



# CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CC-03	City Council Remuneration and Expense Reimbursement
ORIGINAL APPROVAL DATE	DATE LAST REVISED
April 18, 2005 (C176-2005)	April 7, 2015 (C191-2015)

## 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” means 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 and in-kind services as outlined in the Council Code of Conduct.

“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 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.

“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.

“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.

“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 the 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 City Manager shall:
  - a. Apply the Edmonton Consumer Price Index 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 City Manager 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 the third year of each Council term.

### **Service Standards/ Expectations**

#### Remuneration and Benefits

4. Remuneration provided will be based upon the Mayor's position deemed as a full-time position and Councillor positions deemed a part-time position.
  - a. Annual remuneration is outlined in Schedule 1.
  - b. Remuneration is inclusive of time and duties related to serving on agencies, boards and committee to which a Council Member was appointed to by Council.
  - c. 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.
6. Council Members shall not receive additional remuneration for carrying out the responsibilities of the Deputy Mayor.
7. The Deputy Mayor is 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 should 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 2/3 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 1/3 of the annual budget approved for that calendar year.

#### Per Diems

14. Council Members shall not be entitled to per diem payments in relation to Council appointments to external boards/committees/agencies or for training and development activities.
15. Council Members, 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

16. Travel may be undertaken where the purpose for travel cannot be adequately met through correspondence, telephone or other means of communication.
17. The method of transportation will normally be the most direct and economical.
18. A Council Member may select the route and means of travel to combine personal activities with official duties.
19. Vehicle mileage claims are paid for the specific purpose of reimbursing Council Members for the actual cost of using their vehicles on City business.
20. Travel within the City of St. Albert limits is not eligible for mileage reimbursement.
21. 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.
22. 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.
23. 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.
24. Council Members are entitled to claim for reasonable out-of-pocket child care expenses that support attendance at Council and Committee meetings.
25. Council Members will be provided mobile devices 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 while travelling on business.

## Training and Development Activities

26. 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.
27. 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.
28. 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

29. 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.

### Community Events

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

### Political Contributions and Events

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

### Conflict of Interest

32. Reimbursement shall not be provided for expenses related to a Council Member's attendance at an event, conference, etc. hosted or organized by any third party that conducts business with the City or plans to or could be reasonably expected to be planning to conduct business with the City.

### Municipal Associations

33. The City shall maintain Membership in good standing in the Alberta Urban Municipalities Association (AUMA) and the Federation of Canadian Municipalities (FCM).

34. A maximum of six Members of City Council may attend the AUMA or FCM annual Conference, unless the Conference is held in the City of Edmonton.

35. Council Members who are requested to serve on various AUMA 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 AUMA/FCM board/committee/agency shall provide regular updates to Council and the public at a Council meeting.

### Equipment, Supplies and other Supports

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

37. 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.
38. Council Members shall be provided shared office space within the downtown core as established by Administration as well as shared administrative support.
39. The Mayor shall be provided a private office at City Hall along with dedicated administrative support.
40. Council Members shall be provided access to parking within the downtown core.
41. The Mayor shall be provided a dedicated parking stall at City Hall.

#### Expense Claims and Reporting

42. Expense claim forms must be submitted on a monthly basis regardless of whether expenses were incurred or not.
43. With the exception of 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.
44. 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.
45. A quarterly posting on the City's website for each Council Member will include each of the previous three months' expense claim reports.
46. 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.
47. Council Members who receive Gifts shall submit an annual report to Council.

#### Council End of Term

48. 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.
49. 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 City Manager when the Member ceases to hold office.

## Corporate Credit Card

50. The Mayor will be issued a corporate credit card.

51. 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

## **Cross References**

Bylaw 22/2011 Council Remuneration Review Committee

C-CC-04 Council Learning and Development

C-CC-13 Appointment of Elected Officials

C-CC-15 Appointments of Federal Provincial and Regional Boards and Committees

C-CC-21 Council Sponsorship Policy

C-CG-08 Council Members Code of Conduct

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

REVIEW	REVISION
	Res. No.                      mm/dd
	C276-2005                      06/20
	C619-2006                      11/06
	C622-2006                      11/06
	C59-2008                        01/21
	C116-2008                      02/19
	C117-2008                      02/19
	C400-2009                      06/29
<b>REVIEW DATES</b>	