Title:	Council Compensation
Policy No:	2026-02
Approval:	Village Council
Effective Date:	March 12, 2019
Supersedes Policy No: 2010-01, 2019-01	

Policy Statement: Members of Council shall receive remuneration and reimbursement of business expenses while undertaking their official role as elected official for the Village of Spring Lake.

Purpose: To establish guidelines to effectively and efficiently manage remuneration and reimbursement of business expenses.

1. Council Remuneration and Reimbursement of Expenses

1.1 A per diem will be paid to all members of Council, as set out in Schedule A - Table No. 2, when attending:

a) Regular Council Meeting
b) Special Council Meeting
c) Committee Meeting to which a Councillor has been appointed
d) Community Meeting
e) Conference or other meeting pre-approved by resolution of Council

Council members are responsible for including these meetings on their Record of Meetings sheet on a monthly basis.

1.2 In addition, Council members will be paid a monthly honorarium, as set out in Schedule A – Table No. 1, for responsibilities including the following:

a) Meetings with staff
b) Dealing with and responding to public concerns from residents, clubs, organizations, businesses, etc.
c) Council meeting preparation
d) Signing of cheques, agreements and Village documents
e) Community and staff functions
f) Commissioner of Oaths

1.3 Annually, each member of council will be allocated an additional budget, as set out in Schedule A – Table No. 3, which can be used at their discretion for additional meetings, events, expenses when representing the Village of Spring Lake in their official capacity or for training, seminars and courses.

a) Council members are required to complete and submit a Council Disbursement Account requisition to Administration for payment.
b) Requisitions must be submitted monthly.

1.4 Each member of council will be allocated an additional communications allowance, as set out in Schedule A – Table No. 4. The purpose of this allowance is to offset reasonable costs incurred in the performance of Council duties related to communication and accessibility, including but not limited to mobile phone usage, internet services, and other communication tools required to conduct municipal business. This allowance is intended to support timely and effective communication with residents, Council, and Administration, and to ensure members of Council remain accessible and responsive in carrying out their roles. The allowance is provided as a flat monthly amount and is not subject to submission of receipts or reimbursement claims.

1.5 When a Council member attends a meeting as described in Section 1.1 on behalf of or approved by the municipality, the Council Member may claim and be reimbursed for the following, with the provision of receipts:

a) Overnight accommodation
b) Other reasonable expenses, incurred in connection with the conference, seminar or meeting
c) Meal subsistence as set out in Schedule A – Table No. 5.
d) Mileage rate, when using their personal vehicle, as set out in Schedule A – Table No. 5.

1.5 Council members are encouraged to combine travel arrangements by car pooling whenever possible when traveling outside of the Village.

1.6 Where a Council member attends a meeting where they are not representing the municipality or where such attendance has not been approved by Council or this policy, no compensation will be paid to the Council member.

1.7 Where a Council member is appointed to or attends a meeting on behalf of the Village of Spring Lake where honorariums or expenses are provided by another organization, then the Council member shall not claim honorariums and expenses from the Village of Spring Lake.

2. Honorarium and Per Diem Adjustments

2.1 The honorarium and per diem rates as set out in Schedule A shall be adjusted annually and take effect on January 1st using the CPI rates set in November of the previous year.

3. Honorarium and Per Diem Review

3.1 The honorarium and per diem rates as set out in Schedule A shall be reviewed once every two years in conjunction with the Village of Spring Lake staff compensation review.

4. Review of Expenses

4.1 When Council expenses have reached 75% of the annual budget, the CAO will place an item on the Council Meeting Agenda to review elected officials' expenses. An elected official must not incur any expense that will exceed the annual budget unless prior approval to do so have been granted by resolution of Council.

Schedule A

Table No. 1 - Honorariums

Position	Monthly Amount
Mayor	$255.73/month
Deputy Mayor and Councillor	$167.90/month
Signing Authority	$10/month

Table No. 2 - Per Diem

Position	Amount
Mayor	$167.90/meeting
Deputy Mayor and Councillor	$167.90/meeting

Table No. 3 - Council Member Annual Discretionary Budget

Position	Amount
Mayor	$500/year
Deputy Mayor and Councillor	$500/year

Table No. 4 – Communication Allowance

Item	Amount
Communication Allowance	$100.00/month

Table No. 5 - Expenses

Item	Amount
Meal Allowance	$50 maximum/day (receipts to be provided)
Mileage Rate	$0.73/km (adjusted annually following the CRA automobile allowance rate)