
**COUNCIL
POLICY**



GOV-009-C

CITY COUNCIL REMUNERATION

Date Issued: October 28, 2014

Mandated by: City Council

Current Revision: October 28, 2014

Cross Reference: Procedure GOV-009-C

Next Review Diarized: January 1, 2017

Responsibility: City Manager's Office

PURPOSE

This policy provides direction for remuneration of honorariums, expense reimbursement, professional development, per diems and other benefits to the Mayor and Councillors.

POLICY

To promote public interest and opportunity in serving in an elected municipal position by providing reasonable compensation for the time commitments demanded of Council members.

EXECUTIVE LIMITATIONS

1. The Mayor and all Councillors shall receive remuneration (including honorariums, reimbursements of expenses, professional development and per diems) in accordance with the process and procedures as described under Council Procedure GOV-009-C.
2. The City Manager and Director of People Services are responsible for reviewing and recommending updates to this policy.

AUTHORITY / RESPONSIBILITY TO IMPLEMENT

1. The City Manager shall be responsible for ensuring remuneration rates are reviewed in accordance with Council Procedure GOV-009-C and adjusted as required.
2. The City Manager's Office is responsible for ensuring honorariums, per diems, and reimbursement of expenses are made in accordance with Council Procedure GOV-009-C.
3. This policy rescinds and replaces FIN-007-C and is effective immediately unless otherwise directed by Council.

City Manager

COUNCIL PROCEDURE



GOV-009-C

CITY COUNCIL REMUNERATION

Date Issued: October 28, 2014

Mandated by: City Council

Current Revision: November 10, 2015

Cross Reference: Policy GOV-009-C

Next Review Diarized: January 1, 2018

Responsibility: City Manager's Office

PURPOSE

To provide direction for remuneration of honorariums, expense reimbursement, professional development, per diems and other benefits to the Mayor and Councillors, including processes to be undertaken to determine reasonable compensation and the circumstances under which other benefits will be provided.

PROCEDURE

This procedure defines the processes by which each category of compensation for members of Council will be determined.

1. Honorariums:

a. Mayor:

- i. The position of Mayor is considered a "full time" position. The Mayor will receive an annual honorarium, paid bi-weekly.
- ii. The Mayor's honorarium will be considered compensation for all duties of the office.

b. Councillors:

- i. The position of Councillor is considered a "part-time" position. Each Councillor will receive an annual base honorarium, paid bi-weekly.
- ii. Included in the base honorarium for Councillors are items such as:
 1. participation in all meetings of City Council, subject to section 2e.i.;
 2. participation in all meetings of any committees of City Council;
 3. participation in all meetings of bodies to which the Councillor is appointed by City Council, subject to section 2b. and 2c.;
 4. personal preparation for all meetings referenced above;
 5. participation in meetings with the City Manager and other City staff for any purpose; and
 6. attendance at community functions to which the Councillor is invited and accepts such invitations;
- iii. Items not included in section 1b.ii. above shall be brought forward for consideration as to whether or not additional compensation shall be provided.

2. Per Diems:

- a. The Mayor does not receive a per diem from the City. However, the Mayor may receive a per diem from organizations of which (s)he is a member, such as the Capital Region Board.
- b. Councillors may receive per diems from organizations of which they are a member.
- c. Subject to section 2e.i., Councillors will receive a per diem for attending functions that the Mayor or Council has requested they attend as an official representative of the City. Per diems will be paid on either a full day or a half day basis. Generally these are intended to be a reimbursement for daytime events which take a Councillor away from their regular place of employment.
- d. The Deputy Mayor will receive a per diem for attending events on behalf of the Mayor.
- e. Per diems will not be paid for attendance at such activities as:
 - i. regular Council Meetings, Special Meetings of Council, Committee of the Whole Meetings and workshops commencing at 4:30 p.m. or later;
 - ii. regular Meetings of related Boards, Committees or Commissions as designated at the Annual Organizational Meeting of Council;
 - iii. participation in meetings of bodies such as the Capital Region Board in which the Councillor has not been requested to attend as an official representative of the City;
 - iv. golf tournaments;
 - v. openings;
 - vi. general public appearances;
 - vii. community events such as Canada Day, Remembrance Day, etc.;
 - viii. other purely social events; and
 - ix. attendance at political party functions of any type.
- f. Per diems shall be paid at a rate of \$100 per half day and \$200 per full day. Half day is defined as up to four hours, and full day is defined as in excess of four hours. Travel time forms part of this calculation.
- g. Subject to the limitations set for per diems in Section 1.b.ii and 2.e., each Councillor will have the discretion as to when a per diem should be paid.
- h. Within the overall budget set for each Councillor for per diems, professional development and expenses, funds can be utilized between these accounts to offset a short fall. However, the total budget for all three accounts shall not be exceeded.
- i. Should a Councillor expend their total per diems, professional development and expenses budgets, permission may be obtained to use expected unspent funds from another Councillor.

3. Professional Development:

- a. Costs shall be funded for the Mayor and Councillors' attendance at conferences, seminars, workshops, and other meetings (CSWMs).
- b. Council will approve amounts for CSWMs in the annual budgeting process to provide the necessary funding for members of Council to attend events such as:
 - i. the Federation of Canadian Municipalities (FCM) Annual Convention;
 - ii. the Alberta Urban Municipalities Association (AUMA) Annual Convention; and other educational or professional development conferences, conventions and seminars.
- c. The City will pay the reasonable expenses including:
 - i. Registration costs; and
 - ii. Transportation, accommodation and meals not covered by registration costs in accordance with the Travel and Expense Claims Policy, FIN-012-C.

- d. Costs incurred when traveling to conferences, conventions and other training sessions, as well as meeting with representatives of other governments at locations beyond City boundaries (including transportation, meals, hotels, communication and other costs) will be reimbursed at the actual rate of the expense in accordance with the Travel and Expense Claims Policy, FIN-012-C.
 - e. Members of Council using their personal automobile for City business shall be compensated in accordance with the Travel and Expense Claims Policy, FIN-012-C. In addition, members of Council shall be provided with a monthly car allowance in the amount of \$200/month for the Mayor and \$50/month for Councillors.
 - f. Members of Council will not be reimbursed for attending a political party function or fundraiser.
 - g. Councillor expenses shall be reviewed by the Director of Legislative Services.
 - h. Mayor expenses shall be reviewed by the Chief Financial Officer.
4. Spouses/Partners:
- a. If a spouse/partner accompanies a member of Council to an out of town conference/convention, the expenses of the spouse/partner for travel, meals, and registration for extra-curricular events are considered personal expenses except as noted in sub-sections b and c.
 - b. Where the spouse/partner is invited to a conference to accompany the member of Council to banquets/receptions, both the conference registration fee for the spouse/partner and the tickets for these banquets/receptions may be charged to the Mayor or Councillors' budget.
 - c. When a member of Council is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be charged to the Mayor or Councillors' budget.
5. Promotions Budget:
- a. To assist in carrying out their duties, Council members shall be provided with an annual promotions budget of \$1,200.
 - b. Guidelines for the use of the promotions budget are as follows:
 - i. expenditures must relate to carrying out the role of an elected official for the City of Fort Saskatchewan;
 - ii. expenditures shall be consistent with the City's corporate values and should enhance and protect the reputation of the City;
 - iii. expenditures shall be non-partisan;
 - iv. expenditures shall be based on the criteria set out in these guidelines, each member may allocate or expend their promotion budget at their personal discretion;
 - v. members of Council may combine all or a portion of their promotion funds with another member of Council;
 - vi. unexpended funds cannot be carried over to a subsequent budget year; and
 - vii. all promotion expenditures will be posted publicly on the City's web page.
6. Other Allowances:
- a. To assist in carrying out their duties, Council members shall be provided with various business equipment upon their request. Any equipment provided remains the property of the City and shall be returned when the individual is no longer a Council member. Council members may choose all or some of the following options that are compatible with existing City technology:
 - i. laptop or tablet device; and/or
 - ii. smartphone.
 - b. Should a Council member wish to use their own smartphone, a monthly allocation of up to \$100 will be paid based upon receipts.

7. Benefits:

Members of Council may participate in City of Fort Saskatchewan initiated benefit programs where eligible. Benefits include but are not limited to:

- a. extended health benefits;
- b. dental benefits;
- 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 offered to all City employees.

8. Review of Levels of Remuneration:

- a. The base amount of Council honorariums will normally be set in the year of each municipal election for the next electoral period.
- b. Council honorariums will 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.
- c. The comparable municipalities are:
 - i. cities: Spruce Grove, Camrose, Leduc, Lloydminster, Airdrie; and
 - ii. towns: Okotoks, Cochrane.
- d. Council honorariums will be adjusted each year based on the increase in the Annual Cost of Living Index for the Edmonton Region as determined by Statistics Canada as of January 1st. This review will be conducted by the Director, People Services.
- e. Per diem rates will be reviewed and updated annually. This will be done in conjunction with the annual cost of living review conducted by the Director, People Services.
- f. In accordance with the Municipal Government Act and the federal Income Tax Act, 33.33% of the honorarium and per diem paid to Council members is deemed to be in lieu of expenses and is not taxable as income. The Director, People Services shall ensure that this percentage is applied to applicable honorariums and the taxable and non-taxable portions are communicated to Council members whenever honorarium changes take place.

9. This procedure rescinds and replaces the previous Council Procedure GOV-009-C and is effective immediately unless otherwise directed.