

CITY OF FORT SASKATCHEWAN

Council Remuneration & Expense Policy & Procedure

Motions:

1. That Council adopt Council Remuneration & Expenses Policy GOV-009-C.
2. That Council adopt Council Remuneration & Expenses Procedure GOV-009-C.
3. That Council repeal the City Council Remuneration Policy GOV-009-C.
4. That Council repeal the City Council Remuneration Procedure GOV-009-C.
5. That Council repeal the Travel and Expense Claims Policy FIN-012-C

Purpose:

As requested by Council, following an administrative review information and a new policy and procedure are presented related to Council remuneration and expenses.

Background:

At the February 28, 2017 Council meeting, the following motion was approved by Council:

That Council direct Administration to review Travel and Expense Claims Policy FIN-012-C and City Council Remuneration Policy and Procedure GOV-009-C, and bring forward recommendations to ensure relevant information is appropriately organized and the proper checks and balances exist for each type of reimbursement claim that may be made, prior to the end of the second quarter.

The two Council policies which were identified in the motion for review are:

- GOV-009-C City Council Remuneration (Appendix C), last revised on October 28, 2014; and
- FIN-012-C Travel and Expense Claims (Appendix D), last revised on January 9, 2014.

The City Council Remuneration Policy provides guidance for members of Council to assist with matters such as remuneration, honorariums, expense reimbursements, professional development, per diems, and other benefits.

The Travel and Expense Claims Policy provides guidance for both members of Council and Administration on reimbursements for personal expenses incurred while on authorized City business. The Policy was written for both members of Council and Administration. This can lead to confusion as only certain sections of the Policy relate to members of Council, while a significant portion relates to Administration.

It was determined that proceeding with a policy and procedure dedicated to members of Council for remuneration and expenses, is the best course of action. This rationale provides an opportunity for an increased level of clarity for members of Council, and will separate Council and administrative provisions.

Moving forward with one dedicated Council policy and procedure is also an alternative supported by legal counsel who provided recommendations for improvement, which have been incorporated

into the new documents. Highlights of the Council Remuneration and Expenses Policy (Appendix A) and Procedure (Appendix B), include:

- combining information from both policies into one document;
- addressing gaps which currently exist related to Council expense reimbursements;
- the new policy and procedure both ensure legal and legislative compliance; and
- current information and processes, use of plain language, and municipal best practices.

Administration recommends that Council take the following steps:

1. Adopt the Council Remuneration & Expense Policy – GOV-009-C;
2. Adopt the Council Remuneration & Expense Procedure – GOV-009-C;
3. Should Council adopt the Policy and Procedure, then put forward a motion to repeal City Council Remuneration Policy and Procedure – GOV-009-C; and
4. As Council-related information has been extracted from the Travel and Expense Claims Policy - FIN-012-C, repeal the Policy. As a replacement, the Employee Business Expense Policy and Procedure – FIN-012-A (Appendix E), would approved as administrative documents.

Recommendation:

That Council adopt Council Remuneration & Expense Policy and Procedure, repeal City Council Remuneration Policy and Procedure – GOV-009-C, and Travel and Expense Claims Policy – FIN-012-C.

Attachments:

1. Appendix A – Council Remuneration & Expense Policy – GOV-009-C
2. Appendix B – Council Remuneration & Expense Procedure – GOV-009-C
3. Appendix C – City Council Remuneration Policy – GOV-009-C
4. Appendix D – Travel and Expense Claims Policy – FIN-012-C
5. Appendix E – Employee Business Expense Policy & Procedure – FIN-012-A

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Date: June 8, 2017

Reviewed by: Troy Fleming
Acting City Manager

Date: June 8, 2017

Submitted to: City Council

Date: June 13, 2017