

COUNCIL  
PROCEDURE



GOV-009-C

COUNCIL REMUNERATION & EXPENSES

Date Issued: \_\_\_\_\_, 2017

Responsibility: City Council

Current Revision: \_\_\_\_\_, 2017

- Cross Reference:
- Council Remuneration & Expense Policy  
GOV-009-C

PURPOSE

To provide direction on the processes related to payment of remuneration and per diems, and the reimbursement of eligible expenses for members of Council. Members of Council are not expected to subsidize the operations of the City, or provide benefit to themselves or members of their family at the City's expense.

DEFINITIONS

Chief Financial Officer – shall mean the person who is appointed to the position by the City Manager.

City – shall mean the City of Fort Saskatchewan

City Boundary – shall mean the area within the City's corporate limits

Council – shall mean the municipal Council of the City of Fort Saskatchewan

Council Committee – shall mean any committee, board, or other body established by bylaw or resolution, or which a member of Council is appointed to

Deputy Mayor – shall mean the member who is appointed pursuant to the Act as Mayor in the absence or incapacity of the Mayor

Director, Legislative Services – shall mean the person appointed to the position by the City Manager

Expense Claim – shall mean the City's Expense Claim Form required for reimbursement of expenses

Mayor – shall mean the Chief Elected Official for the City and is a member of Council

Members – shall mean a member of Council for the City of Fort Saskatchewan

Per Diems – shall mean a pre-determined amount to compensate members of Council for their attendance at Council-related events, paid in accordance with this Procedure

Remuneration – shall mean the annual pre-determined base level of compensation paid to members of Council

**1. General Provisions:**

- 1.1 Within the overall budget allocated for each Member, i.e., for per diems (where applicable), professional development, and expenses, funds could be used between accounts to offset any short fall. The total of these accounts shall not exceed the overall budget allocation.
- 1.2 Should a Member expend their total budget:
  - a. the Member may make a request to transfer funding from another Member's budget;
  - b. the Member granting permission to such a request shall provide consent in writing and forwarded to the Legislative Services Department;
  - c. upon receipt of written confirmation, funds will be transferred Internally from one Member to the other; and
  - d. the transfer of funds will be posted using the same method as expenses on the City's website.
- 1.3 On a quarterly basis, monthly Member per diems (internal and external boards and committees) and expense claims, including receipts for each expenditure, shall be posted on the City's website.
- 1.4 Any expenses for the Mayor shall be reviewed and approved by the Chief Financial Officer.
- 1.5 Any expenses or per diems for Councillors' shall be reviewed and approved by the Director, Legislative Services.
- 1.6 Funds shall only be drawn from the Member's current fiscal year budget.
- 1.7 Funds may not be carried over from one budget year to the next fiscal year.

**2. Remuneration:**

- 2.1 Mayor:
  - a. The position of Mayor is considered to be full-time. The Mayor will receive an annual remuneration, paid bi-weekly.
  - b. The Mayor's remuneration shall be considered compensation for all duties of the office.
- 2.2 Councillor:
  - a. The position of Councillor is considered to be part-time. Each Councillor shall receive an annual base remuneration, paid bi-weekly.
  - b. Councillor base remuneration for activities include:
    - i. participation in all Council and Council committee meetings after 4:30 p.m.;
    - ii. participation in all meetings for boards, committees, or commissions after 4:30 p.m. where the Councillor has been appointed by Council;

- iii. personal preparation for all meetings referenced above;
  - iv. participation in meetings with the City Manager or members of the Administration, for any purpose; and
  - v. attendance at community functions where the Councillor has been invited to attend, and is acting in an official capacity (if prior to 4:30 p.m., per diems may apply).
- 2.3 Every 4 years, prior to a new term of Council, the base amount of Member remuneration shall be reviewed by the People Services Department.
  - a. Council remuneration shall be determined based on the average market maximum through a survey of comparable municipalities in Alberta, and/or other factors at the discretion of Council;
  - b. The comparable municipalities are:
    - i. Cities – Spruce Grove, Camrose, Leduc, Lloydminster, Airdrie, and
    - ii. Towns – Okotoks, and Cochrane;
- 2.4 On an annual basis, Council remuneration shall be adjusted based on the increase in the Annual Cost of Living Index for the Edmonton Region, as determined by Statistics Canada as of December 31<sup>st</sup>. This review will be conducted by the People Services Department;
- 2.5 All Council remuneration shall be in accordance with applicable federal and provincial legislation.
- 3. **Per Diems:**
  - 3.1 Every 4 years, prior to a new term of Council, the amount of Councillor per diems shall be reviewed by the People Services Department.
  - 3.2 As the Mayor does not receive per diems from the City, the Mayor may receive any applicable per diems from organizations which they are a member.
  - 3.3 Per diems are intended to reimburse Councillors for daytime events prior to 4:30 p.m., which may take them away from their regular place of employment.
  - 3.4 Councillors may receive per diems from organizations which they are an appointed member. However, Councillors shall not claim per diems from both the organization and the City for the same event.
  - 3.5 The Deputy Mayor shall be eligible for and shall receive per diems, pursuant with this Procedure, for attending events on behalf of the Mayor.
  - 3.6 Councillors shall be eligible to receive per diems for attending functions or events as an official Council representative, at the request of the Mayor, or at the request of Council.

3.7 Per diems shall be paid at a rate of \$100 per half day and \$200 per full day.

- a. A half day per diem is defined as being from 2 to 4 hours.
- b. A full day per diem is defined as being in excess of 4 hours.
- c. Travel time shall form part of the per diem calculation.

3.8 Per diems shall not be paid for attendance at the following:

- a. any Council and Council committee meetings after 4:30 p.m.;
- b. participation in any meetings for boards, committees, or commissions where the Councillor has been appointed by Council, and which are held after 4:30 p.m.;
- c. sporting events;
- d. general public appearances;
- e. community events, i.e., Canada Day, Remembrance Day, etc.;
- f. social events; and
- g. attendance at political party functions or fundraisers of any type.

**4. Professional Development:**

4.1 Eligible professional development expenses include:

- a. registration costs for attendance at conferences, seminars, workshops, meetings, or other related events; and
- b. costs for transportation, accommodation, and meals which are not included in the registration.

4.2 On an annual basis, Council shall allocate professional development funding to Members for their attendance at functions as described in Section 4.1.

4.3 Members may determine which professional development events they wish to attend.

- a. Members may also wish to consider using their funding for the following recommended events:

4.4 Costs incurred when travelling for professional development and meetings beyond the City boundaries will be reimbursed for actual mileage distance, paid in accordance with this Procedure.

4.5 Funds shall not be carried over from one budget to the next.

**5. Expenses:**

5.1 Eligible expenses include costs associated with meals, transportation, mileage, and accommodation, pursuant to this Procedure.

- 5.2 Personal expenses, personal care items, medical expenses (in excess of those covered by the City's medical benefits, if applicable), expenses related to political party fundraisers, or expenses for initiatives not directed by Council, shall not be eligible for reimbursement.
- 5.3 The following provisions apply to expenses for a Member's spouse or partner:
  - a. When a spouse/partner attends an out-of-town function/conference with the member of Council, expenses related to the spouse/partner's travel, meals, registration, and extra-curricular events are considered personal in nature, and shall not be eligible for reimbursement.
  - b. When a spouse/partner is invited to accompany a Member to a conference banquet/gala, social, or fundraising event, and the member is attending the event in an official capacity, the spouse/partner's ticket may be charged to the Member's budget.
- 5.4 Members of Council shall complete an expense claim for any expense reimbursements.
- 5.5 Expense claims shall be submitted for reimbursement within 5 days following the end of the month, and must be accompanied by original receipts which detail the expenses.
- 5.6 Gratuities for eligible meals and transportation fares shall not exceed 15% on the expense.
- 5.7 Where it is determined that a Member has submitted a false or incorrect expense claim, the expense shall be rectified immediately, and repaid to the City.
- 6. **Promotional Budget:**
  - 6.1 The Mayor shall receive an annual corporate promotional budget to assist in carrying out the duties of the Mayor. The corporate promotional budget:
    - a. is for expenditures related to the promotion of Council and the City, and may include sponsoring, donations and promotional requests for not-for-profit groups, the public, fundraising, or community events;
    - b. expenditures shall be consistent with the City's corporate values and should enhance and protect the reputation of Council and the City;
    - c. expenditures shall be non-partisan; and
    - d. permits the Mayor to use promotional funds in accordance with the provisions of this Procedure.
  - 6.2 Councillors shall each receive an annual promotional budget to assist in carrying out their duties, and they shall ensure use of promotional budgets:
    - a. are related to their role;
    - b. are consistent with the City's corporate values and should enhance and protect the reputation of Council and the City; and
    - c. are used in a non-partisan manner.
  - 6.3 Councillors may allocate or expend their promotional budget at their discretion, for promotion of Council in accordance with the provisions of this Procedure.

- 6.4 Councillors may use their promotional funds to purchase items from the corporate promotional budget.
- 6.5 Councillors may transfer or combine all or a portion of their promotional budget with another Councillor:
  - a. any Councillor requests and subsequent permissions received to transfer or combine promotional funds shall be submitted to Legislative Services in writing.

**7. Transportation:**

- 7.1 Members using personal vehicles for Council business shall be compensated in accordance with this Procedure.
- 7.2 Members shall be provided with a monthly car allowance in the amount of \$200 per month for the Mayor and \$50 per month for Councillors.
- 7.3 Private vehicle use:
  - a. Members shall be reimbursed for actual distance traveled outside the City, based on the Government of Alberta mileage rates.
  - b. Members completing an expense claim shall include details of the business purpose, location, departure dates, and distance travelled with each claim.
  - c. If two or more Members travel together in the same vehicle while on Council business, only one Member may claim mileage for the distance travelled.
  - d. Fines for moving violations incurred while conducting Council business are the responsibility of the Member and are not eligible for reimbursement.
- 7.4 When travelling outside the City boundaries, the most economical and practical means of travel shall be used.

**8. Accommodation:**

- 8.1 Eligible expenses include commercial accommodations for conferences, meetings, or other events, when necessary.
- 8.2 Accommodation expenses shall be reimbursed at the approved event rate, government rate, or other economical accommodation in the locale of the event.
- 8.3 Costs associated with any personal entertainment, such as movies and in-room items or services are not eligible for reimbursement. Room service meals may be eligible for expense.
- 8.4 Where private arrangements for accommodation are made and commercial accommodations are not used, a daily allowance based on (Government of Alberta) rates may be claimed.

**9. Meals:**

- 9.1 When travelling on Council-related business, a Member may claim either the actual cost of the meal or the meal allowance. The actual cost of the meal is the amount shown on the receipt, excluding alcohol, plus a gratuity not to exceed 15%.

- 9.2 The maximum reimbursement for food and beverages is \$100 per day, with the cost a single meal not exceeding \$50, plus taxes and gratuities.
- 9.3 Meal allowances are based on Government of Alberta meal allowance rates.
- 9.4 When a Member attends a conference, meeting, or other event where a meal has been provided, the Member shall not claim a meal allowance. Exception shall be made if the Member has purchased a meal and provided a detailed receipt with their expense claim.
- 9.5 Members shall require detailed receipts when submitting an expense claim.
- 9.6 When a Member is travelling on Council-related business, the Member may be reimbursed for the following meal allowances:
- a. Breakfast – if departure or return time is earlier than 7:30 a.m.;
  - b. Lunch – if the departure time is earlier or later than 1:00 p.m.; and
  - c. Dinner – if the departure or return time is later than 6:30 p.m.
- 9.7 When Members submit expense claims for Council related beverage/meal meetings (excluding alcohol), the names of those in attendance and the purpose of the meeting shall be recorded on the receipt.
- 9.8 If a meal is included in the cost of airfare, a Member shall not claim a meal allowance, unless the flight is delayed.
10. **Equipment:**
- 10.1 While in office, Members will be provided with a tablet device to assist with carrying out their duties.
- 10.2 Any equipment provided to Members remain the property of the City, and shall be returned when the individual is no longer an elected official for the City.
- 10.3 Should a Member wish to use their own smartphone for Council business, a monthly allocation of up to \$100 may be expensed from their Phone, Cell, Fax & Internet GL budget, upon completion of an expense claim and submission of receipts.
11. **Benefits:**
- 11.1 Members may participate in the City's benefit programs, where eligible. Benefits include, but are not limited to:
- a. extended health;
  - b. dental;
  - c. life insurance;
  - d. out of country travel insurance;
  - e. health care spending account;
  - f. discount on entry fees to City-owned and operated recreation facilities; and
  - g. other savings or discounts available to all City employees.