

CITY OF FORT SASKATCHEWAN

Council Remuneration & Expense Procedure

Motions:

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

Purpose:

That Council be presented with information on the impacts of removing any timeline references relating to the payment of remuneration and expenses.

Background:

Following Council direction, an administrative review of the City Council Remuneration Policy and Procedure, and Travel and Expense Claims Policy was conducted. The recommended approach to address challenges and gaps that exist with the current policies was to proceed with one dedicated policy and procedure. At the June 13, 2017 meeting, the Council Remuneration & Expense Policy GOV-009-C was adopted.

When the Council Remuneration & Expense Procedure was presented for adoption, comments were received related to eligible remuneration and per diems regarding the timeline before and after 4:30 p.m. The following motion was approved:

That Council refer the Council Remuneration & Expense Procedure – GOV-009-C back to Administration to review the impact of removing 3.8(b), including other applicable sections in the Procedure relating to collecting remuneration and per diems for board and committee meetings held before or after 4:30 p.m., and further that this item be brought back to the June 27, 2017 regular Council meeting.

The Procedure has been modified based on the comments received at the meeting. The revised Procedure (Appendix A), as well as the original Procedure (Appendix B) presented at the June 13 meeting have both been attached to this report for comparison purposes.

The following provisions taken from the Procedure have been highlighted to indicate the revisions proposed, and to address the impacts of those references to remuneration and per diems, either before or after 4:30 p.m.

Revised Section:

2.2.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;
- 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).~~

Removed Section:

- 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.~~

New Section:

- 3.7 Councillors shall be eligible to receive per diems for attendance at Council meetings, or board, committee, and commission meetings where Councillors have been appointed by Council, when the meeting is 6 hours or longer in length.

Revised Section:

- 3.9 Per diems shall not be paid for attendance at the following:
- a. any Council and Council committee meetings, unless 6 hours or longer in length after 4:30 p.m.;
 - b. participation in any meetings for boards, committees, or commissions where the Councillor has been appointed by Council, unless 6 hours or longer in length and which are held after 4:30 p.m.;

In summary, removing the references to 4:30 p.m. would prohibit Councillors from claiming per diems for Council and Council committee meetings, or board, committee, and commission meetings (unless 6 hours in length).

Should Council support the changes which have been made to the revised Procedure, the following indicates which boards, committees, and commissions Members would be eligible to collect per diems from:

- Alberta Capital Region Wastewater Commission (*daytime meetings*)
- Assessment Review Board (*daytime meetings*)
- Capital Region Assessment Services Commission (*daytime meetings*)
- Capital Region Board (*daytime meetings*)
- Capital Region Northeast Water Services Commission (*daytime meetings*)
- Subdivision & Development Appeal Board (*typically daytime meetings; per diems eligible as per the Subdivision & Development Appeal Board Bylaw C21-15*)

With exception to the Subdivision & Development Appeal Board, all other organizations listed are external and per diems would be approved through their individual processes.

Feedback Received:

At the June 27 Council meeting the procedure was removed from the Agenda to obtain additional feedback to ensure that the procedure represented the will of Council. This feedback has not yet been incorporated into the Procedure and would require amendments be made. A list of the feedback provided is all follows:

1. Removal of section 1.2. Funds from one Member's budget would no longer be transferrable to another Member's budget.
2. Per diems of any kind should be removed from the procedure and no longer be made available to Council.

3. A specific number of per diems per year would be permitted for each member of Council to be claimed as the Member deemed appropriate.

4. Replace the previously removed section 3.3 with the following:

“Per diems are intended to reimburse Councillors for attendance at functions they are required to attend by direction of Council, which may take them away from their regular place of employment.”

5. Remove sections 3.7, 3.9(a), and 3.9(b)

6. Section 5.4 be reworded to the following:

“Members of Council shall complete an expense claim, including original or copies of receipts, with for any expense reimbursements.”

7. Remove sections 3.7, 3.9(a), and 3.9(b)

Next Steps:

1. Adopt the Council Remuneration & Expense Procedure – GOV-009-C;
2. Upon adoption of the Procedure, the City Council Remuneration Policy and Procedure – GOV-009-C should be repealed; and
3. As Council-related information has been extracted from the Travel and Expense Claims Policy - FIN-012-C, this Policy should also be repealed. 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 Procedure, repeal City Council Remuneration Policy and Procedure – GOV-009-C, and Travel and Expense Claims Policy – FIN-012-C.

Attachments:

1. Appendix A – Revised Council Remuneration & Expense Procedure – 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

Prepared by:	Robert Stephenson Senior Legislative Officer	Date: July 4, 2017
Reviewed by:	Troy Fleming Acting City Manager	Date: July 4, 2017
Submitted to:	City Council	Date: July 10, 2017