



CITY OF ST. ALBERT CITY COUNCIL PROCEDURE

NUMBER	TITLE
C-CC-03	Council Remuneration and Expense Reimbursement Procedure

Remuneration and Benefits

1. The City shall use the Edmonton Consumer Price Index for December 31 of the prior year, as published by Statistics Canada 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. In accordance with the Municipal Government Act Section 275 (2) and the Federal Income Tax Act, 33.33% of the salary paid to Council Members is not taxable as income.
4. 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 Change².
5. 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

6. If, at the end of the year, the overall actual expenditures exceed ~~For~~ 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

7. 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 per diem policy of the external board/committee/agency to which they have been appointed.
8. In situations where a Council Member is appointed to represent the City in an official capacity on an external board/committee/agency and a per diem is paid by that organization, the per diems must be paid directly into City revenue subject to the external board/committee agency policies regarding per diems.
9. If an external board/committee/agency, by policy, will not pay the City directly, the Council Member will decline the per diem offered.

Travel and General Expenses

10. Where personal activities extend the period required for a trip for business purposes, this additional time and any associated expenses shall not be claimed.
11. 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.
12. Vehicle mileage claims are paid at the same rate as the Government of Alberta 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.
13. 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.
14. 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.
15. 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.
16. Parking fees will be reimbursed at actual cost when supported by receipts. Cash parking meter fees up to the amount detailed in Schedule 3 may be claimed without a receipt.
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.
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 AUMA 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 AUMA 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 laptops/tablet devices/smartphones will be based on the City’s Lifecycle Plan for computer 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.

37. If a Council Member chooses to provide their own cellular phone, the costs can be claimed based on the actual monthly costs to a maximum amount detailed in Schedule 3.

Expense Claim Process

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 City Manager 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.

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

40. At the discretion of the City Manager, 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.

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).

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.

43. Third party interactions:

- a. If a Council Member chooses to attend an event, Conference, etc. hosted or organized by any third party that conducts business with the City or plans to could be reasonably expected to be planning to conduct business with the City, all event and/or travel costs must be purchased and expensed through the City and charged to the Council Member's General Council Budget.

Corporate Credit Card

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

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