




Summer Village of Nakamun Park

Council Policy

Number	Title			
C-COU-REM-1	Council Remuneration and Expense Policy			
Approval	Approved		Last Revised	
 (CAO initials)	Resolution No:	146-19	Resolution No:	
	Date:	September 18 th , 2019	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 Nakamun Park.
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. Monthly Stipend for meeting preparation, addressing resident inquires and communication reimbursement as shown in Schedule "A".
5. Other Items – actual receipted cost - may include incidentals such as parking, use of public transportation, etc.
6. 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".
7. Reimbursement amounts shall be reviewed annually.



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Legal References:

Revisions:

Resolution Number	MM/DD/YY



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Schedule "A"

Honorariums

1. Council Meetings	\$ 100.00
2. Half Day Meetings/Conferences/Seminars (less than 4 hours)	\$ 100.00
3. Full Day Meetings/Conferences/Seminars (4 hours minimum)	\$ 150.00
4. Monthly Stipend for time spent dealing with residents on municipal business	\$ 50.00
5. Monthly Communications Allowance (phone/internet reimbursement)	N/A
6. Conference Call Meetings (no special rate, same as meeting rates above)	N/A

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	(departure time earlier, or return time later, than 7:30 a.m.)
\$ 20.00 for lunch	(departure time earlier, or return time later, than 1:00 p.m.)
\$ 30.00 for dinner	(departure time earlier, or return time later, than 6:30 p.m.)

Meal expense reimbursement may include a gratuity of up to a maximum of 15% but may not include alcoholic beverages.

Mileage Expenses

When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be as determined by the Canada Revenue Agency (CRA) Automobile Allowance Rate guidelines, as amended from time to time.

Note: CRA Automobile Allowance Rate for 2019 is:
\$0.58/km (for first 5000km driven)
\$0.52/km (after 5000km is exceeded)

Accommodation Expense



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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.