

# POLICY

## 03-2025



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### SUMMER VILLAGE OF BONDISS

### COUNCIL REMUNERATION, MILEAGE AND EXPENSE REIMBURSEMENT POLICY

**EFFECTIVE DATE:** January 1, 2025

#### **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.

#### **Guidelines**

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Summer Village of Bondiss.
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. Remuneration, mileage and meals shall be paid in accordance with the amounts and rates approved or as amended by Council resolution from time to time and as in the reimbursement schedule attached.
5. Other items that have an actual receipt may include incidentals such as parking, use of public transportation, etc.
6. This policy shall be reviewed annually at the organizational meeting.
7. Twice per year (June and December) an expense form shall be submitted to Administration, with all of Council copied, for approval. This is to include remuneration for the six-month time period. Out-of-pocket expenses may be billed as they are incurred.

8. Once the expense forms have been approved, the CAO shall remit payment to Council Members by Interac e-Transfer or cheque, whichever the Councillor chooses, within 2 business days.

## **Reimbursement Schedule**

### **Remuneration**

Each Council Member may choose one of the following options for monthly remuneration:

- Option A: A flat rate of \$200.00 per month, inclusive of all meeting-related duties and communication expenses.
- Option B: A base amount of \$40.00 per month for meeting-related duties, plus reimbursement of up to \$160.00 per month for communication expenses, including internet, phone, and software used for Council business, provided that receipts are submitted.

The selected option must be communicated to Administration and may only be changed once per calendar year.

### **Mileage**

Mileage shall be determined by the current CRA mileage rates.

Mileage is to be claimed from the Summer Village of Bondiss or your residence, whichever is closer, unless you are driving somewhere specifically for a meeting only and returning home that day, in which case you may charge from your permanent residence.

### **Meal Expenses**

When travelling on Summer Village business of 3 hours or more, a claim can be made for meal allowance as per the current year's Alberta Government per diem rates.

### **Accommodation Expenses**

When travelling on Summer Village business, the actual cost of the accommodation may be claimed upon receipts being provided.

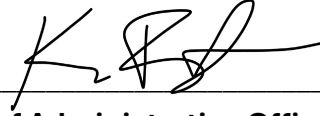
### **Incidental Expenses**

Other incidentals such as, but not limited to, parking, will be paid upon receipts being provided.

**APPROVED BY COUNCIL ON:** April 22, 2025

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**Mayor**

A handwritten signature in black ink, appearing to be a stylized "K" followed by other letters, written above a horizontal line.

**Chief Administrative Officer**