

Policy No. 09-2018
SUMMER VILLAGE OF SUNSET POINT COUNCIL POLICY
Council Remuneration
Rescinds Policy 003

Date of Approval by Council: December 8th 2018

POLICY STATEMENT: The Summer Village of Sunset Point will establish guidelines regarding Council Remuneration and Expense as well as Expense for Employees.

1. COUNCIL REMUNERATION:

Council Members will receive compensation for attending Council meeting, meetings that pertain to Summer Village of Sunset Point, Council Committees or other such special meetings where attendance has been approved by the majority of Council.

Attendance shall be considered as present in person or via electronic communication. Compensation shall be as follows:

2.2 The Mayor shall receive an annual honorarium as outlined in attached Schedule “A”.

2.3 The Deputy Mayors shall receive an annual honorarium as outlined in attached **Schedule “A”**.

2.4 Each Council member will be compensated for attending meetings other than regular scheduled Council meetings as outlined in attached **Schedule “A”**.

2. COUNCILLOR BOARD AND COMMITTEE MEETINGS

2.1 In addition to the basic remuneration fee which includes the monthly Regular Council Meetings; Council members will be paid for any meetings that they attend on behalf of the Summer Village as a Committee member unless another organization is paying compensation for attendance.

2.2. Examples of duties that are included in the annual honorarium include but are not limited to:

- Golf Tournaments,
- Grand Openings, charity functions, service club meetings, community events (i.e. Canada Day events, Remembrance Day ceremonies),
- Administrative duties for appointed boards and committees,
- Public workshops, open houses, and other public input sessions,
- General day-to-day activities of the Mayor and Council,
- Informal meetings with the CAO, staff, and council,
- Preparation for council and committee meetings,
- Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Summer Village initiative or facility,
- General public appearances, and
- Other purely social events.

2.3 When submitting a claim for travel, meals, lodging, etc. an Expense Claim Form must be filled out and submitted to administration.

3. Expense Reimbursements

3.1 Council members will incur expenses on a daily basis from the use of the personal items which include but are not limited to stationary and electronic communication tools and devices for municipal purposes. The municipality deems it appropriate to reimburse Council members for the daily use of these items.

3.2 Each Council member will be compensated a monthly incurred expense reimbursement as outlined in attached **Schedule “A”**.

3.3 Each Council Member will be compensated a monthly electronic expense reimbursement as outlined in attached **Schedule “A”**.

3.4 Each Council member will be compensated for mileage for Summer Village business at the published Revenue Canada Agency Automobile Rate as regularly established by the Agency

Schedule “A”

Council Remuneration Policy Description	Amount
Mayor Monthly Honorarium	\$400.00
Deputy Mayor/Councillor Monthly Honorarium	\$375.00
Meeting Fee not covered by Honorarium (up to 4 hours)	\$75.00
Meeting Fee not covered by Honorarium (over 4 hours)	\$125.00
Monthly Incurred Expense Reimbursement (Electronic and Others)	\$75.00