RESORT VILLAGE OF GRANDVIEW BEACH

POLICY MANUAL

POLICY TITLE:	POLICY NUMBER:	EFFECTIVE DATE:
ADMINISTRATION	2121 – 02	01/01/21
BENEFITS		
ORIGIN:	ADOPTED BY COUNCIL	AMENDED DATE:
Administration	2021-26	May 13,2026

PURPOSE:

1. **To provide a guide for staff and council with regards to Administration benefits. This Policy is updated annually by Council resolution.**

PROCEDURE:

2. **All claims for expenses must be submitted to Council for approval at a Council meeting in order to be eligible for payment.**

EXPENSES:

3. **Mileage rate when traveling for Village business: sixty cents (.60 cents) per km.**
4. **Reimbursement for expenses for approved purchases. Invoices must be presented.**
5. **Approved expense to be paid every month:**
   5.1 Internet reimbursement – fifty-dollars ($50.00)
   Office space rental – seventy-five dollars ($75.00)

CONVENTION:

6. **The Municipality will reimburse the administrator for expenses incurred each year attending approved conventions, regional meetings, the Sama annual meeting and workshops or seminars which are directly related to the Administrators work and approved by Council.**
   6.1 Accommodations paid in full by Municipality.
   6.2 Meals – maximum forty dollars ($40.00) per day unless provided by the convention facility.
   6.3 Registration fees will be paid in full by Municipality.