



City of St. Albert
CITY COUNCIL POLICY

City Council Remuneration and
Expense Reimbursement

| AUTHORITY | APPROVED | Res. No. | mm dd | REVISED | Res. No. | mm dd |
|--------------|----------|----------|-------|---------|----------|-------|
| City Council | | | | | | |

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:

Commented [RO1]: Brings the policy in line with current templates.

Commented [MP2R1]: Added the Policy statement to bring document in line with policy template.

Commented [MP3]: Added Definitions section to bring document in line with policy template



- 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

4. Council Members shall:

- Follow this policy to demonstrate transparency and accountability to the taxpayers of St. Albert.
- Review their expenditures during the year and to make recommendations to Council if there are insufficient funds to cover planned expenses.
- 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.

Commented [MP4]: Added Responsibilities section to bring document in line with policy template. The statements were gleaned from the draft policy document and the CRC's report.



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 deductions 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.

3. Both the City Manager and a designate shall review the expense claim forms, along with all detailed documentation, to determine compliance with this policy.

4. The Council Remuneration Review Committee shall review this policy in the third year of each Council term.

Commented [R05]: Change reflects Council's approval of Recommendation 6.2 which stipulated expense claims be signed off by two senior members of Administration.

Commented [R06]: Compliant with Bylaw 22/2011 which was amended on March 16, 2015

Standards

~~Council members are the stewards of City resources and are ultimately accountable to the general public and their constituents for the type and level of remuneration and expenses they incur.~~

Commented [MP7]: This sentiment was added under Responsibilities

~~Although Council members 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.~~

Commented [MP8]: This is a standard below.

~~While the hours of work for Council members are not regulated, the position of the Mayor is considered to be "full-time" in nature while the Council members' positions are considered to be "part-time" (one-half to three-quarter time).~~

Commented [MP9]: This is captured in a standard below.

~~The remuneration, benefits, per diems and expenses identified in this policy represent all that Council members are eligible for.~~

Commented [MP10]: This statement is not necessary.

Section A – Remuneration and Benefits

4. ~~While it is recognized that the primary reason that individuals seek municipal public office is public service, Council members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on City Council.~~

Commented [MP11]: This is not a standard. This sentiment is captured in the Policy statement.



2. ~~The Mayor shall be remunerated a full-time salary per year and Council members shall be remunerated at a rate of 35% of the Mayor's remuneration. 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.~~

Commented [R012]: See Schedule 1

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.~~

Commented [R013]: CRRC Recommendation 1.1 – that Council remain part time.

- 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.~~

Commented [R014]: CRRC Recommendation 2.1 eliminating per-diems .

Commented [R015]: CRRC Recommendation 2.3

3. ~~Each year the City Manager or designate shall apply the average annual percentage change in the Alberta Weekly Earnings Index for the previous year to calculate updated annual remuneration amounts for the Mayor and Council members. Annual remuneration amounts are outlined in Appendix 1 to this policy. Payment amounts shall be rounded to the nearest whole dollar.~~

Commented [R016]: Moved to Procedure and now refers to the Edmonton Consumer Price Index per CRRC recommendation 4.1

4. ~~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. The City Manager or designate shall ensure that this percentage is applied to applicable salary and the taxable and non-taxable portions are communicated to Council members whenever salary changes take place.~~

Commented [R017]: Moved to the Procedure. As noted in the Agenda Report this section will likely be subject to change in the near future as the Federal Government has indicated its intention to end the 33% tax exemption.

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.~~

Commented [R018]: CRRC Recommendation 3.3

56. Council members shall not receive additional remuneration for carrying out the responsibilities of the Deputy Mayor.

7. ~~However,~~ The Deputy Mayor is eligible for expense reimbursement directly related to Deputy Mayor activities.

5. ~~Council members who are invited to be speakers at conferences will be eligible to accept an honorarium if provided by the host organizations. Any honorarium should be paid directly to the City and subsequently claimed on the expense claim form by the individual Council member. Honorariums are considered taxable.~~

Commented [MP19]: This is reworded below.

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.

Commented [R020]: CRRRC Recommendation 2.1 eliminating per diems and Recommendations 3.2 regarding justification for salary increase.

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

108. Council members shall be offered a retirement contribution program, providing a payment of 3% of their current year's remuneration for retirement planning purposes. The City Manager or designate shall administer the Council retirement contribution program. Payments shall be made to Council members on the last pay period of the calendar year, or pro-rated as necessary. Payment amounts shall be rounded to the nearest whole dollar.

Commented [R021]: Moved to Responsibilities.

Commented [R022]: Moved to Procedure

119. At the beginning of each Council term, Council members may elect to receive some or all of 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. Council members are not eligible for pension benefits, severance benefits and long term disability insurance. Council members are automatically enrolled in the Employee and Family Assistance Program. There is no charge to Council members for this benefit.

Commented [MP23]: This is captured in Schedule 1

10. 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.

Commented [R024]: Moved to Procedure

Commented [MP25]: Not required as this is part of administering a benefit plan and does not belong in a policy.

11. Once benefit coverage is selected, it may only be changed if the Council member experiences a "life event change" as outlined in the contract with the City's benefit provider.

Commented [R026]: Moved to Procedure

12. This policy and Council remuneration will be reviewed in the third year of a Council term by an external Committee in accordance with the provisions of Bylaw 22/2011, Council Remuneration Review Committee.

Commented [R027]: Moved to Responsibilities.

13. This policy is effective on the date of approval; however, the new budgets which are reconfigured in accordance with this policy will be effective January 1, 2016.

Commented [MP28]: Not required.

Section B – Annual Council Budgets

12. Administration may recommend any changes to the Council budgets as part of the City's annual budget process.

Commented [MP29]: Added for clarity and is consistent with Council Policy C-FS-05 Budget and Taxation Guiding Principles.

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.

Commented [MP30]: Addition by Administration to ensure incoming Council Members have resources available to them; the underlying principle is that the budget is for the role and not for the person; and that Councils are a continuing body.



~~1. Council members have the responsibility to review their expenditures during the course of the year and to make recommendations to Council if there are insufficient funds to cover planned expenses.~~

Commented [R031]: Moved to Responsibilities

~~2. The General Council Budget means the annual budget available to Council members for general Council expenses including travel, meals, mileage, community event tickets, etc.~~

Commented [R032]: Moved to Definitions

~~3. The 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, out-of-town per diem, meals, etc.~~

Commented [R033]: Moved to Definitions

~~4. The Office of the Mayor's Budget is for official Mayor/Deputy Mayor use only, corporate association membership dues, and costs related to the holding of Council and Standing Committee meetings.~~

Commented [R034]: Moved to Definitions

~~5. The 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.~~

Commented [R035]: Moved to Definitions

~~6. All annual budgets shall be re-assessed in odd years following a survey by Administration of comparable mid-sized Alberta municipalities. Council budgets and per diem amounts shall be set near the average of comparator communities and rounded to the nearest whole dollar. Council will recommend any changes to the Council budgets as part of the City's annual budget process.~~

Commented [MP36]: Replaced by Standard 12.

~~7. Prior to the fourth quarter of the fiscal year, Council Training and Development Budget funds may be transferred from one Council member to another provided that there is written agreement between the two Council members.~~

~~8. For the combined value of all four budget categories described in Sections B2 to B5, if overall actual expenditures exceed the budget at the end of the year, the shortfall will be funded through an automatic transfer from the Council contingency budget.~~

Commented [MP37]: These are inconsistent with the CRC's report and recommendation which puts an emphasis on individual Council member accountability. See Recommendation 6.3 which allocates a maximum amount for both the General and Training & Development budgets. Should Council Members require additional funds, access to additional funds can be made through Council motions. While the Council Contingency budget does not have formal policy governing its use and application, it has been used as a discretionary fund and the long standing practice has been that funds from that budget are made through Council decision.

Section C – 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.~~

Commented [MP38]: Per CRRC Recommendation 2.1

~~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.~~

Commented [MP39]: Per Council Motion January 16, 2017

~~1. A per diem is compensation for time over and above regular Council member duties including appointments to external boards/committees/agencies or part of a Council member's training and development.~~



- ~~2. At the Organizational Meeting of Council each year, Council members are appointed to external boards/committees/agencies, except in the first year of the Council term, when appointments are made at a meeting subsequent to the Organizational Meeting once the Nominating Committee has met. 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 any incremental budgetary requirements. Appointed Council members must indicate to Council and Administration the per diem policy of the external board/committee/agency.~~
- ~~3. 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. The City will reimburse the Council member at the same rate that the external board/committee/agency provides through the submission of a per diem on the Council member's monthly expense claim form.~~
- ~~4. If an external board/committee/agency, by policy, pays the Council member directly, the Council member will claim the same amount through the City's expense reimbursement process and subsequently will reimburse the City the same amount.~~
- ~~5. Council members may also receive full or half day per diems for attendance at specified activities. Activities include attendance at meetings associated with the: Alberta Urban Municipalities Association (AUMA), Federation of Canadian Municipalities (FCM) or other official activities as approved by Council, and conferences, conventions or courses that are part of the Council member's training and development plan.~~
- ~~6. The hours of attendance can include mornings, afternoons and evenings. Council members are eligible to claim a full day or half day per diem for travel days to and from FCM and AUMA conferences and training and development activities.~~
- ~~7. Council members are not eligible to collect per diems for daily meal expenses. Any meal expenses would be submitted as part of the Council member's expense claims.~~
- ~~8. Submission of a per diem claim by a Council member is a confirmation that the Council member did attend the event being claimed.~~
- ~~9. Per diems shall be paid in accordance with the rates detailed in Appendix 3 and, depending on the nature of the per diem, expensed from either the Council member's General Council or Training and Development Budget.~~

Commented [R040]: CRR Recommendation 2.1.

Section D – General Travel Expenses

16. Travel may be ~~planned~~ 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. ~~Where personal activities extend the period of time required for a trip, this additional time and any associated expenses shall not be claimed.~~
- ~~4. Council members are required to take advantage of seat sales and excursion rates wherever possible, but in no instance are permitted to travel at a cost exceeding economy airfare rates.~~
- ~~5. No more than three (3) Council members shall travel on the same flight or travel in the same vehicle.~~
- ~~6. Bus or rail travel shall be coach class.~~
- ~~7. Travel by private vehicle may be utilized where this method is the most economical and practical. 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.~~
- ~~8. Vehicle mileage claims are paid for the specific purpose of reimbursing Council members for the actual cost of using their vehicles on City business. They do not constitute nor are considered to be part of salary or fringe benefits. Vehicle mileage claims are paid at the rate limits detailed in Appendix 3.~~
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. ~~Travel within the Capital Region is based on a predetermined kilometer 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, mileage will be based on actual kilometers driven from departure point to destination point as verified by a Google map. 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.~~
- ~~10. A Council member may claim the actual cost of taxi or airport bus service incurred for business purposes.~~
- ~~11. Council members required to be away from their regular place of residence overnight may claim the actual and reasonable cost of commercial hotel accommodation.~~
- ~~12. Parking fees will be reimbursed at actual cost when supported by receipts. Cash parking meter fees up to the amount detailed in Appendix 3 may be claimed without a receipt.~~

Commented [R041]: Moved to Procedure

Commented [R042]: Moved to Procedure

Commented [MP43]: This has been recommended by Administration in the previous draft as a risk mitigation effort; however general discussion on this topic has been indicative of little support for restrictions.

Commented [R044]: Moved to Procedure

Commented [R045]: Moved to Procedure

Commented [R046]: Moved to Procedure and Schedule 3

Commented [R047]: Moved to Procedure

Commented [R048]: Moved to Procedure

Commented [R049]: Moved to Procedure

Commented [R050]: Moved to Procedure



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, laundry 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.~~

Commented [R051]: CRRC Recommendation 5.1 comments.

~~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. and may incur reasonable long distance and data charges while travelling on business. Excessive charges will be denied and will require reimbursement to the City. Council members are required to arrange out-of-Province long distance plans and data plans on their mobile devices prior to departure. The costs for the additional coverage are to be expensed through the Council member's General Council Budget.~~

Commented [R052]: Per direction provided at January 16, 2017 Committee of the Whole.

~~15. 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. Additional vehicle insurance is not required as long as the Council member is on City business and is travelling within Canada or the continental USA. Insurance coverage only extends to the Council member and their spouse as the driver (with a valid driver's license). If there is a possibility that there will be another driver other than the Council member/spouse renting the vehicle, additional insurance would be required. 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.~~

Commented [R053]: Moved to 21.

~~16. 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.~~

Commented [R055]: Moved to 22.

~~17. All general travel expenses will be charged to each Council member's annual General Council Budget. Travel related to training and development will be charged to each Council member's Training and Development Budget.~~

Commented [R056]: Moved to Procedure.

Section E- 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.

~~2. Training and development means a process of enhancing a Council member's performance in relation to their governance role. Council member learning goals may be achieved through study, instruction, and practice which will enhance one's competence and capability, thus improving current and/or future performance.~~

Commented [R057]: Moved to Definitions.

~~3. 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. Books and magazine subscriptions also represent learning opportunities.~~

Commented [R058]: Moved to Procedure.

~~4. "Conference" means a formal meeting at which individuals participate in the exchange of ideas, information and expertise in work-related subject areas.~~

Commented [R059]: Moved to Definitions

~~5. "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.~~

Commented [R060]: Moved to Definitions.

~~6. "Course" means an instruction period dealing with specific subject matter, attended in person or on-line.~~

Commented [R061]: Moved to Definitions.

~~7. 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.~~

Commented [R062]: Moved to 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 in Council Chambers 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.

~~10. All costs including travel, accommodation, registration fees, per diems, etc. related to a specific training and development activity shall conform to Section D—General Travel Expenses and will be charged to each Council member's Training and Development Budget.~~

Commented [R063]: Moved to Procedure

Section F— 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.

- ~~1. 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", separate from the Mayor's individual budget.~~
- ~~2. If a Deputy Mayor or 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.~~
- ~~3. 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.~~
- ~~4. With the exception of spouse or guest expenses, the expenses claimed for official duties shall conform to Section D – General Travel Expenses.~~
- ~~5. 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.~~

Commented [MP64]: Consistent with CRRC Recommendations 8.1,8.2 8.4

Commented [RO65]: Moved to Procedure

Section G – Community Events

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

Commented [MP66]: CRRC Recommendation 8.4

- ~~27. Council members attending St. Albert community events are not eligible for per diems or mileage claims. Expenses associated with attending St. Albert community events such as event tickets can be expensed to the Council member's General Council Budget. Associated expenses such as tickets and mileage may be claimed within the annual limits of the General Council Budget.~~
- ~~2. Attendance at community events outside of St. Albert is not eligible for per diems, mileage claims or other expense claims. If the event is organized by a St. Albert organization and the venue is in the Capital Region, mileage can be claimed and the cost of the event tickets.~~
- ~~3. Contributions to community event organizers such as sponsorships or other cash contributions are not eligible for reimbursement from the Council member's General Council or Training and Development Budgets.~~

Commented [RO67]: Moved to Procedure and updated to reflect C-CC-21 Council Sponsorship

Section H – Political Contributions and Events

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

Commented [RO68]: Single clarifying statement in line with provincial legislation.

- ~~1. "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, that involves~~



~~direct or indirect support of (or opposition to) any political party, constituency association or candidate for public office. The City shall not reimburse any Council member for political contributions.~~

Commented [R069]: Moved to Definitions.

~~2. "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. If a Council member attends a political event 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.~~

Commented [R070]: Moved to Definitions.

~~3. 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.~~

Commented [R071]: Moved to Procedure.

Section I – Conflict of Interest

Commented [MP72]: Please note that this matter is also being addressed in more depth in the proposed Council Code of Conduct. This policy is intended to only deal with expenses.

~~32. If a Council member chooses to attend~~ 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 expect to be planning to conduct business with the City. ~~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.~~

~~2. Council members shall not accept payments, complimentary travel or hotel accommodation or free tickets from any third party that conducts business with the City or plans to conduct business with the City. This includes event registrations, travel, meals or any other financial or in-kind contribution. For greater clarity, any offer of free tickets, complimentary travel or other such offers where there is a real monetary value must be declined by that Council member.~~

Section J – Municipal Associations

~~33. The City shall maintain membership in good standing in the AUMA and the FCM. The cost of the annual membership dues shall be paid by the City from the "Corporate Memberships" category of the Office of the Mayor's Budget.~~

Commented [R073]: Moved to Procedure

~~2. Council members attending the general meetings and conferences of AUMA and FCM will have related expenses charged to their General Council Budget.~~

Commented [R074]: Moved to Procedure.

34. A maximum of six (6) 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 budget allocation to cover the associated costs if required.



- a. Council member participation will not conflict with the ability of Council members to attend Council meetings on a regular basis.
- 5- b. A Council member serving on an AUMA/FCM board/committee/agency will provide regular updates to Council and the public at a Council meeting.

Section K- Equipment and Supplies

36. To assist in carrying out their duties, Council members shall be provided with various items of business equipment and related/required software. ~~Any equipment provided remains the property of the City and shall be returned when the individual is no longer a Council member. Council members will receive a laptop or tablet device and a smartphone.~~
37. Any equipment provided 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.
- ~~2. A Council member is expected to supply all other equipment and furnishings to operate a home office.~~
- ~~3. 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.~~
- ~~4. The cost of an internet connection for the home office can be claimed based on the actual monthly costs to a maximum amount detailed in Appendix 3.~~
- ~~5. All consumable office supplies shall be purchased through the City of St. Albert and charged to the Council member's Office Supplies Budget.~~

Commented [R075]: Moved to 37.

Commented [R076]: Moved to Procedure.

Commented [R077]: CRRRC Recommendation 7.6

Commented [R078]: Current practice not currently captured as part of the policy.

Commented [R079]: Current practice not currently captured as part of the policy.

Commented [R080]: Current practice not currently captured as part of the policy

Commented [R081]: Moved to procedure.

Commented [R082]: Moved to Procedure.

Commented [R083]: Moved to Procedure.

Section L- Expense Claims Process and Reporting

42. ~~All eligible expenses for which a Council member is seeking reimbursement shall be submitted on the standard Council Member Monthly Expense Claim Form (expense claim form). Expense claim forms must be submitted on a monthly basis regardless of~~



~~whether expenses were incurred or not. 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 with full supporting documentation. No expense claims will be accepted beyond two months after the financial calendar year end. Details of all corporate credit card transactions specific to a Council member will be included as information on the expense claim form.~~

Commented [R084]: Moved to Procedure.

Commented [R085]: Moved to Procedure

~~2. The City Manager or designate will provide appropriate general ledger coding on the expense claim form and send it to the Chief Financial Officer (CFO) or designate for approval. The CFO or designate will review the expense claim form, along with all detailed documentation, to determine compliance with this policy. Once approved by the CFO or designate, the expense claim form will be transferred to Accounts Payable for processing. If the CFO or designate determines that an expense claim does not meet this policy, directly or by its intent, the CFO or designate will return the expense claim to the Council member for further explanation. If the CFO or designate still determines that the expense claim does not meet this policy, the matter will be referred to the Mayor for a final review and decision. Should the issue relate to an expense claim made by the Mayor, the Deputy Mayor shall make the final decision.~~

Commented [R086]: Moved to Procedure and adjusted according to CRRC Recommendation 6.2

~~43. With the exception of meter parking and un-receipted event tickets up to the maximums detailed in Appendix 3, all items claimed must be accompanied by appropriate detailed receipts. Credit card receipts on their own will not be accepted. If on a rare occasion, the detailed original receipt is mislaid, detail about the business purpose of the expense must be provided, signed and dated and accompany the credit card receipt.~~

Commented [R087]: Moved to Procedure.

~~4. For meal and/or hosting claims, recorded on the back of the receipt must be the full names of every person in attendance along with a general description of the purpose of the meeting. 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).~~

Commented [R088]: Moved to Procedure.

~~5. Mileage claimed for travel within the Capital Region using the standard mileage chart found in Appendix 2 does not require additional support.~~

Commented [R089]: Moved to Procedure.

~~6. Specific mileage claimed for travel outside the Capital Region or travel inside the Capital Region which is not supported by the mileage chart in Appendix 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.~~

Commented [R090]: Moved to Procedure.

~~7. Per diems claimed do not require additional support however the organization and nature of the meeting/conference should be clearly indicated in the Nature of Event/Meeting section of the expense claim form. By signing the expense claim form, the Council member confirms that they have attended the meeting in question for the time duration required for per diem reimbursements.~~

Commented [R091]: CRRC Recommendation 2.1 eliminating per-diems .



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.

Commented [R092]: Per CRRC Recommendation 2.1
Comments

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

Commented [MP93]: This is consistent with the draft Code of Conduct bylaw and supports the principle of accountability and transparency.

Section M – Open and Transparent Reporting

~~1. Each year the City Manager shall present to Council a summary of all Council expense claims and budget use from the previous year.~~

Commented [R094]: Moved to Responsibilities

~~2. A quarterly posting on the City's website for each Council member will include each of the previous three months' expense claim reports.~~

Commented [R095]: Moved to 44.

~~3. The CFO or designate shall submit to each Council member a quarterly report with monthly and year to date actual expenses versus the annual budget.~~

Commented [R096]: Moved to Responsibilities.

~~4. Council members are responsible for planning future year budgets based on such matters as the planned level of attendance at meetings, conferences, spending on office supplies and official duties.~~

Commented [R097]: Moved to Responsibilities.

Section N – 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 election date. 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.

Commented [R098]: Addresses a current gap in the policy. This is consistent with the draft Code of Conduct Bylaw.

Section O – Corporate Credit Card

50. The Mayor will be issued a corporate credit card. ~~Part-time Council members do not receive corporate credit cards. The administrative support staff can process purchases on behalf of a Council member as the need arises. Details of all corporate credit card transactions specific to a Council member will be included as information on the monthly expense claim form.~~

Commented [R099]: Moved to Procedure.



51. Part time Council members do not receive corporate credit cards.

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

Commented [MP100]: Once the Code of Conduct Bylaw is passed, this policy will be amended with a cross reference to that bylaw.

This will be done as an administrative amendment at that time without retuning the policy to Council.

Commented [RO101]: Updated to reflect new template

Appendices Attachments

~~1. Council Remuneration Rates and Benefits~~

~~2. Standard Mileage Chart for In-Region Travel~~

~~3. Expense Reimbursement Rates~~

Schedule 1 – Council Remuneration Rates and Benefits

Schedule 2 – Standard Mileage Chart for In-Region Travel

Schedule 3 – Expense Reimbursement Rates

