



# Summer Village of Castle Island

Date: April 12, 2011

Policy Name: Remuneration Policy

## **OBJECTIVE:**

1. To recognize the time and out of pocket expenses incurred by members of the Summer Village Council on meetings, functions and other activities relating to or required by their elected positions.

To establish the rates and guidelines for the claiming of remuneration by Council and the expenses incurred by Council, Staff Members and Citizen Members at large attending meetings, conferences, seminars, courses, workshops, etc.

## **Meeting Rates**

To recognize the time spent attending meetings and local functions when the presence of members of Council are requested, when protocol dictates a Council presence or where good public relations warrants Council attendance to recognize the time spent on other local matters pertaining to the office of Council of the Summer Village and to recognize the representation of Council.

**Half day rate shall be \$75.00**

**Full day rate shall be \$150.00**

## **Expenses**

Hotel/Motel Accommodations for attendance at functions/meetings/conferences/conventions/workshop, etc, requiring an overnight stay shall be paid as per receipts submitted.

Meals – shall be reimbursed for actual expenses subject to a maximum of \$60.00 per 24 hour period – receipts will be required.

Mileage –

Shall be reimbursed as the rate set by the provincial government.

Other Expenses:

Telephone Calls – actual expense for costs incurred for calls relating to Summer Village business – a copy of telephone bill must be submitted

Parking Charges – actual expense based on submitted receipt, except that no receipts are required for parking meter costs.

Car Rentals – actual expense based on submitted receipts

Miscellaneous – other related expenses based on submitted receipts