



## 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)	March 16, 2020

### 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.

“Third Party” means any business or organization excluding not-for-profit entities and organizations in which the City is a member.

“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 Chief Administrative Officer 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 Chief Administrative Officer 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 first 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 committees to which a Council Member was appointed to by Council where the agency, board or committee does not offer per diems to the Council Member.
  - 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 must 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, with the exception of the Mayor, may accept per diem payments made by external boards, committees or agencies to which they are appointed, for their service or for time spent on training and development activities associated with such service, provided there is no financial impact to the City of St. Albert from such per diem payments.
15. Council Members, including the Mayor, are not entitled to per diem payments from the City of St. Albert for any service on a board, committee or agency of the City or for time spent on training and development activities associated with such service.
16. Council Members, including the Mayor, 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

17. Travel may be undertaken where the purpose for travel cannot be adequately met through correspondence, telephone or other means of communication.
18. The method of transportation will normally be the most direct and economical.
19. A Council Member may select the route and means of travel to combine personal activities with official duties.
20. Vehicle mileage claims are paid for the specific purpose of reimbursing Council Members for the actual cost of using their vehicles on City business.
21. Travel within the City of St. Albert limits is not eligible for mileage reimbursement.
22. 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.
23. 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.

24. 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.
25. Council Members are entitled to claim for reasonable out-of-pocket child care expenses that support attendance at Council and Committee meetings.
26. 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

27. 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.
28. 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.
29. 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

30. 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

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

#### Political Contributions and Events

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

#### Conflict of Interest

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 could be reasonably expected 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. 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

35. To assist in carrying out their duties, Council Members shall be provided with various items of business equipment and related/required software.
36. 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.
37. Council Members shall be provided shared office space within the downtown core as established by Administration as well as shared administrative support.
38. The Mayor shall be provided a private office at City Hall along with dedicated administrative support.
39. Council Members shall be provided access to parking within the downtown core.
40. The Mayor shall be provided a dedicated parking stall at City Hall.

#### Expense Claims and Reporting

41. Expense claim forms must be submitted on a monthly basis regardless of whether expenses were incurred or not.
42. 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.

43. 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.
44. A quarterly posting on the City's website for each Council Member will include each of the previous three months' expense claim reports.
45. 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.
46. Council Members who receive Gifts shall submit an annual report to Council.

#### Council End of Term

47. 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.
48. 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 Chief Administrative Officer when the Member ceases to hold office.

#### Corporate Credit Card

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

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-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

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
May 2021 – Finance and Assessment	2022 – Finance and Assessment	June 20, 2005 - C276-2005 November 6, 2006 - C619-2006 November 6, 2006 - C622-2006 January 21, 2008 - C59-2008 February 19, 2008 - C116-2008 February 19, 2008 - C117-2008 June 29, 2009 - C400-2009 May 15, 2017 – AR-17-194 February 20, 2018 – AR-18-069 January 21, 2019 – AR-19-003 February 4, 2019 – AR-19-007 January 6, 2020 – CM-19-025 March 16, 2020 – AR-20-065



## CITY OF ST. ALBERT CITY COUNCIL PROCEDURE

NUMBER	TITLE
<b>C-CC-03</b>	<b>Council Remuneration and Expense Reimbursement Procedure</b>
ORIGINAL APPROVAL DATE	DATE LAST REVISED
April 18, 2005	February 4, 2019

### **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. 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 Change".
4. 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**

5. If, at the end of the year, the overall actual expenditures exceed 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**

6. 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.
7. In situations where a Council Member (excluding the Mayor) 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 may be paid directly to the Council Member.

### **Travel and General Expenses**

8. Where personal activities extend the period required for a trip for business purposes, this additional time and any associated expenses shall not be claimed.
9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.
- 16. 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**

- 17. 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.
- 18. 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.
- 19. Books and magazine subscriptions also represent learning opportunities.

### **Official Duties**

- 20. 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.
- 21. 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.
- 22. 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.
- 23. 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.
- 24. 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**

25. Associated expenses such as tickets and mileage may be claimed within the annual limits of the General Council Budget.
26. 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**

27. 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.
28. 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**

29. 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.
30. 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**

31. 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.
32. 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.
33. 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.

34. 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.
35. 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**

36. 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 Chief Administrative Officer 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.
37. Administration will provide support to Council Members to provide appropriate general ledger coding on their expense claim form.
- a. Once approved by both the Chief Administrative Officer and a designated second signing authority, the expense claim form will be transferred to Accounts Payable for processing.
  - b. If the Chief Administrative Officer and a designated second signing authority determine that an expense claim does not meet this policy, directly or by its intent, the Chief Administrative Officer will return the expense claim to the Council Member for further explanation.
  - c. If the Chief Administrative Officer 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.
38. At the discretion of the Chief Administrative Officer, 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.
39. 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).

40. 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.

41. 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 could be reasonably expected to conduct business with the City, reimbursement shall not be provided for any related expenses. Attendance at any such event shall be reported on the monthly expense claim form.

**Corporate Credit Card**

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

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