

**AGENDA REPORT DEVELOPMENT - PROGRESS TRACKING REPORT TO BE USED FOR THE FOLLOWING REPORTS: Consent Agenda, Council Motion, Routine Committee Transmittal, public agenda reports for in camera council-related matters such as Council/CAO Dialogue, Council Self-Evaluation, Priorities and Planning**

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## 1.0 KEY INFORMATION

<b>Name of Report:</b>	Council Motions - Council Policy C-CC-03 Council Remuneration and Expense Reimbursement ( <b>Revised</b> )		
<b>Originating Dept:</b>	Legislative Services		
<b>Author:</b>	H. Fredeen	<b>Presented by:</b>	Council Members
<b>Attachments:</b>	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/>	<b>PowerPoint Presentation:</b>	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/>
<b>File No.:</b>	175-1		

## 2.0 KEY DATES

*\*These key dates will initially be filled in by the divisional EAs and may be changed if the initial Go/No-Go Date is not met*

<b>Council Meeting:</b>	September 28, 2015
<b>City Manager Deadline:</b> <i>(10 days before Council Meeting)</i>	September 18 2015
<b>Go/No-Go Deadline:</b> <i>(21 days before Council Meeting)</i>	N/A

Stage	Inputs	Complete? (Notes)	Date (MM/DD/YY)
	<b>Legislative Review</b> <i>Provides recommendations and quality control</i>	HF	09/17/15
<b>FINAL SIGNATURE PROCESS</b>		<b>Signature</b>	<b>Date</b>
	<b>CLO</b> review, write comments, sign		
<b>AGENDA PACKAGE PREPARATIONS</b>		<b>Complete?</b>	
	<b>City Manager Signature – 10 days</b> <i>CMO to coordinate any required changes</i>	<input type="checkbox"/>	

**CMO's office to decide on a case by case basis if reviews by other Departments are required before final sign-off by the City Manager.**



## CITY COUNCIL AGENDA REPORT

**Subject: COUNCIL MOTIONS - COUNCIL POLICY C-CC-03  
COUNCIL REMUNERATION AND EXPENSE  
REIMBURSEMENT (REVISED)**

### **Council Direction**

On August 24, 2015, Council passed the following motion:

(C378-2015) Moved by Councillor Heron

1. That the draft Council Policy provided as Attachment 1 to the August 24, 2015 agenda report entitled City Council Remuneration and Expense Reimbursement Policy be received as information.
2. That Council members provide notices of motion to propose changes to the draft Policy by September 14, 2015 for debate by Council on September 28, 2015.
3. That the City Manager include approved Council motions into a final City Council Remuneration and Expense Reimbursement Policy that will replace existing Council policies for remuneration, expenses and learning and return to Council by November 30, 2015.

From September 10 – September 15, 2015, Council members provided notice in accordance with Section 23 of Procedure Bylaw 35/2009 that they intended to bring forward the following motions:

*In order for Council to debate the motions, the motions must be formally moved.*

### **General**

#### **11.2.1 (Mayor Crouse)**

“Include the provision for childcare as follows:

For Council meetings, Council-appointed committees and official Deputy Mayor assignments, a Councillor is eligible for reimbursement of actual child care minding expenses incurred up to \$40 per meeting.”

**11.2.2 (Councillor Hughes)**

"The policy is amended to state that reimbursement for gratuity charges is limited to a maximum of 15%."

**11.2.3 (Councillor Osborne)**

"That the Council Remuneration Review Committee provide specific feedback as to whether there should be a link between the Mayor's salary and that of Council and if so, what percentage of the Mayor's salary Council should be remunerated at."

**11.2.4 (Councillor Osborne)**

"That all mileage claims be based on actual kilometers driven."

**11.2.5 (Councillor Osborne)**

"That Council Members who choose to use their own mobile device be reimbursed at the monthly cost of the City of St. Albert's corporate plan."

**11.2.6 (Councillor MacKay)**

"That Alcohol not be eligible for reimbursement."

**11.2.26 (Councillor MacKay)**

Those guests not be permitted to take the place of spouses during events where there is an eligibility for reimbursement.

**11.2.27 (Councillor MacKay)**

That additional community branding items such as pins, pens, coffee mugs etc. promoting St. Albert or affiliate organizations be eligible for reimbursement up to a maximum of \$250 per year from the personal development budget.

**11.2.28 (Councillor MacKay)**

That under no circumstances should any meal, event or any other claim in which the attendees are listed as "anonymous" be eligible for reimbursement with public funds.

**Purpose****11.2.7 (Councillor Heron)**

"That the original purpose in Council Policy C-CC-03 remain "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."

## **Standards**

### **11.2.8 (Councillor Heron)**

“Remove the following from the third paragraph under the Standards section “(one-half to three-quarter time).”

## **Section B**

### **11.2.9 (Councillor Heron)**

“Remove the following from Section B – Annual Council Budgets #7 “provided that there is written agreement between the two council members.”

## **Section D**

### **11.2.10 (Councillor Heron)**

“Remove the following two from Section D – General Travel Expenses #9

1. “Travel within the Capital Region is based on predetermined kilometre distance in accordance with Appendix 2. Where travel within the Capital Region is not supported by the predetermined chart in accordance with Appendix 2, such as travel within the city of Edmonton”
2. “For travel outside of the Capital Region, mileage will be based on actual kilometers driven from departure point to destination point as verified by a Google map
3. Eliminate Appendix 2”

### **11.2.11 (Councillor Heron) (Note: Dependent on outcome of 11.2.10)**

“Section L – Expense Claim Process #6 – remove in its entirety and replace with “Specific mileage claimed for travel outside of the City of St. Albert requires the address of departure and arrival on the expense claim form for google map verification.”

### **11.2.12 (Councillor Heron)**

“Add to Section D – General Travel Expenses #10 after the word taxi “public transit without receipt.”

### **11.2.13 (Councillor Hughes)**

“To amend Section D, number 11, to change "commercial hotel accommodation" to "commercial accommodations.”

### **11.2.14 (Councillor Heron)**

“Remove the word “laundry” from Section D – General Travel Expenses #13.”

#### **11.2.15 (Councillor Heron)**

"Section D – General Travel Expenses #14 Remove the first two sentences  
"Council members will be provided mobile devices and may incur reasonable long distance and data charges while traveling on business. Excessive charges will be denied and will require reimbursement to the City."

### **Section G**

#### **11.2.16 (Councillor Osborne)**

Replace Section G2 with the following: "Attendance at community events outside of St. Albert are not eligible for per diems. If the event is organized by an organization who provides services to residents of St. Albert, mileage can be claimed as well as the cost of event tickets."

### **Section J**

#### **11.2.17 (Councillor Heron)**

"Section J – Municipal Associations – Completely remove #3 "A maximum of six (6) members of City Council may attend the AUMA and FCM annual Conference, unless the Conference is held in the City of Edmonton."

### **Section K**

#### **11.2.18 (Councillor Heron)**

"Section K – Equipment and supplies #1 Remove the last sentence "Council members will receive a laptop or tablet device and a smartphone" and replace with the following: "Council members will receive \$1500 per term for office technology. To be used to pay for the following: laptop, tablet, smart phone or printer."

#### **11.2.19 (Councillor Hughes)**

"That Section K, number 2 is amended to state "A council member will be reimbursed for up to \$400 term to supply all equipment and furnishings to operate a home office."

#### **11.2.20 (Councillor Osborne)**

"Replace Section K2 as follows: "A Council member shall be provided with the necessary equipment reasonably required to maintain a home office."

#### **11.2.21 (Councillor Hughes)**

"That Section K number 4 is amended to remove "to a maximum amount detailed in Appendix 3."

#### **11.2.22 (Councillor Osborne)**

"Amend Section K4: The cost of an internet connection for the home office can be claimed based on the actual monthly costs charged." The reference to a maximum home office internet reimbursement should be removed from Appendix 3."

#### **11.2.23 (Councillor Heron)**

“Section K – Equipment and supplies after #4 add a new #5 which reads the following “Council members may choose to use a smart phone supplied by the city or their own personal phone. If a personal phone is chosen then monthly mobile expenses are eligible for reimbursement at the same rate as a city plan. Councillors using a personal phone will be required to hand over the device at any time at the request of the City Manager”. And renumber this section accordingly.”

#### **11.2.24 (Councillor MacKay)**

“That we modify section K-5 to state “may be” ordered instead of “shall be”.

#### **Section L**

#### **11.2.25 (Councillor Hughes)**

“That Section L, number 1, is amended to change from 10th day to last day of the following month.”

Originating Department(s):	Legislative Services
Author(s):	H. Fredeen
City Manager Signature:	Date: