

Summer Village of Ross Haven Council Reimbursement Policy for the Calendar Year 2020

Approved on January 11, 2020

Motion No.: A20-003

Policy Statement

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 Ross Haven.
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.

Schedule "A"

Reimbursement:

- All Meetings up to 4 hours: \$100.00
- Meetings from 4 to 8 hours: \$200.00
- Daily rate: \$200.00
- Automobile rates: as per Canada Revenue Agency
Automobile and Motor Vehicle Allowances
- Expenses: at par and must be supported with receipts

All reimbursement requests must be made on the Expense Claim Form

The automobile allowance rates for **2020** are:

- 59¢ per kilometre for the first 5,000 kilometres driven
- 53¢ per kilometre driven after that.

This Policy is to become effective January 1, 2020