

Summer Village of West Cove

Council, Administration, Staff and Contractor Reimbursement Policy

Approved by Council June 23, 2016

Motion #16-213

Updated by Motion #17-191 – August 31, 2017

Updated by Motion #18-124 – July 26, 2018

Policy Statement

The Summer Village of West Cove would like to provide Council members with a written statement explaining how Council members, Administrators, Staff and Contractors are reimbursed for per diem meeting expenses, auto expenses and out of pocket expenses.

Reason for Policy

The Summer Village of West Cove has a number of Committees, Boards, Authorities, Commissions, Agencies, and Associations on which Council members sit. The appointments are set by council. The meeting rates also apply to these as well as Council meetings.

Where a Board or Commission reimburses its members, the Summer Village of West Cove will not reimburse the Councillor.

Councillors, Administrators, Staff and Contractors also may have occasion to spend money on behalf of the village and require reimbursement for those approved expenses.

Definitions:

Meetings: All meetings Council Members attend representing the Summer Village in an official capacity including Council Meetings and Boards, Authorities, Commissions, Agencies, and Associations on which they are appointed and any other meetings or events which are approved by Council. Only Council Members may claim for meetings.

Claim for Kilometers: Any claim for Kilometers must include the location from and the destination, the total number of kilometers, and the reason for the trip.

Claim for Expenses: All claims for expenses must include receipts and indicate specifically what the expense is for. If the expense is for meals the receipt must indicate who was there and the reason for the expense.

Reimbursement Amounts:

- All meetings or activities related to Summer Village Business up to 8 hours: \$150.00
- Conference calls will be reimbursed per call. \$ 25.00
- Daily rate: \$150.00
- Automobile rates: .60/km

- Expenses:

At Actual Cost

In the event of consecutive meetings payment will revert to the hours.

Method to Claim Reimbursement: All reimbursement claims must be submitted on the Expense Claim Form.

Review and Approval of Expense Claim Forms: All expense claim forms must be reviewed and signed off by the Mayor.