

MUNICIPALITY OF BIFROST-RIVERTON

POLICY & PROCEDURES MANUAL

COUNCIL INDEMNITY & EXPENSE

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BACKGROUND

The Council of the Municipality of Bifrost-Riverton receive annual compensation for the performance of their duties, the amount of which is set each year by the Council Indemnities & Expenses By-law. They are also eligible for the reimbursement of certain expenses incurred while conducting municipal business. The purpose of this policy is to establish a cohesive guide to regulate this compensation and provide clarity to the public.

POLICY

Indemnities

Annual Indemnity

The annual Indemnity amount paid to Council Members is intended to cover the following activities related to Council duties:

- a) Time spent attending regularly scheduled meetings.
- b) Time spent attending municipal planning or budget meetings.
- c) Time spent coordinating municipal works and programs with municipal staff.
- d) Receiving ratepayer complaints/concerns in person, by phone, text or email.
- e) Any call conducting municipal business (i.e. conference call, etc.) lasting under one hour.

Services Rendered Indemnity

Council Members may receive compensation for their attendance at the meetings and events of any boards or committee that they are appointed to by resolution of Council. The amount of compensation is set each year by the Council Indemnities & Expenses By-law and organized in an hourly, half day (4 hours), and day (8 hours) rate.

Council Members may receive compensation for services rendered as Road Commissioners. The hourly rate of compensation is set each year by the Council Indemnities & Expenses By-law.

The following activities will not be reimbursed to Council Members:

- a) Attendance of a meeting or event that is neither a part of their assigned committees nor pre-approved by council.

Meeting Absence Penalty

Where a Council Member is absent for more than a total of three (3) regular or special meetings of Council in one calendar year, the Reeve shall be subject to a loss of \$300.00 and the Councillor a loss of \$220.00 indemnity for each such further absence.

Absences from such regular or special meetings by a Council Member for the following reasons shall not form part of the total of the three (3) regular or special meetings and shall not result in any loss of indemnity:

- a) municipal business;
- b) personal or family illness; or
- c) death in the family.

Expenses

Registration Fees

Approved registration fees not already pre-arranged or direct billed shall be reimbursed on submission of valid receipts.

Travel Expenses

Where air travel is pre-approved by a resolution of council, and not already pre-arranged or direct billed by the municipality, the cost of air fare at economy rates shall be reimbursed on submission of valid receipts.

The mileage rate for conducting municipal business, including meeting attendance, with a privately owned vehicle is set each year by the Council Indemnities & Expenses By-law. Carpooling is encouraged whenever reasonable to do so.

Taxi or bus fares will be reimbursed on submission of valid receipts for meetings or events where parking is limited.

All parking fees associated with municipal business will be reimbursed on submission of valid receipts. Eligible parking claims include short-term parking and overnight parking where not already provided as part of accommodations.

Accommodations

Whenever possible, overnight accommodations will be pre-arranged by administration and direct billed to the municipality.

Standard single room hotel accommodations not already pre-arranged and direct billed for authorized meetings or events shall be reimbursed upon submission of receipts.

Consideration will be given to the length of travel time and whether the meeting or event reflects a start time of 9:30 a.m. or earlier, for authorizing accommodations the night in advance of the meeting or event.

With prior administrative approval, Council Members may make alternate private arrangements for accommodations. In such instances, a per diem rate to a maximum value of \$50.00 per night shall be reimbursed to the Council Member filing the claim, as a monetary token towards such private accommodations.

Guests

Dependent on the event and circumstances, Council may be provided with the option of bringing their spouse, partner, or a guest along. Such functions may require the purchase of an additional ticket/registration/meal, upon which, the respective Council Member shall be responsible for the purchase of said additional ticket/registration/meal.

Incidental Expenses

Incidental expenses not specifically referenced in this policy, and any other approved expense incurred while conducting municipal business will be reimbursed upon the submission of valid detailed receipts, to a maximum allowable limit of \$20.00 per day.

Ineligible Expenses

The following expenses are ineligible for reimbursement:

- Tips and/or gratuities.

- Alcohol related expenses.

- Personal travel expenditures associated with a spouse, partner or guest.

- Traffic and parking fines, towing or impound charges and car wash fees.

Communication Allowance

Council Members shall receive a monthly communication allowance, the amount set each year by the Council Indemnities & Expenses By-law. This allowance is intended to contribute towards the Council Members' phone and internet expenses to facilitate off-site communications.

PROCEDURE

All Council Members are to submit a monthly Indemnity & Expense Claim to the administration prior to each regularly scheduled Council Meeting. All claim items must be approved by the Chief Administrative Officer and if required the Public Works Manager prior to reimbursement in accordance with this policy.

Where matters fall outside the scope of this policy, or disputes are unable to be resolved over the payment of an expense item or claim, the matter will be brought forward to a meeting of the Finance Committee depending on the circumstances for final determination.

Date of Review/Revision:	Jun 12, 2019 / Jan 8, 2020
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