# Summer Village of Silver Sands

# Council Policy

| Number | Title | | | |
|---|---|---|---|---|
| C-COU-REM-1 | **Council Remuneration and Expense Reimbursement** | | | |
| **Approval** | **Approved** | | **Last Revised** | |
| (CAO initials) | **Resolution No:** | 101-19 | **Resolution No:** | |
| | **Date:** | June 28-19 | **Date:** | |

## Purpose

To ensure Council Members receive fair compensation for their time and expenses incurred while on Summer Village business.

## Policy Statement

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on Summer Village Council.

## Standards

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Summer Village of Silver Sands.
2. Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Cost of living adjustment will be reviewed by Council on an annual basis and may or may not be applied to Council base pay and/or meeting rates at the discretion of Council.
5. Remuneration, travel and meals shall be paid in accordance with the amounts and rates approved at the annual organizational meeting or as amended by Council motion from time to time and as shown in Schedule “A”.
6. Other Items – actual receipted cost. May include incidentals such as parking, use of public transportation, etc.
7. Monthly Incurred Expense Reimbursements – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule “A”.
8. Reimbursement amounts shall be reviewed annually.

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## Schedule "A"

### Honorariums

| | |
|---|---|
| 1. Council Meetings | $ 75.00 |
| 2. Committee Meetings as appointed | $ 75.00 |
| 3. Full Day Meetings/Conferences/Seminars (4 hours minimum) | $ 125.00 |
| 4. Monthly Stipend for time spent dealing with residents on municipal business | $ 75.00 |
| 5. Conference Call | $ 25.00 |

### Meal Expenses

When travelling on Summer Village business a claim can be made for meal allowances as per receipts provided to a maximum of:

$ 15.00 for breakfast

$ 20.00 for lunch

$ 30.00 for dinner

### Mileage Expenses

When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be:

$ 0.55 per kilometer

### Accommodation Expense

When travelling on Summer Village business the actual cost of the accommodation may be claimed upon receipts being provided.

### Incidental Expenses

Other incidentals such as telephone calls and parking will be paid upon receipts being provided.