



City of St. Albert
CITY COUNCIL POLICY

City Council Remuneration and
Expense Reimbursement

AUTHORITY	APPROVED			REVISED			REVISED			REVISED		
	Res. No.	mm	dd	Res. No.	mm	dd	Res. No.	mm	dd	Res. No.	mm	dd
City Council	C176-2005	04	18	C276-2005	06	20	C239-2012	04	23			
				C619-2006	11	06	C541-2014	11	24			
				C622-2006	11	06	C191-2015	04	07			
				C59-2008	01	21						
				C116-2008	02	19						
				C117-2008	02	19						
				C400-2009	06	29						

Purpose

To ensure that individuals who choose to serve their community as a member of City Council receive fair compensation for their time and expenses.

To ensure that the Councillor expense reimbursement practices comply with federal and provincial legislation, and provide claimants with appropriate guidance relative to acceptable submissions.

Policy

While it is recognized that the primary reason that individuals seek municipal public office is public service, members of City Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses that they incur in fulfilling their responsibilities on City Council.

Given the importance of maintaining and developing skills, each member of City Council shall have access to a specified Council Development budget.

The City shall neither make nor reimburse political contributions.

Each member of Council shall also be provided with a suite of employment benefits equivalent to those offered to the City's non-union category employees.

Definitions

"City" includes the City Council, Council Committees, and City Administration of the City of St. Albert.

"Political Contributions" mean any money or real or corporate property that is provided to, or for the benefit of, a political party, constituency association or candidate, that involves direct or indirect support of (or opposition to) any political party, constituency association, or candidate for public office.



Standards

1. Although members of Council are not employees of the City, for the purposes of this policy, they are treated, wherever required, in a similar manner as members of the City's non-union employment category.
2. While the hours of work for members of Council are not regulated, the position of the Mayor is considered to be "full-time" in nature while the Councillors' positions are considered to be "part-time" (one-half to three-quarter time).
3. Effective January 1, 2011, the Mayor shall be remunerated a sum of \$90,000 per year and Councillors shall be remunerated at a rate of 35% of the Mayor's remuneration (\$31,500 for 2011). These rates shall be adjusted each year, based on the average annual percentage change in the Alberta Weekly Earnings Index for the previous year. Increases shall be effective as of April 1 each year, consistent with the City's non-union employment category.
4. Councillors shall not receive additional remuneration for carrying out the responsibilities of the Deputy Mayor.
5. Members of Council shall be offered an employer retirement contribution program, providing a payment of 3% of their current year's remuneration for retirement planning purposes.
6. Members of Council may claim expenses associated with attending the general meetings and conferences of *Alberta Urban Municipalities Association* and the *Federation of Canadian Municipalities*, as well as to serve on various AUMA, FCM, or CRB board / committee positions, from a specific budget established annually as part of the budgeting process. The funding for these activities is separate from each Council member's Council Development budget. No more than six members of City Council shall attend the AUMA or FCM conferences in a given year, unless a conference is held in the City of Edmonton.
7. Members of Council may claim expenses from their Council Development Budget for professional development activities or events where the member of Council is required to attend in an official capacity. Expenses related to events of a social or political nature shall not be reimbursed.
8. Members of Council shall not be paid a per diem except for special circumstances as may be determined by resolution of Council. In situations where a member of City Council is appointed to represent the City in an official capacity on an external Agency, Board or Committee, and a per diem is paid by that organization, the per diems received must be reported to the City Manager and paid into City revenue.
9. Members of City Council shall be reimbursed for travel, accommodation, and other incidental expenses in accordance with Administrative Policy HRS 3.14.



10. The City shall not pay for spousal or guest expenses associated with Council activities. This includes travel, accommodation, registrations, meals, tickets to events and other similar expenses. The Mayor or Deputy Mayor may claim for spousal or guest expenses in circumstances where it is expected that they be accompanied by their spouse or guest.
11. Council Development budgets shall be provided to the Mayor and each Councillor. The budget for these amounts shall be re-assessed in odd years following a survey of the City of Lethbridge, City of Medicine Hat, Regional Municipality of Wood Buffalo, City of Grande Prairie and the City of Red Deer, and approved through the City's budget process.
12. Councillors shall be reimbursed for expenses associated with activities specified within this policy upon approval of an expense statement, with supporting documentation, by the Mayor. Reimbursement of the Mayor's expense statement, with supporting documentation, shall require the approval of the Deputy Mayor.
13. 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.
14. If a member of Council or Administration attends a political event on behalf of the City, for which proceeds support a political party 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. Also, no City cheques, purchase orders, or procurement cards shall be used to pay for any portion of a meal or event expense that constitutes proceeds to a political party, constituency association, or candidate.
15. The individual purchasing a ticket for a political event may retain the tax receipt for his or her own purposes. The tax receipt, issued by the party, constituency association, or candidate, should be in the name of the individual purchasing the ticket.
16. This policy shall be reviewed in the third year of every Council term by an independent committee, whose recommendations Council may consider to revise this policy.
17. Each year the City Manager shall submit a summary of all Council expense claims and budget use from the previous year, to Council as information.

Legal References: *Municipal Government Act, Income Tax Act, Federal Accountability Act, Election Finances and Contributions Disclosure Act*

Cross References: Policy C-CC-04, Council Learning and Development; Policy C-CC-15, City Council Appointments to Federal, Provincial and Regional Boards and Committees; Policy A-HRS-3.14, Travel Allowance





City of St. Albert
**ADMINISTRATIVE
 PROCEDURES**

City Council Remuneration and
 Expense Reimbursement

AUTHORITY
 City Manager

SIGNATURE

APPROVED: April 18, 2005
REVISED: May 17, 2012

1. Each year the Director of Human Resources shall apply the average annual percentage change in the Alberta Weekly Earnings Index for the previous year (as provided within the Alberta Bargaining Update) to calculate updated remuneration amounts for the Mayor and Councillors. Annual remuneration amounts are outlined in the appendix to these procedures. Payment amounts shall be rounded to the nearest whole dollar.
2. In accordance with the *Municipal Government Act* and the federal *Income Tax Act*, 33.33% of the salary paid to Council members is not taxable as income. Human Resources shall ensure that this percentage is applied to applicable salary and the taxable and non-taxable portions are communicated to Council members whenever wage changes take place.
3. The Director of Human Resources shall be responsible for conducting a survey of comparator communities to determine the amount of Council Development Budgets. Adjustment to per diem amounts shall also be assessed in odd years through a survey of comparator communities, consistent with the requirements of Policy C-CC-03. Council Development Budget and per diem amounts shall be set near the average of comparator communities and rounded to the nearest whole dollar.
4. At the beginning of each Council term, Council members may elect to receive some or all of the employment benefits offered to the City's non-union personnel, with the exception of: pension benefits, severance benefits, or long term disability insurance. Council members are automatically enrolled in the *Employee and Family Assistance Program*. There is no charge to members of the City Council for this employment benefit.
5. 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. 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.
6. Once benefit coverage is selected, it may only be changed if the Council member experiences a 'life event change' as defined by the City's employment benefit policy.
7. The Director of Human Resources shall administer the Council retirement contribution program. Payments shall be made to members of Council on the last pay period of the calendar year, or pro-rated as necessary. Payment amounts shall be rounded to the nearest whole dollar.
8. Council members may use their Council Development budget to be reimbursed for expenses related to various municipal governance and/or community engagement activities. Activities may include costs to attend events, meetings, meals, hosting, or fundraisers on the City's behalf. Activities may also include those related to personal development, including courses, conferences, and other related

items at the Council member's discretion. Council members are required to adhere to Administrative Policy HRS 3.14 with regard to travel expenses, and are required to adhere to Administrative Policy HRS 6.06 with regard to membership fees.

9. Council members may also use their Council Development budget to receive full or half day per diems, for attendance at specified activities. Activities include required attendance at meetings associated with the: Alberta Urban Municipalities Association (AUMA), Federation of Canadian Municipalities (FCM), Capital Region Board (CRB), Alberta Capital Region Wastewater Commission, Sturgeon Foundation, or other official activities as approved by Council. A full day per diem shall be paid for attendance time that exceeds 5 hours, and a half day per diem shall be paid at the rate of 50% of a full day per diem.
10. The City Manager shall administer a budget for the Mayor to attend events and activities that require official representation. The funding for these events and activities shall be separate from the Mayor's Council Development Budget. If a Councillor is required to participate in an activity in an official capacity on behalf of the Mayor, the Councillor shall be reimbursed for these costs from another designated budget (not from the Councillor's Council Development Budget).
11. The City Manager shall administer a budget for all Council members to attend AUMA and FCM conferences, including all associated costs, meals, and per diems during the conferences. The funding for these activities shall be separate from each Council member's Council Development Budget. Associated travel costs must conform to Administrative Policy HRS 3.14.
12. Council members are encouraged to provide a brief, informal report to the other members of Council after they have taken part in a development activity. This will enable other members of Council to share some of the benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
13. 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:
 - a. laptop or tablet device; and/or
 - b. smartphone; and/or
 - c. facsimile machine for their home; and/or
 - d. reimbursement for a high-speed Internet connection for their home.
14. During the fourth quarter of the fiscal year, at the discretion of the Mayor and pending budget availability, Council Development Budget funds may be transferred from one Council member to another.

Appendices

1. Council Remuneration Rates and Benefits



City of St. Albert
**ADMINISTRATIVE
 PROCEDURES**

City Council Remuneration and
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Appendix 1 – Remuneration Rates and
 Benefits

AUTHORITY

Director, Human
 Resources

SIGNATURE

APPROVED:

REVISED:

December 31, 2008

May 17, 2012

April 5, 2013

April 22, 2014

March 17, 2015

April 13, 2016

Council Member Annual Remuneration

	April 1, 2015	April 1, 2016
• Mayor	\$104,172	\$104,380
• City Councillor	\$36,460	\$36,533

Council Development Budgets

	2015	2016
• Mayor	\$7,000	\$7,000
• City Councillor	\$5,000	\$5,000

Employer Contribution for Council Member Retirement Purposes

	2015	2016
• Mayor	\$3,097	\$3,130
• City Councillor	\$1,084	\$1,095

Council Member Per Diems (Full Day)

	2015	2016
• Mayor	\$200	\$200
• City Councillor	\$200	\$200

Council Member Group Benefits

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