



Summer Village of Island Lake

Council Policy

Number	Title			
C-COU-REM-1	Council Remuneration and Expense Reimbursement			
Approval	Approved			
(CAO initials)	Resolution No:	22-133		
	Date:	August 16 th , 2022		

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 Island Lake.
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 accepted 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

Councillors can claim the following amounts for the following activities:

Approved Training Sessions/Workshops	\$50 (half day up to 4 hours)	\$100 (full day 5 to 8 hours)
Approved Conferences	\$50 (half day up to 4 hours)	\$100 (full day 5 to 8 hours)
Council Meetings		\$150
Communication Expense (monthly)		\$50
Public Works (annually)		\$250
Committee Work (annually)		\$100

Travel Expenses

Mileage – Business Kilometer Rates (includes travel to Council meetings)

- \$0.61 per km, retroactive to January 1st, 2022
Expense sheets must state origin and destination locations for each trip; and total Kilometers x rate per kilometer.

Other (Taxi, Public Transportation, Parking, Car Rental)

- Taxi, intra-city public transportation, parking – receipts required
- Car rental – receipted cost

Accommodation

- Actual accommodation – at cost (receipt required)

Meals

- Actual cost of the meal, excluding alcoholic beverages, plus a gratuity of up to 15 percent of the mean cost.