COUNCIL POLICY | **GOV-009-C**

CITY OF FORT SASKATCHEWAN

COUNCIL REMUNERATION & EXPENSES

Date Issued: June 13, 2017, R110-17	Mandated by: City Council
Current Revision: April 27, 2021, R109-21	Cross Reference: • Council Remuneration & Expense Procedure GOV-009-C
Next Review: January 1, 2026	Responsibility: City Council

1. PURPOSE

To provide direction for payment of Member remuneration, expenses, professional development, Per Diems, and other benefits available to the Mayor and Councillors.

2. POLICY

Members shall be reimbursed for reasonable personal expenses incurred while on authorized City business.

3. DEFINITIONS

3.1 *Chief Financial Officer* - means the person who is appointed to the position by the City Manager.

3.2 *City* - means the municipal corporation of the City of Fort Saskatchewan.

3.3 *Council* - means the Mayor and Councillors of the City, both together and individually, who have been elected pursuant to the *Local Authorities Election Act*.

3.4 *Director, Legislative Services* - means the person appointed to the position by the City Manager.

3.5 *Members* - means the Mayor and Councillors, individually or as a whole, who are Members of Council for the City of Fort Saskatchewan.

4. GUIDING PRINCIPLES

4.1 Members are neither expected to subsidize the operations of the City, or provide benefit to themselves or their families at the City's expense.

4.2 The Mayor and Councillors shall receive payment of remuneration, expenses, professional development costs, and Per Diems in accordance with the processes outlined in the Remuneration & Expense Procedure GOV-009-C (Procedure).

4.3 Remuneration and Per Diems shall be reviewed every 4 years, prior to a new term of Council. Annually, cost of living increases shall be reviewed and adjusted accordingly, in accordance with the Procedure.

4.4 The Mayor shall be considered a full-time position, and Councillors shall be considered part-time.

4.5 The Mayor's expenses shall be reviewed and approved by the Chief Financial Officer.

4.6 Councillor expenses shall be reviewed and approved by the Director, Legislative Services.

4.7 On a quarterly basis, all Member expenses and Per Diems shall be posted publicly on the City's website.

4.8 The City Manager and Director, Legislative Services are responsible for reviewing and recommending updates to this Policy and associated Procedure.

5. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

5.1 The City Manager is responsible for administrative compliance with the Policy and Procedure.

5.2 Council is responsible for compliance of the Policy and Procedure by its Members, City bylaws, the *Municipal Government Act*, and other applicable legislation.

COUNCIL PROCEDURE

GOV-009-C

COUNCIL REMUNERATION & EXPENSES

Date Issued: July 10, 2017 - R137-17, *Coming into force October 17, 2017*	Responsibility: City Council
Current Revision: June 16, 2026 - R156-26	Cross Reference: • Council Remuneration & Expense Policy GOV-009-C

1. PURPOSE

To provide direction on the processes related to payment of Remuneration and Per Diems and the reimbursement of eligible expenses for members of Council.

2. DEFINITIONS

2.1 *Administration* – means any member of staff employed by the City.

2.2 *Chief Financial Officer* – means the person who is appointed to the position by the City Manager.

2.3 *City* – means the municipal corporation of the City of Fort Saskatchewan.

2.4 *City Boundary* – means the area within the City of Fort Saskatchewan's corporate limits.

2.5 *Council* – means the Mayor and Councillors of the City, both together and individually, who have been elected pursuant to the *Local Authorities Election Act*.

2.6 *Councillor* – means a duly elected member of Council, excluding the Mayor.

2.7 *Deputy Mayor* – means the Councillor who is appointed by Council, and pursuant to the *Municipal Government Act (*MGA) to act as Mayor in the absence or incapacity of the Mayor.

2.8 *Director, Legislative Services* – means the person appointed to the position by the City Manager.

2.9 *Expense Claim* – means the City's Expense Claim Form required for reimbursement of expenses.

2.10 *Mayor* – means the person who has been duly elected as the Chief Elected Official for the City, and who is also a Member of Council.

2.11 *Members* – means the Mayor and Councillors, individually or as a whole, who are Members of Council for the City of Fort Saskatchewan.

2.12 *Per Diems* – means a pre-determined amount to compensate eligible Members for their attendance at Council-related events, paid in accordance with this Procedure.

2.13 *Remuneration* – means the annual pre-determined base level of compensation paid to Members.

2.14 *Regular Council or Committee Meeting* – means any regular council meeting or committee of the whole meeting that is scheduled at the annual organizational council meeting or added to the schedule by council resolution in accordance with the City's Meeting Procedures Bylaw and the *Municipal Government Act,* excepting Special Council Meetings.

2.15 *Special Council Meeting* – means a meeting of Council scheduled in accordance with the City's Meeting Procedures Bylaw and *Municipal Government* Act that is outside of the meeting schedule established at the organizational council meeting.

3. GENERAL PROVISIONS:

3.1 Members of Council are not expected to subsidize the operations of the City or provide benefit to themselves or members of their family at the City's expense.

3.2 Members may only access funds from the Member's current fiscal year budget and no funds may be carried over from one budget year to the next.

3.3 During the year in which a municipal election is held, Members shall have access to 9.5 months of their annual budget.

3.4 Council will set the overall budget for each Members' expenses through the annual budget process. Funds are allocated across budget accounts (e.g. Per Diems, meals and accommodations, transportation, etc.), but can be reallocated at the discretion of the Member so long as the total amount expended by a Member does not exceed the Member's total budget.

3.5 On a quarterly basis, Members are responsible for providing to the Administrative Assistant, Council & Legislative Services the Member's:

3.5.1 Per Diem, Honorariums Claim Forms or Receipts(paid for, or by, internal and external boards and committees); and

3.5.2 Requests for Expense Claims, along with the required receipts, for eligible expenses incurred for:

a) courses, conferences and seminars;
b) travel;
c) meals and accommodations;
d) promotions and networking; and
e) telecommunications.

3.6 A summary of Member expenses and Per Diems shall be published on the City's website.

3.7 The Mayor’s expenses will be reviewed and approved by the Chief Financial Officer.

3.8 The Councillors expenses will be reviewed and approved by the Director, Legislative Services.

3.9 If the Chief Financial Officer or Director, Legislative Services determines that a Member expense is not compliant with the provisions of this Procedure, the expense will be referred back to the Member for reconsideration. If the Member believes the expense should be approved, the matter will be referred to Council for discussion and decision.

4. BASE REMUNERATION:

4.1 Mayor:

4.1.1 The position of Mayor is considered full-time, with additional duties and expectations of the position being reflected in the level of base remuneration.

4.1.2 The Mayor will receive an annual base remuneration, paid bi-weekly.

4.1.3 The Mayor’s base remuneration shall be considered as full compensation for all duties of the office.

4.2 Councillor:

4.2.1 The position of Councillor is considered part-time, with the duties and expectations of the position being reflected in the level of base remuneration.

4.2.2 Each Councillor shall receive an annual base remuneration, paid bi-weekly.

4.2.3 A Councillor’s base remuneration is considered compensation for the following activities:

a) participation in all Regular Council or Committee Meetings;
b) personal preparation for Regular Council or Committee Meetings; and
c) participation in meetings with the City Manager or members of Administration, except for meetings specified in section 5.2.1.

4.2.4 Every 4 years, prior to a new term of Council, Member base remuneration shall be reviewed by the City’s People Services Department.

4.2.5 Council remuneration shall be determined based on the average market maximum through a survey of comparable municipalities in Alberta, and/or other factors including council structure, membership in municipal growth management board, municipal population, etc.

4.2.6 The comparable municipalities are:

a) Cities: Spruce Grove, Beaumont, Leduc; and
b) Towns/Counties: Okotoks, Parkland County, and Cochrane.

4.2.7 On an annual basis, Council base remuneration shall be adjusted based on the increase in the Annual Cost of Living Index for the Edmonton Region, as determined by Statistics Canada as of December 31st. This review will be conducted by the People Services Department.

4.2.8 All Council remuneration shall be in accordance with applicable federal and provincial legislation.

5. PER DIEMS:

5.1 General Provisions:

5.1.1 The Mayor does not receive Per Diems from the City; however, the Mayor may receive Per Diems from organizations which they are a member.

5.1.2 Councillors are eligible to receive Per Diems as set out in this Procedure.

5.1.3 Councillors may receive Per Diems from organizations which they are an appointed member. However, Councillors who receive a Per Diem from the organization are not eligible to claim a Per Diem from the City for the same event.

5.1.4 The Deputy Mayor is eligible to receive Per Diems pursuant to this Procedure for attending events on behalf of the Mayor.

5.1.5 Following a municipal general election, Councillors are eligible to receive Per Diems for attendance at mandatory training sessions held prior to the organizational meeting, as determined by the City Manager or the Director, Legislative Services.

5.1.6 Per Diems shall be paid at the following rates, which is to include travel time:

a) Half Day - $125: for eligible events or meetings with a duration of at least 90 minutes and not exceeding 4 hours.

b) Full Day - $250: for eligible events or meetings exceeding 4 hours.

5.1.7 Only one Per Diem rate can be claimed per-day, based on the cumulative time spent at eligible events or meetings in accordance with this Procedure.

5.1.8 Every 4 years, prior to a new term of Council, the Councillor Per Diem amounts shall be reviewed by the People Services Department as part of the Councillor remuneration review.

5.2 Per Diem Eligibility:

5.2.1 Councillors are eligible to receive Per Diems for the following:

a) Regular Council or Committee Meetings which exceed 6 hours;
b) Special Council Meetings;
c) Council workshops, education and orientation sessions, and strategic planning sessions;
d) meetings of boards, committees, or organizations where the Councillor is appointed or designated as a representative of the City, provided that the organization does not provide a Per Diem;
e) intergovernmental meetings with other municipalities, provincial or federal representatives, or regional bodies where the Councillor attends the meeting in their official capacity; or
f) conferences, conventions, courses, or seminars related to the Councillor’s role.

5.3 **Per Diem Exclusions:**

5.3.1 Councillors are not eligible to receive Per Diems for the following:

a) Regular Council or Committee Meetings, unless the Regular Council or Committee Meeting exceeds 6 hours;
b) City or community events where the Councillor attends for personal interest and not in their official capacity;
c) golf tournaments, sporting events, or recreational activities; or
d) political party events, fundraisers, or campaign-related activities at any level of government.

6. PROFESSIONAL DEVELOPMENT:

6.1 Eligible professional development expenses include:

6.1.1 registration costs for Member attendance at conferences, seminars, workshops, courses, meetings, or other related events; and

6.1.2 costs for transportation, accommodation, and meals which are not included in the registration.

6.2 Costs incurred when travelling for professional development and meetings beyond the City boundaries shall be reimbursed for actual mileage distance, paid in accordance with this Procedure.

7. EXPENSES:

7.1 Eligible expenses include those costs associated with a Member's meals, transportation, mileage, and accommodations incurred while fulfilling the Member's duties as an elected official and incurred pursuant to this Procedure.

7.2 Personal expenses, personal care items, medical expenses (in excess of those covered by the City's medical benefits, if applicable), expenses related to political party fundraisers, or expenses for initiatives not directed by Council, shall not be eligible for reimbursement.

7.3 Expenses associated with a Member's spouse, partner or guest travelling or attending events, including airfare, accommodations, registrations, meals, tickets to events and other similar expenses, are not eligible for reimbursement and shall not be charged to the Member's budget.

7.4 Members shall review and approve all Expense Claims prepared by Legislative Services staff for expense reimbursements.

7.5 Expense Claims must be accompanied by the original receipts associated with the expenses.

7.6 Gratuities shall not exceed 18% on the expense.

7.7 Where it is determined that a Member has submitted a false, incorrect, or ineligible Expense Claim, the invalid expense shall be rectified immediately and repaid to the City.

8. PROMOTIONAL BUDGET:

8.1 The Mayor shall receive an annual corporate promotional budget to assist in carrying out the duties of the Mayor. The corporate promotional budget:

8.1.1 is for expenditures related to the promotion of Council and the City, and may include sponsoring, donations and promotional requests for not-for-profit groups, the public, fundraising, or community events;

8.1.2 expenditures shall be consistent with the City's corporate values and should enhance and protect the reputation of Council and the City;

8.1.3 expenditures shall be non-partisan;

8.1.4 permits the Mayor to use promotional funds in accordance with the provisions of this Procedure; and

8.1.5 shall include a detailed tracking, provided by the Mayor, and tracked by Administration of all promotional budget activity, to include a description and quantity of the item, the nature of the request, and if applicable, the name of the receiver, which shall be posted publicly on the City's website as part of the expenses reporting.

8.2 Councillors shall each receive an annual promotional budget to assist in carrying out their duties, and they shall ensure use of the promotional budget:

8.2.1 is related to their role;

8.2.2 is consistent with the City's corporate values and should enhance and protect the reputation of Council and the City;

8.2.3 is used in a non-partisan manner; and

8.2.4 is tracked by Administration and provided by the Councillor, including a description and quantity of the item, the nature of the request, and if applicable, the name of the receiver, which shall be posted publicly on the City's website as part of the expenses reporting.

8.3 Councillors may allocate or expend their promotional budget at their discretion, for promotion of the City and Council in accordance with the provisions of this Procedure.

8.4 Councillors may use their promotional funds to purchase items from the corporate promotional budget.

8.5 Councillors may transfer or combine all or a portion of their promotional budget with another Councillor:

8.5.1 any Councillor requests and subsequent permissions received to transfer or combine promotional funds shall be submitted to the Legislative Services Department in writing.

9. TRANSPORTATION:

9.1 Members using personal vehicles for Council business shall be compensated in accordance with this Procedure.

9.2 Members shall be provided with a monthly car allowance in the amount of $200 per-month for the Mayor and $100 per-month for Councillors.

9.3 Members are eligible to receive the monthly car allowance only for a calendar month in which the Member is physically present within the City Boundary for more than 25% of the calendar days in that month. For the purpose of determining eligibility, any day on which the Member is outside the City Boundary for the entire day shall be counted as a day absent. Where a Member does not meet this requirement, the monthly car allowance shall not be paid for that month.

9.4 Personal vehicle use:

9.4.1 Members shall be reimbursed for actual distance traveled outside of the City Boundary, based on the automobile allowance rates posted annually by the Canada Revenue Agency.

9.4.2 When submitting mileage for an Expense Claim, Members shall include details of the business purpose, location, departure dates, and distance travelled with each claim.

9.4.3 If 2 or more Members travel together in the same vehicle while on Council business, only one Member may claim mileage for the distance travelled.

9.4.4 Fines for moving or parking violations incurred while conducting Council business are the responsibility of the Member and are not eligible for reimbursement.

9.4.5 When travelling outside the City Boundary, the most economical and practical means of travel shall be used.

10. ACCOMMODATION:

10.1 Eligible expenses include commercial accommodation for conferences, meetings, or other events, when necessary.

10.2 Accommodation expenses shall be reimbursed at the approved event rate, government rate, or other economical accommodation in the locale of the event.

10.3 Costs associated with any personal entertainment, such as movies and in-room items or services are not eligible for reimbursement. Room service meals may be eligible for expense.

10.4 Where private arrangements for accommodation are made and commercial accommodations are not used, a daily allowance based on Government of Alberta rates may be claimed.

11. MEALS:

11.1 When travelling on Council-related business, a Member may claim either the actual cost of the meal or the meal allowance. The actual cost of the meal is the amount shown on the receipt, excluding alcohol, plus a gratuity not to exceed 18%.

11.2 The maximum reimbursement for food and beverages is $100 per day, with the cost a single meal not exceeding $50, plus taxes and gratuities.

11.3 Meal allowances are based on the current Government of Alberta meal allowance rates.

11.4 When a Member attends a conference, meeting, or other event where a meal has been provided, the Member shall not claim a meal allowance. Exceptions may be made if the Member has purchased a meal and provided a detailed receipt with their expense claim.

11.5 Members shall require detailed receipts when submitting an Expense Claim.

11.6 When a Member is travelling on Council-related business, the Member may be reimbursed for the following meal allowances:

11.6.1 Breakfast – if departure or return time is earlier than 7:30 a.m.;

11.6.2 Lunch – if the departure time is earlier or later than 1:00 p.m.; and

11.6.3 Dinner – if the departure or return time is later than 6:30 p.m.

11.7 When Members submit Expense Claims for Council-related beverage/meal meetings (excluding alcohol), the names of those in attendance and the purpose of the meeting shall be recorded on the receipt. Position, role and/or organizational identifiers may be posted to the City website in the summary of expenses.

11.8 If a meal is included in the cost of airfare, a Member shall not claim a meal allowance, unless the flight is delayed.

12. EQUIPMENT:

12.1 While in office, Members will be provided with a tablet device and laptop to assist with carrying out their duties, and for attendance at Council Meetings.

12.2 Any equipment provided to Members remains the property of the City throughout their term of office. At the end of a Member's term of office the equipment may provided to the Member at the discretion of the City Manager.

12.3 Members are entitled to a monthly allocation of up to $100 for the use their own smartphone for Council business, which may be expensed from their Telecommunications budget upon completion of an Expense Claim and submission of receipts.

13. BENEFITS:

13.1 Members may participate in the City's benefit programs, where eligible. Benefits include, but are not limited to:

13.1.1 extended health;

13.1.2 dental;

13.1.3 life insurance;

13.1.4 out of country travel insurance;

13.1.5 health care spending account;

13.1.6 discount on entry fees to City-owned and operated recreation facilities; and

13.1.7 other savings or discounts available to all members of Administration.