



**CITY OF ST. ALBERT  
CITY COUNCIL POLICY**

NUMBER	TITLE
C- CC-03	<b>City Council Remuneration and Expense Reimbursement</b>
ORIGINAL APPROVAL DATE	DATE LAST REVISED
April 18, 2005 (C176-2005)	<del>July 4, 2023</del> <a href="#">September 2, 2025</a>

### **Purpose**

To ensure Council Members receive compensation for their time and expenses incurred while on City business.

### **Policy Statement**

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on City Council.

### **Definitions**

“Comparable Mid-Sized Alberta Municipalities” includes, but is not limited to, Airdrie, Grande Prairie, Lethbridge, Medicine Hat, Red Deer, Strathcona County, and the Regional Municipality of Wood Buffalo.

“Conference” means a formal meeting at which individuals participate in the exchange of ideas, information and expertise in work-related subject areas.

“Convention” means an assembly, usually of Members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities.

“Council Appointment List” means the list of boards, committees or other organizations to which Council appoints a Council Member as a representative.

“Council Members” means the Mayor and Councillors, unless otherwise specified.

“Course” means an instruction period dealing with specific subject matter, attended in person or on-line.

“General Council Budget” means the annual budget available to Council Members for general Council expenses including travel, meals, mileage, community event tickets and other expenses related to Council Member duties.

“Gifts” means items or benefits as outlined in the Council Code of Conduct Bylaw 38/2017.

“Life Event Change” means any of the following:

- A marriage;
- A common-law relationship that has lasted 12 months;
- A divorce, legal separation, or the end of a common-law relationship;
- The death of a spouse or a child; or
- The employee’s spouse becomes eligible for, or loses, other group coverage.

“Office of the Mayor Budget” means the annual budget available to the Mayor/Deputy Mayor only, for corporate association Membership dues, and costs related to the holding of Council and Standing Committee meetings.

“Office Supplies Budget” means the annual budget available to Council Members for office supplies, ~~mobile device fees, and Internet connection~~ for use at the Council Member’s home office for City business.

~~“Per Diem” means remuneration paid between July 1, 2023 and October 31, 2025 in a pre-determined amount for attendance or participation at events or activities as outlined in Schedule 4. It does not refer to any reimbursement for already claimable items such as meals and mileage.~~

“Political Contributions” means any money or real or corporate property that is provided to, or for the benefit of, a political party, constituency association or candidate and their campaign efforts, that involves direct or indirect support of (or opposition to) any political party, constituency association or candidate for public office.

“Political Events” means any activity that is intended to act as a fundraiser for a political party, constituency association or candidate at the municipal, provincial or federal levels.

“Sponsorship Budget” means the annual budget available to each Council Member to sponsor groups/individuals for various activities that conform to City Council Policy C-CC-21 Council Sponsorship.

“Third Party” means any business or organization, excluding not-for-profit entities and organizations in which the City is a member.

“Training and Development” means a process of enhancing a Council Member’s ability to perform in relation to their governance role.

“Training and Development Budget” means the annual budget available to Council Members to fund training and development costs including course cost, applicable transportation, out-of-town accommodation, meals, etc. related to a Training and Development event.

## **Responsibilities**

1. Council Members shall:
  - a. Follow this Policy to demonstrate transparency and accountability to the taxpayers of St. Albert.
  - b. Review their expenditures during the year and to make recommendations to Council if there are insufficient funds to cover planned expenses.
  - c. On an annual basis, each Council Member will consider a personal Training and Development plan for the subsequent year that aligns with Council's strategic plan and their individual learning goals.
2. The Chief Administrative Officer shall:
  - a. Apply the non-union City employee Cost of Living adjustment to calculate updated annual remuneration amounts for the Mayor and Council Members.
  - b. Ensure that the appropriate dedications are made from Council salary in accordance with the *Municipal Government Act*, the *Income Tax Act*, and all other relevant legislation.
  - c. Administer the Council retirement contribution program.
  - d. Each year present to Council a summary of all Council expense claims and budget use from the previous year.
  - e. Submit to each Council Member a quarterly report with monthly and year to date actual expenses versus the annual budget.
  - f. When planning future year budgets, base it on such matters as the planned level of attendance at meetings, conferences, spending on office supplies and official duties.

Both the Chief Administrative Officer and a designate shall review the expense claim forms, along with all detailed documentation, to determine compliance with this Policy.

3. The Council Remuneration Review Committee shall review this Policy in accordance with *Council Remuneration Review Committee Bylaw 43/2021*.

## **Service Standards/ Expectations**

### Remuneration and Benefits

4. Remuneration provided will be based upon the Mayor's position and Councillor positions deemed as a full-time positions effective immediately following the results of the municipal general election. ~~and Councillor positions deemed a part-time position.~~
  - a. Annual remuneration for Council Members is outlined in Schedule 1.
  - b. The Mayor's and Councillors' remuneration is inclusive of time and duties related to serving on agencies, boards and committees to which the Mayor and Councillors were as appointed.
  - c. ~~Council Members' remuneration (excluding the Mayor) is not inclusive of time and duties related to serving on agencies, boards and committees to which a Council Member was appointed. Council Members, excluding the Mayor, may claim Per Diems for these activities in accordance with Schedule 4.~~ Intentionally deleted.
  - d. Administration shall prepare, in advance of the annual Organizational Meeting, a detailed listing of the frequency and duration of all agency, board, and committee appointments from the previous year to which Council made appointments.
5. Any Council Member that is duly elected to serve on the Federation of Canadian Municipalities (FCM) Board of Directors shall receive an additional \$4,500 as part of their base salary. ~~Any Council Member that is duly elected to serve on the FCM board is not entitled to claim additional Per Diems for any FCM activity.~~
6. ~~Council Members may receive additional remuneration for carrying out the responsibilities of the Deputy Mayor as outlined in Schedule 4.~~ Intentionally deleted.
7. The Deputy Mayor may be eligible for expense reimbursement directly related to Deputy Mayor activities.
8. Council Members who are invited, by virtue of their role on Council, to be speakers at conferences or Conventions will be eligible to accept an honorarium, on behalf of the City, if provided by the host organizations.
  - a. Any honorarium must be paid directly to the City.
9. Council Members shall be provided with employment benefits equivalent to those offered to the City's non-union category employees.
10. Council Members shall be offered a retirement contribution program, providing a payment of 3% of their current year's remuneration for retirement planning purposes.
11. At the beginning of each Council term, Council Members may elect to receive some or all the benefits offered to the City's non-union personnel, except for

those benefits that Council Members are deemed to be ineligible to receive elsewhere in this Policy.

### Annual Council Budgets

12. Administration may recommend any changes to the Council budgets as part of the City's annual budget process.
13. In the year of a general election, Council Members may only access 3/4 of the annual budget approved for that calendar year prior to the election.
  - a. After the general election, new and/or returning Council Members may access the remaining 1/4 of the annual budget approved for that calendar year.

### Per Diems

- ~~14. Council Members, with the exception of the Mayor, may accept pPer dDiem payments made by external boards, committees or agencies to which they are appointed, for their service or for time spent on training and development activities associated with such service. No additional pPer dDiem or compensation may be claimed by Council Members from the City of St. Albert, if the Per Diem received is less than stated in this Policy.~~
- ~~14.~~
- ~~15. Council Members, with exception of the Mayor, are entitled to Per Diem payments from the City of St. Albert for attendance at conferences, meetings, and other events, as outlined in Schedule 4. The Deputy Mayor is also eligible for a Per Diem for attending events at the request of the Mayor at the rate listed in Schedule 4~~Intentionally deleted.
16. Council Members, including the Mayor, who volunteer to serve, or are elected to serve, on a board or agency that is not part of the Council Appointment List are entitled to accept any added compensation associated with that service.

### Travel and General Expenses

17. Travel may be undertaken where the purpose for travel cannot be adequately met through correspondence, telephone or other means of communication.
18. The method of transportation will normally be the most direct and economical.
19. A Council Member may select the route and means of travel to combine personal activities with official duties.
20. Vehicle mileage claims are paid for the specific purpose of reimbursing Council Members for the actual cost of using their vehicles on City business.

21. Travel within the City of St. Albert limits is not eligible for mileage reimbursement.
22. Council Members will be reimbursed for the cost of the rental and fuel for a mid-sized vehicle when this is the most economical method of local transportation while away on City business.
23. The City shall not pay for spousal or guest expenses associated with Council travel. This includes airfare, accommodation, registrations, meals, tickets to events and other similar expenses.
24. Council Members are entitled to reimbursement for reasonable daily expenses including personal meals, gratuities, and other sundry expenses incurred during out of town business trips.
25. Council Members are entitled to claim ~~for~~ reasonable out-of-pocket child care expenses that support attendance at Council and Committee meetings.
26. Council Members will be provided ~~a mobile device or be reimbursed for use of a personal device to a monthly maximum as outlined in Schedule 3~~ and may incur reasonable long distance and data charges, [in line with the City employee mobile policy](#), while travelling on [City](#) business.

#### Training and Development Activities

27. Council Members are encouraged to participate in professional training and development opportunities to enhance their skills and knowledge to effectively fulfill their governance roles and responsibilities.
28. Council Members are responsible for managing their annual Training and Development Budget and must ensure that sufficient funds are available to cover the planned Training and Development expenses.
29. Council Members are required to provide a brief, informal report to Council after they have taken part in a Training and Development activity. This will enable other Council Members to share some of the benefits of that development program and provide the public with an overview of the activity.

#### Official Duties

30. Council Members will be reimbursed for expenses related to participation and attendance at local, regional and provincial events and meetings, either in an official or unofficial capacity, in accordance with this Policy. ~~The act of attendance may also be eligible for Per Diems as detailed in Schedule 4~~. Other expenses incurred such as for travel, meals, and parking are also reimbursed as discussed in the "City Council Procedure" appended to this Policy.

#### Community Events

31. Council Members may attend any community event they deem appropriate.

#### Political Contributions and Events

32. The City shall not reimburse any Council Member for, or otherwise directly or indirectly pay for, any Political Contributions.

#### Municipal Associations

33. The City shall maintain membership in good standing in Alberta Municipalities ("AB Munis") and the Federation of Canadian Municipalities ("FCM").

34. Council Members who are requested to serve on various AB Munis and FCM agencies /boards/committees will seek Council approval to serve and will request Council approval for an incremental expense reimbursement budget allocation to cover the associated costs if required.

- a. Council Member participation must not conflict with the ability of Council Members to attend Council meetings on a regular basis.
- b. A Council Member serving on an AB Munis/FCM board/committee/agency shall provide regular updates to Council and the public at a Council meeting.

#### Equipment, Supplies and other Supports

35. To assist in carrying out their duties, Council Members shall be provided with various items of business equipment and related/required software.

36. Any equipment provided, either directly through the City or purchased by the Council Member and subsequently reimbursed, remains the property of the City and shall be returned when the individual is no longer a Council Member.

#### Expense Claims and Reporting

37. Expense claim forms must be submitted on a monthly basis regardless of whether expenses were incurred or not.

38. With the exception of ~~Per Diems~~, meter parking and un-receipted event tickets up to the maximums detailed in Schedule 3, all items claimed must be accompanied by appropriate detailed receipts.

39. Any portion of any expense described in this policy which is paid for by a Third Party shall not be claimed for reimbursement from the City.

40. A quarterly posting on the City's website for each Council Member will include each of the previous three months' expense claim reports.

41. Council Members who volunteer to serve, or are elected to serve, on an external board/committee/agency not by appointment of Council but are eligible for membership by virtue of their position on Council, and receive per diem payments from that organization, shall submit an annual report to Council detailing the role, attendance and compensation received.

42. Council Members who receive Gifts shall submit an annual report to Council.

#### Council End of Term

43. Following the end of term for a Council Member not returning to office, a final reconciled expense claim form must be submitted for processing within three months of the conclusion of their term on Council. No further expense claims will be processed after that period.

44. Gifts received by a Council Member on behalf of the City as a matter of official protocol which have significance or historical value for the City shall be left with the Chief Administrative Officer when the Member ceases to hold office.

#### Corporate Credit Card

45. Administration ~~The Mayor~~ will be issued a corporate credit card to assist with expense claims for Council Members.

~~46. Part-time Council Members do not receive corporate credit cards.~~

#### **Legal References**

*Income Tax Act R.S.C., 1985, c. 1*

*Municipal Government Act RSA 2000 C M-26*

~~Bylaw 38/2017 Code of Conduct~~

#### **Cross References**

C-CC-04 Council Learning and Development

C-CC-13 Appointment of Elected Officials

C-CC-15 City Council Appointments ~~to~~ Federal, Provincial and Regional Boards and Committees

C-CC-21 Council Sponsorship ~~Policy~~

C-CG-05 Mayor and Councillor Roles

#### **Attachments**

Schedule 1 – Council Remuneration Rates and Benefits

Schedule 2 – Standard Mileage Chart for In-Region Travel

Schedule 3 – Expense Reimbursement Rates

~~Schedule 4 – Per Diems~~

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
July 2023 – Legal, Finance and HR <u>August 2025 – Legal, Finance, and HR&amp;S</u>	20295 – Legal, Finance, and HR	June 20, 2005 - C276-2005 November 6, 2006 - C619-2006 November 6, 2006 - C622-2006 January 21, 2008 - C59-2008 February 19, 2008 - C116-2008 February 19, 2008 - C117-2008 June 29, 2009 - C400-2009 May 15, 2017 – AR-17-194 February 20, 2018 – AR-18-069 January 21, 2019 – AR-19-003 February 4, 2019 – AR-19-007 January 6, 2020 – CM-19-025 March 16, 2020 – AR-20-065 June 8, 2021 – POL-21-005 July 4, 2023 – AR-23-332 <u>September 2, 2025 – AR-25-339</u>



**CITY OF ST. ALBERT  
CITY COUNCIL PROCEDURE**

NUMBER	TITLE
<b>C-CC-03</b>	<b>Council Remuneration and Expense Reimbursement Procedure</b>
ORIGINAL APPROVAL DATE	DATE LAST REVISED
April 18, 2005	<u>July 4, 2023</u> <u>September 2, 2025</u>

### **Remuneration and Benefits**

1. The City shall use the non-union City employee Cost of Living adjustment when calculating annual remuneration amounts for the Mayor and other Council Members.
  - a. Annual Remuneration amounts are outlined in Schedule 1 ~~of this policy~~.
2. Payment amounts shall be rounded to the nearest whole dollar and be effective as of April 1st of each year.
3. Benefits:
  - a. Council Members are not eligible for non-union employee pension benefits, severance benefits and long-term disability insurance.
  - b. Council Members are automatically enrolled in the Employee and Family Assistance Program.
    - i. There shall be no charge to Council Members for this benefit.
  - c. Council Members shall be charged for the benefit coverage they select on the same cost-sharing ratio as Members of the City's non-union employment category.
  - d. Any changes to benefit costs assigned by the City's benefits provider(s) shall be made to Council Members' benefit charges as per the City's non-union employment category.
  - e. Once Benefit Coverage has been selected, it may only be changed if the Council Member experiences a "Life Event Change".
4. To participate in the Council Members' retirement program, the Council Member agrees to provide a payment of 3% of their current year's remuneration for retirement planning purposes.
  - a. Payments shall be made to Council Members on the last pay period of the calendar year, or pro-rated as necessary.
  - b. Payment amounts shall be rounded to the nearest whole dollar.

## **Annual Council Budgets**

5. If, at the end of the year, the overall actual expenditures exceed the combined value of the General Council Budget, Training and Development Budget, Office of the Mayor's Budget, Office Supplies Budget and Sponsorship Budget, the shortfall will be funded through an automatic transfer from the Council contingency budget.

## **Per Diems**

6. Council Members receiving requests to serve on additional external boards/committees/agencies that may come up during the year must have approval from Council including approval or any incremental additional budgetary requirements.
  - a. Appointed Council Members must indicate to Council and Administration the pPer dDiem policy of the external board/committee/agency to which they have been appointed.
7. In situations where a Council Member (excluding the Mayor) is appointed to represent the City in an official capacity on an external board/committee/agency and a pPer dDiem is paid by that organization, the pPer dDiems may be paid directly to the Council Member. ~~If the Per Diem received by the Council Member from the external board/committee/agency is less than stated in this Policy, no additional Per Diem or compensation can be claimed through the City.~~
8. ~~Council Members (excluding the Mayor) are entitled to Per Diem payments from the City for attendance at Conferences, meetings, and other events. The eligible and ineligible events and the Per Diem rates are listed in Schedule 4. Council Members are responsible for claiming the appropriate amounts and ensuring it is an eligible event. The Deputy Mayor is entitled to a Per Diem payment for events requested by the Mayor at the rate listed in Schedule 4. Council Members are responsible to ensure they do not exceed \$12,000 of Per Diem payments per year~~Intentionally deleted.

## **Travel and General Expenses**

9. Where personal activities extend the period required for a trip for business purposes, this additional time and any associated expenses shall not be claimed.
10. Council Members are required to take advantage of seat sales and excursion rates wherever possible and are permitted to travel at a cost exceeding economy airfare rates only when such rates are unavailable and higher rates are unavoidable.

- a. Bus or rail travel shall be coach class.
- b. Travel by private vehicle may be utilized where this method is the most economical and practical.
- c. Where a Council Member chooses to use a private vehicle, and the reimbursement would be greater than the cost of economy air travel, the Council Member shall be reimbursed an amount equivalent to an economy airfare.

11. Vehicle mileage claims are paid at the rate consistent with the Canada Revenue Agency (CRA) as detailed in Schedule 3.

- a. No additional reimbursements will be provided to cover all operating and maintenance costs of a vehicle including such things as fuel, oil, maintenance, registration, insurance etc.
- b. Travel within the Capital Region is based on a predetermined kilometer distance in accordance with Schedule 2.
- c. As an alternative to use of the predetermined chart, Council Members may choose to claim mileage based on actual kilometers driven from departure point to destination point.
- d. Where travel within the Capital Region is not supported by the predetermined chart in accordance with Schedule B, such as travel within the City of Edmonton, mileage will be based on actual kilometers driven from departure point to destination point as verified by a Google map.
- e. For travel outside of the Capital Region, mileage will be based on actual kilometers driven from departure point to destination point as verified by Google Maps.

12. A Council Member may claim the actual cost of taxi or airport bus service incurred for business purposes if the claim is supported by a receipt.

13. Council Members required to be away from their regular place of residence overnight to conduct Council related activities may claim the actual and reasonable cost of commercial hotel accommodation.

14. Car rental:

- a. Additional vehicle insurance is not required if the Council Member is on City business and is travelling within Canada or the continental USA.
- b. Insurance coverage only extends to the Council Member and their spouse as the driver (with a valid driver's license).
- c. If there is a possibility that there will be another driver other than the Council Member/or their spouse renting the vehicle, additional insurance would be required.
- d. Should the Council Member extend their trip to accommodate personal activities, the costs and liabilities related to car rental, gas and additional insurance are the personal responsibility of the Council Member.

15. The actual cost of parking fees may be reimbursed in full when supported by receipts. Parking meter fees up to the amount detailed in Schedule 3 may be claimed without a receipt.
16. Meals and incidentals: Council Members are entitled to reimbursement for reasonable daily expenses including personal meals, gratuities, and other sundry expenses incurred during out of town business trips. These may be claimed either by the submission of detailed receipts or claimed at a daily rate as outlined in Schedule 3.
17. Data plans:
  - a. Council Members are required to arrange out-of-Province long distance plans and data plans on their mobile devices prior to departure.
  - b. The costs for the additional coverage are to be expensed through the Council Member's General Council Budget.
18. All general travel expenses will be charged to each Council Member's annual General Council Budget.
  - a. Travel expenses related to training and development will be charged to each Council Member's Training and Development Budget.
  - b. Council Members are responsible to ensure expenses are within the limits of the annual budget.

### **Training and Development Activities**

19. Council Member Training and Development may be achieved through study, instruction, and practice which will enhance one's competence and capability, thus improving current and/or future performance.
20. Council Member's Training and Development needs can be met in several ways, for example, attending Conferences, Conventions, and Courses or learning opportunities with other municipalities.
21. Books and magazine subscriptions also represent learning opportunities.

### **Official Duties**

22. When the Office of the Mayor receives formal invitations to attend local, regional and provincial activities, events and meetings that require official representation the funding for these events shall be expensed to the Office of the Mayor's Budget, rather than from the Mayor's individual budget.
23. If a Deputy Mayor or another Council Member is requested to participate in an activity in an official capacity on behalf of the Mayor, the Council Member shall be reimbursed for the associated costs from the Office of the Mayor's budget **and**

~~may be eligible for Per Diems in accordance with Schedule 4.~~

24. The Mayor or Deputy Mayor may claim for spousal or guest expenses in circumstances where the protocol of the event is that they be accompanied by their spouse or guest.
25. With the exception of spouse or guest expenses, the expenses claimed for official duties shall conform to the Travel and General Expenses Sections of this Policy.
26. Council Members who attend an official event but not as an official representative will have the associated expenses charged to the individual Council Member's General Council Budget.

### **Community Events**

27. Associated expenses such as tickets and mileage may be claimed within the annual limits of the General Council Budget.
28. Contributions to community event organizers such as sponsorships or other contributions can be claimed through the Council Members Sponsorship Budget in accordance with City Council Policy C-CC-21 Council Sponsorship.

### **Political Contributions and Events**

29. If a Council Member attends a political event for which proceeds support a political party, constituency association or candidate, the City shall not reimburse any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate.
30. City procurement cards shall not be used to pay for any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate.

### **Municipal Associations**

31. The cost of the annual membership dues for AB Munis and FCM shall be paid by the City from the "Corporate Memberships" category of the Office of the Mayor's Budget.
32. Council Members attending the general meetings and conferences of AB Munis and FCM will have related expenses charged to their General Council Budget.

### **Equipment, Supplies and other Supports**

33. Council Members will receive a laptop or tablet device and may choose to be issued a City smartphone and printer. Council Members may choose to provide their own cellular phone in lieu of accepting a City-provided smartphone.

34. Purchase of office supplies:

- a. All consumable office supplies may be purchased through the City of St. Albert and charged to the Council Member's Office Supplies Budget.
- b. Office supplies purchased through outside vendors may be claimed through the normal expense reimbursement process but must be accompanied by a detailed receipt.

35. Replacement of City-provided laptops/tablet devices/smartphones will be based on the City's Lifecycle Plan for ~~computer equipment~~ replacements or the expiry of a vendor contract.

36. ~~The cost of an Internet connection for a Council Member's home office can be claimed based on the actual monthly costs to a maximum amount detailed in Schedule 3. With the exception of the Mayor, each Council Member will receive a one-time \$1,000 stipend per Council term for a home office, expensed through Council's operating budget.~~

~~37.~~ If a Council Member chooses to provide their own cellular phone, the costs ~~cannot~~ be claimed ~~for expense reimbursement. based on the actual monthly costs to a maximum amount detailed in Schedule 3.~~

### **Expense Claim Process**

~~37.~~ 38. All eligible expenses for which a Council Member is seeking reimbursement shall be submitted on the standard Council Member Monthly Expense Claim Form.

- a. Expense claim forms for the previous month's expenses must be submitted to the Chief Administrative Officer or designate by the 10th day of the following month accompanied by detailed receipts (credit card slips on their own will not be accepted).
- b. Details of all corporate credit card transactions specific to a Council Member will be included as information on the expense claim form.

~~38.~~ 39. Administration will provide support to Council Members to provide appropriate general ledger coding on their expense claim form.

- a. Once approved by both the Chief Administrative Officer and a designated second signing authority, the expense claim form will be transferred to Accounts Payable for processing.
- b. If the Chief Administrative Officer and a designated second signing authority determine that an expense claim does not meet this policy, directly or by its intent, the Chief Administrative Officer will return the expense claim to the Council Member for further explanation.

- c. If the Chief Administrative Officer and a designated second signing authority still determines that the expense claim does not meet this policy, the matter will be referred to Council for adjudication with the Council Member whose claim is under scrutiny.

**39.40.** At the discretion of the Chief Administrative Officer, if the detailed original receipt is lost, detail about the business purpose of the expense must be provided, signed, dated and accompany the credit card receipt if applicable.

**40.41.** For meal and/or hosting claims, recorded on the back of the receipt or attached to the receipt, must be the full names of every person in attendance along with a general description of the purpose of the meeting.

- a. On the expense claim form, the number of people attending and a general description of the purpose of the meeting must be provided (e.g. lunch, purpose, 4 people).

**41.42.** Mileage claim:

- a. Claim for travel within the Capital Region using the standard mileage chart found in Schedule 2 does not require additional support.
- b. Claims for travel outside the Capital Region or travel inside the Capital Region which is not supported by the mileage chart in Schedule 2, must be supported by a printout from a mapping program that clearly indicates the full street address of both the From/To locations. The general location must also be indicated on the expense claim form in the From/To sections.

### **Corporate Credit Card**

**42.43.** The Council Members' assigned administrative support staff can process purchases on behalf of a Council Member as the need arises.

**43.44.** Details of all corporate credit card transactions specific to a Council Member will be included as information on the monthly expense claim form.

**Schedule 1 to City Council Remuneration and Expense Reimbursement Policy Procedure  
Council Remuneration Rates and Benefits**

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**Council Member Annual Remuneration**

**Effective April 1, 2025\***

• Mayor	\$149,675	*	\$158,192
• City Councillor	\$58,306		*

**Effective October 21, 2025**

• Mayor	\$158,192*
• City Councillor	\$86,000*

\*Mayor and Councillor Remuneration Rate is adjusted annually in April of each year based on the non-union City employee cost of living adjustment approved by the Chief Administrative Officer. The adjustment occurs without an amendment to the Council Remuneration and Expense Reimbursement Policy or Procedure.

**Employer Contribution for Council Member Retirement Purposes**

**2025\***

• Mayor	3% of Salary
• City Councillor	3% of Salary

This contribution is paid biweekly to the Councillor, it is the Councillor's responsibility to invest this contribution or attribute to an RRSP of their choice.

~~Adjusted annually in April of each year based on the non-union City employee cost of living adjustment approved by the Chief Administrative Officer.~~

**Council Member Group Benefits**

- Workers Compensation
- Group Life Insurance
- Accidental Death and Dismemberment
- Dependent Life Insurance
- Dental Care
- Extended Health Care
- Vision Care
- Employee and Family Assistance Program

**Schedule 2 to City Council Remuneration and Expense Reimbursement PolicyProcedure**  
**Standard Mileage Chart for In-Region Travel**

Location (1 way in KMts)	Bon Accord	Bruderheim	Calmar	Devon	Edmonton-North	Edmonton-East	Edmonton-South	Edmonton-West	Edmonton-Kingsway	Edmonton-Downtown	Edmonton-University	EIA	Fort Sask	Gibbons	Lamont (Town)	Lamont (County)	Leduc (City)	Leduc (County)	Legal	Morinville	Parkland (County)	Redwater	Spruce Grove	St. Albert	Stony Plain	Strathcona (County)	Sturgeon (County)	Thorsby	Wabamum	Warburg	
Beaumont	81	76	36	26	32	22	19	37	30	28	27	17	52	72	83	83	21	13	95	67	62	89	53	49	61	27	67	57	95	76	
Bon Accord	81		50	89	74	39	37	66	50	37	38	47	83	30	7	63	63	88	82	27	20	65	31	61	38	68	55	19	109	96	130
Bruderheim	76	50		107	96	52	55	70	72	56	55	70	88	26	43	13	13	93	87	77	64	87	29	83	60	80	52	68	127	117	152
Calmar	36	89	107		16	60	53	41	45	59	50	49	25	84	94	114	114	19	23	103	76	56	119	47	58	51	59	76	21	93	40
Devon	26	74	96	16		45	44	32	30	44	42	39	20	73	79	103	103	25	20	89	61	41	104	32	43	37	50	61	37	74	56
Edmonton-North	32	33	52	60	45		11	23	30	6	7	14	62	30	37	61	61	68	54	46	32	37	62	41	12	48	23	34	89	75	109
Edmonton-East	22	37	55	53	44	11		15	24	9	7	10	43	32	38	68	68	39	32	57	43	44	63	40	22	48	11	45	73	75	93
Edmonton-South	19	66	70	41	32	23	15		23	38	14	16	20	50	72	80	80	25	21	75	54	48	97	40	36	48	22	53	59	82	78
Edmonton-West	37	50	72	45	30	30	24	23		13	13	11	39	50	56	81	81	44	37	59	38	32	81	24	20	29	31	37	65	66	86
Edmonton-Kingsway	30	37	56	59	44	6	9	38	13		3	8	33	32	38	73	73	38	32	51	31	36	63	32	13	40	24	31	72	68	101
Edmonton-Downtown	28	38	55	50	42	7	7	14	13	3		8	31	31	37	62	62	37	30	52	38	39	62	28	15	42	17	40	71	70	90
Edmonton-University	27	47	70	49	39	14	10	16	11	8	8		30	46	52	76	76	35	29	54	34	37	77	29	16	42	23	34	69	70	88
EIA	17	83	88	25	20	62	43	20	39	33	31	30		65	88	96	96	10	4	91	70	64	113	56	52	55	40	69	44	98	63
Fort Sask	52	30	26	84	73	30	32	50	50	32	31	46	66		22	32	32	69	63	54	40	63	40	59	36	66	28	41	103	94	127
Gibbons	72	7	43	94	79	37	38	72	56	38	37	52	88	22		56	56	92	86	33	26	69	27	65	42	72	47	25	113	100	134
Lamont (Town)	83	63	13	114	103	61	68	80	81	73	62	76	96	32	56		0	100	94	84	70	94	42	89	66	97	58	72	133	124	158
Lamont (County)	83	63	13	114	103	61	68	80	81	73	62	76	96	32	56	0		100	94	84	70	94	42	89	66	97	58	72	133	124	158
Leduc (City)	21	68	93	19	25	68	39	25	44	38	37	35	10	69	92	100	100		7	102	74	69	117	60	57	60	45	74	39	103	58
Leduc (County)	13	82	87	23	20	54	32	21	37	32	30	29	4	63	86	94	94	7		96	70	64	111	54	50	55	39	69	44	96	63
Legal	95	27	77	103	89	46	57	75	59	51	52	54	91	54	33	84	84	102	96		22	72	39	69	40	77	79	22	123	104	138
Morinville	67	20	64	76	61	32	43	54	38	31	38	34	70	40	26	70	70	74	70	22		50	50	47	19	55	64	1	95	82	116
Parkland (County)	62	65	87	56	41	37	44	48	32	36	39	37	64	63	69	94	94	69	64	72	50		95	10	34	5	63	51	80	33	67
Redwater	89	31	29	119	104	62	63	97	81	63	62	77	113	40	27	42	42	117	111	39	50	95		90	67	97	65	49	138	129	159
Spruce Grove	53	61	83	47	32	41	40	40	24	32	28	29	56	59	65	89	89	60	54	69	47	10	90		29	9	53	47	67	40	70
St. Albert	49	38	60	58	43	12	22	36	20	13	15	16	52	36	42	66	66	57	50	40	19	34	67	29		37	33	20	78	64	99
Stony Plain	61	68	90	51	37	48	48	48	29	40	42	42	55	66	72	97	97	60	55	77	55	5	97	9	37	68	56	74	35	62	
Strathcona (County)	27	55	52	59	50	23	11	22	31	24	17	23	40	28	47	58	58	45	39	79	64	63	65	53	33	68		63	79	95	99
Sturgeon (County)	67	19	68	76	61	34	45	53	37	31	40	34	69	41	25	72	72	74	69	22	1	51	49	47	20	56	63		96	83	117
Thorsby	57	109	127	21	37	89	73	59	65	72	71	69	44	103	113	133	133	39	44	123	95	80	138	67	78	74	79	96		82	23
Wabamum	95	96	117	93	74	75	75	82	66	68	70	70	98	94	100	124	124	102	96	104	82	33	125	40	64	35	95	83	82		69
Warburg	76	130	152	40	56	109	93	78	86	101	90	88	63	127	134	158	158	58	63	138	116	67	159	70	99	62	99	117	23	69	

**Schedule 3 to City Council Remuneration and Expense Reimbursement Policy Procedure  
Expense Reimbursement Rates**

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Vehicle Mileage (see note 1)	0.62
Parking Meter Charges (no receipt available)	Maximum \$15
Event Tickets (no receipt available)	Maximum \$10
<del>Home Office Internet</del>	<del>Maximum \$70/month</del>
<del>Mobile Device</del>	<del>Maximum \$55/month</del>

Meals when outside the Capital Region (without receipt):

Amount	Meal	Time
\$27.00 <del>15.00</del>	Breakfast	<a href="#">01:00 to 09:00</a>
\$27.00 <del>20.00</del>	Lunch	<a href="#">09:01 to 17:00</a>
\$56.00 <del>30.00</del>	Dinner	<a href="#">17:01 to 00:59</a>

Incidentals when outside the capital region: Maximum \$10 per 24-hour period

Meal allowances or reimbursement are not authorized when the registration fee for Conferences, seminars, events, etc. includes meals, or when meals or other charges are included in the bill for any paid service (i.e. hotel bill, airline ticket, Conference registration, etc.).

Taxes and gratuities are included in the allowance for meals. Currency exchange rates will be considered through provision of receipts demonstrating the allowance was sufficient.

Note 1: This rate is based on the lower rate per CRA (Canada Revenue Agency) which is modified periodically based on the reasonable per-kilometer allowance rates.

**Schedule 4 to City Council Remuneration and Expense Reimbursement Policy  
Per Diems**

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~~\*Per Diems are only payable from July 1, 2023 until October 31, 2025.~~

~~Council Member (excluding the Mayor) Per Diem Rates:~~

~~Half day \$100 – less than or equal to four hours, including travel time~~

~~Full day \$200 – greater than four hours, including travel time~~

~~Deputy Mayor Per Diem Rate:~~

~~\$50 per event for events requested by the Mayor~~

~~Maximum per year per Council Member: \$12,000~~

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- ~~1. The Deputy Mayor is eligible for a Per Diem for attending events at the request of the Mayor.~~
- ~~2. If eligible for both a half day or full day Per Diem and the Deputy Mayor Per Diem, a Council Member may not claim both, but must select one over the other.~~
- ~~3. Acceptable Per Diem claims may include but are not limited to the following:~~
  - ~~i. Conferences, Conventions, and seminars such as:~~
    - ~~o Alberta Municipalities~~
    - ~~o Federation of Canadian Municipalities (for Council Members who are not already receiving the additional \$4,500 to their base salary for being on the Board)~~
    - ~~o Mid-Sized Cities Mayors' Caucus~~
  - ~~ii. Attendance at board, committee, or commission meetings by Council Members who are an appointed member and attend such meetings~~
  - ~~iii. Inter-municipal meetings such as Intermunicipal Affairs Committee for Council Members who are appointed members and attend such meetings~~
  - ~~iv. Meetings with provincial or federal ministers~~
  - ~~v. Meetings with:~~
    - ~~a. The Chamber of Commerce~~
    - ~~b. St. Albert Public Library~~
    - ~~c. St. Albert School Boards~~
    - ~~d. Arts & Heritage Foundation~~
    - ~~e. St. Albert Business Leaders Forum~~
  - ~~vi. Attendance at other conferences, functions, or events (not listed above) as an official Council representative, at the request of the Mayor~~
- ~~5. Per Diems shall NOT be paid for:~~
  - ~~i. Attendance at regular Council meetings, special meetings of Council, Committee of the Whole meetings, City budget meetings, Agenda Planning meetings, annual organizational meetings, or Council strategic planning sessions~~
  - ~~ii. In-house education or workshop events put on by the City, including new Council Member orientation~~
  - ~~iii. Training courses or events for individual Council Members~~
  - ~~iv. Meetings where Per Diems or honoraria are paid by a third party organization to the Council Member~~
  - ~~v. Golf tournaments~~
  - ~~vi. Ceremonial events such as openings or anniversaries for local businesses or non-profit organizations~~
  - ~~vii. General public appearances like park/facility/event openings within the City~~

- viii. ~~Community events such as National Indigenous Peoples Day, Canada Day, Remembrance Day, Christmas Light Up, Rodeo Parade/Reception, St. Albert State of the City~~
- ix. ~~Purely social events~~
- x. ~~Attendance at political party functions of any type~~

~~Note: In accordance with the federal Income Tax Act, Per Diems as described above are 100% taxable and included on the Council Member's annual tax slip provided by the City's Human Resources Department for tax purposes.~~