts.
- All expense claims must be approved by a signing officer and signing officers shall not approve their own claims. In a case where a signing officer refuses to approve an expense claim, it shall be submitted to the Council for decision.

12. REPRESENTATION

- **Municipalities NL Convention** - Council representation at all Municipalities NL Conventions will consist of the Town Manager, the Mayor and three Councillors. Rotation of the three Councillors will continue for the term of office.
- In the event the Mayor cannot attend, the Deputy Mayor will attend. However, if the Deputy Mayor is already scheduled to attend another Councillor will be selected using a chosen draw process. In the event that any other delegate cannot attend, alternate Councillors will be selected by using the chosen draw process.
- A Councillor not scheduled to attend the Municipalities NL Convention will be permitted to attend if he/she agrees to reimburse Council for expenses.
- Council may decide, by special motion, that more or all Councillors may attend a Municipalities NL Convention.
- **Federation of Canadian Municipalities and/or other National Conventions** – Representation will be subject to discussion and approval at a Regular Council Meeting. In any case, it will be subject to our guidelines and budget restraints.
- **Municipal Symposium** – The Mayor, Town Manager and one Councillor will attend the annual Municipal Symposium. In the event that a delegate is unable to attend, alternates will be selected by a chosen draw process.
- **Other Conventions, Seminars and Meetings** – Registration fees will be paid by the Town upon Council approval. Travel and Expense Policies will apply. Spouse registration will not be paid by the Town, however, if required, the cost will be deducted from the management or Councillor expense claim.

- **Social Functions** – Any costs for invitations for the Mayor or delegate and their guest, to attend local functions will be paid by the Town. A public relations allowance of \$25.00 may apply upon request.
- **Special Delegations** – When a delegation of Council is asked or required to travel off of the Peninsula to discuss Council business, the delegation will consist of the Mayor, Town Manager and two Councillors. Travel policies will apply.

14. **INSURANCE**

The Town of Burin has an insurance policy for travel and accident indemnity in place. Complete details of the coverage are on file at the Town Office.

15. **DRESS CODE**

- Dress code for Councillors attending delegations and functions on behalf of Council is business formal.
- Dress code for Councillors, Management & Staff at Council meetings is business casual.

16. **COUNCILLOR ANNUAL REMUNERATION**

- Remuneration is paid quarterly as per motions and adoption of Council and in accordance with Section 5 of Councillor Remuneration and Reimbursement Regulations under the Towns and Local Service Districts Act. Annual current rates as of 2026 are as follows:
 - Mayor – \$ 6,696.84
 - Deputy Mayor - \$ 4,566.04
 - Councillors – \$ 3,652.84
- Annual percentage increases equaling the amount negotiated in the staff collective agreement will be applied to these rates in January each year.
- Attendance requirements are in accordance with the Councillor Remuneration and Reimbursement Regulations.

17. DONATIONS

- Council has committed to the following annual contributions which should remain in effect unless amended by Council:
 - Marystown Minor Hockey Association \$1,000.00
 - Burin 50+ Club \$1,000.00
 - Burin Pen. Ground Search & Rescue \$ 500.00
 - Ice Crystals Figure Skating Club \$ 400.00
 - Burin Folk Arts Council (Folk Festival) \$ 300.00
 - Marystown Marlins Swim Club \$ 200.00
 - Southern Classics Antique Car Club \$ 125.00
 - RCSCC 280 Zaandam \$ 100.00
 - Salvation Army (Happy Tree) \$ 100.00

- Other requests for financial contributions will be forwarded to the Finance Committee for consideration and a recommendation presented to Council.

18. SCHOLARSHIPS

- The Town of Burin will sponsor the following scholarships annually as per the criteria outlined on the scholarship applications:
 - Raymond Picco Memorial Scholarship \$250.00
 - Dr. Edgar P. Mayo Scholarship \$500.00

19. PUBLICATION

These policies will be published on the Town of Burin website in 2026.

20. ENACTMENT

These policies supersede all previous versions and came into effect once adopted by Motion of Council (**Motion #APR2026-057**), voted on by a majority of the Councillors in attendance at the Town Public Council Meeting on **April 22, 2026**.

IN WITNESS WHEREOF, the Seal of the Town of Burin has been here unto affixed and these policies have been signed by the Town Manager and the Mayor on behalf of the Council.

Town Manager: *Leo Hartson*

Date: *April 22, 2026*

Mayor: *Kevin Lundigan*

Date: *April 22, 2026*

