



## TOWN OF BENTLEY

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**POLICY NO.** 40/2021

**POLICY TITLE:** Council Remuneration & Expenses

**DATE ADOPTED:** October 12, 2021

**DATE EFFECTIVE:** January 1, 2022

**REPLACES:** Policy 40/2011

**PURPOSE:** To recognize the time and out-of-pocket expenses incurred by members of the Bentley Municipal 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.

### 1. Monthly Council Remuneration

**Mayor \$556.84 per month**

- Established to recognize the additional duties and responsibilities of the "Chief Elected Official" as set out in the Municipal Government Act and the additional time spent, as Mayor, on Town business or public relations
- To recognize time spent in the Municipal Office signing cheques, letters, and other Municipal Documents
- To recognize time spent reviewing/discussing matters with the Chief Administrative Officer, members of Council and/or members of the Community, outside the formal meeting setting
- To recognize time spent meeting with other Government Officials, engineers, lawyers, and attending as "exo-ficio" meetings of Council Committee
- To recognize time spent attending local functions when the presence of the Mayor is requested or when protocol dictates the Mayor's presence or where good public relations warrants the Mayor's attendance

- i.e.
  - groundbreaking ceremonies
  - grand openings
  - anniversaries/birthdays
  - community reunions
  - graduation exercises

**Deputy Mayor      \$250.00 per month**

- To recognize the additional time spent, as Deputy Mayor, on Town business and public relations.
- To recognize time spent in the Municipal Office signing cheques, letters, and other municipal documents in the Mayor's absence.
- To recognize any time spent, in the Mayor's absence, reviewing/discussing matters with the Chief Administrative Officer, members of Council and/or members of the Community, outside of the formal meeting setting.
- To recognize time spent meeting with other Government Officials, engineers, lawyers and attending as "exo-ficio" meetings of Council Committee in the Mayor's absence.
- To recognize time spent attending local functions when the presence of the Mayor is requested or when protocol dictates the Mayor's presence or where good public relations warrants the Mayor's attendance and where the Deputy Mayor is attending on behalf of the Mayor.
- i.e.
  - groundbreaking ceremonies
  - grand openings
  - anniversaries/birthdays
  - community reunions
  - graduation exercises

**Councillors      \$146.57 per month**

- to recognize the time spent reviewing/discussing matters with other members of Council and the citizens of Bentley, outside of the formal meeting setting
- attending 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 Councillor of the Town of Bentley
- to recognize the representation of Council, at functions in which the Mayor is unable to attend

**2. Meeting Rates – Mayor and Council**

A.	Regular Council Meetings	\$ 111.38 per meeting
	Budget Meetings	\$ 111.38 per meeting

  
Initial

- B. Special Council Meetings:**
- Up to and including 2hrs. \$ 63.30
  - Over 2hrs. and up to and including 4hrs \$ 111.38
  - Over 4 hrs. - Per day (maximum) \$ 208.83
- C.** Attendance at other meetings of Council, Board/Committee, Foundation or Society, Conference, Seminars, Workshops, etc. meetings held within the Town – Same rate as Special Council meetings
- D.** Attendance at Board/Committee, Foundation, Society, Conference, Seminars, Workshops, etc., held outside the Town – Same rate as Special Council meetings except that travel time is included in time durations.
- E.** Attendance at informal (Public Relations) activities over 1 hour, i.e., parades – Mileage and meal per diem only

### **3. Expenses**

- A.** Hotel/Motel Accommodations for attendance at functions, meetings, conferences, conventions, workshops, etc, located more than 100 kilometers from Bentley, requiring an overnight stay shall be paid as per receipts submitted.
- Reimbursement of expenses for overnight stays within 100 km. from Bentley will require prior approval.
- B.** Same activities as above, but staying at a friend or relative's residence - **\$41.00** per night
- C.** **Mileage** – will be paid at the rate established by Canada Revenue Agency for reimbursement of mileage.  
**For example, 2021 CRA Rates are: 59 cents per km – first 5000km and 53 cents per km after that.**
- D.** **Meals** – shall be reimbursed for actual expenses (receipts to be submitted) subject to a maximum per meal and daily rate as defined by the Canada Revenue Agency (with no receipt).


**For example, 2021 CRA Rates are (Daily Max \$69.00):**

Breakfast	\$23.00
Luncheon	\$23.00
Dinner	\$23.00

**Gratuities are included in the above**

### **4. Technology/Communication Allowance**

The Town shall reimburse Mayor and Council members at a flat rate of \$50.00 per month as an allowance for their use of personal telephone, internet service and cellular phones, and computers in the execution of their duties.

  
Initial

**A. Other Expenses**

**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

**5. Remuneration from Outside Boards and/or Committees**

Where Mayor or Councillor receives additional remuneration from another board or committee for which they are attending on behalf of the Town and receiving reimbursement from the town, such additional remuneration should be paid directly to the Town of Bentley.

**6. Reporting**

It is expected when attending a meeting on behalf of the Town of Bentley and claiming a meeting rate that the Mayor, Deputy Mayor or Councillor will report to their fellow councilors regarding such meetings.

**7. Payment Procedures**

- The Council member will submit an expense sheet monthly to the CAO for review, prior to the end of the month (at least 5 days in advance). The expense sheet will outline their attendance at approved meetings and the appropriate rate, any expenses they are claiming with supporting receipts and documentation
- Council Members claims will be approved by the Mayor.
- Mayor Claims will be approved by the Deputy Mayor.
- Payments for claims submitted at the end of a month will be made the following month on the 15<sup>th</sup> day of that month.


8. Community Citizens serving on Council appointed Committee and Boards shall be subject to the same meeting and expense rates as set out in this policy and amendments thereto.

5. Staff members shall be subject to the same expense rates as set out in this policy and amendments thereto.

6. Annually, Council will determine if the remuneration and expense rates will be adjusted, based on the same cost of living adjustment made to the Employee Salary Grid, pursuant to the Salary Grid & Cost of Living Policy 07/04.

**7. This Policy replaces Policy 40/2011**

**Signed, this 12<sup>th</sup> day of October 2021**

  
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Mayor  
\_\_\_\_\_  
Chief Administrative Officer