



# Summer Village of South View

## Council Policy

Number	Title		
<b>C-DEM-REM-1</b>	<b>Director and Deputy Director of Emergency Management Remuneration and Expense Reimbursement</b>		
Approval	Approved	Last Revised	
(CAO initials)	Resolution No:	055-2026	Resolution No:
	Date:	March 24, 2026	Date:

### Purpose

To ensure Director and Deputy Director of Emergency Management (DEM & DDEM) receive fair compensation for their time and expenses incurred while performing their respective role.

### Policy Statement

The Director and Deputy Director shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties as DEM and DDEM.

### Standards

1. Remuneration is intended to compensate for official business conducted on behalf of the Summer Village as a whole to benefit the Summer Village.
2. Remuneration is not intended to match or replace employment or professional rates that the Director or Deputy Director 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 of the Summer Village of South View.
4. Cost of living adjustment will be reviewed by Council on an annual basis and may or may not be applied to Director and Deputy Director 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.



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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.

### Schedule “A”

#### Honorariums

1. Meetings (up to 4 hours in length)		\$ 100.00
2. Meetings (in excess of 4 hours in length)		\$ 150.00
3. Conference Calls/Webinars (up to \$75.00 maximum)		\$ 35.00 / hr
4. Electronic Communications/Computer Operation (Monthly)	DEM	\$ 200.00
	DDEM	\$ 140.00
5. Mileage Rate		CRA Mileage Rate
6. Meals	Breakfast (leave home before 7:30 a.m.)	\$ 15.00
	Lunch	\$ 20.00
	Dinner	\$ 30.00

#### Accommodation Expense

1. When travelling on SVREMP business the actual cost of the accommodation may be claimed.

#### Other

1. Expense Claim forms must be filled out and signed by each of the Director and Deputy Director prior to reimbursement.