

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 REMUNERATION & EXPENSES

Date Issued: July 10, 2017, R137-17,
Coming into force October 17, 2017

Responsibility: City Council

Current Revision: [January 27, 2026, R014-26](#)

Cross Reference:

- Council Remuneration & Expense Policy
GOV-009-C
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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 *Council Committee* - means any committee, board, or other body established by bylaw or resolution, or which a member of Council is appointed to.
- 2.7 *Deputy Mayor* - means the member who is appointed by Council, and pursuant to the Act 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 *Members* - means the Mayor and Councillors, individually or as a whole, who are Members of Council for the City of Fort Saskatchewan.

- 2.11 *Per Diems* - means a pre-determined amount to compensate eligible Members for their attendance at Council-related events, paid in accordance with this Procedure.
- 2.12 *Remuneration* - means the annual pre-determined base level of compensation paid to Members.

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 Funds shall only be drawn from the Member's current fiscal year budget.
- 3.3 Funds may not be carried over from one budget year to the next fiscal year.
- 3.4 During the year in which a municipal election is held, Members shall have access to 9.5 months of their annual budget, which shall also include all promotional budgets.
- 3.5 Funds may be used between budget accounts (e.g. Per Diems, meals and accommodations, transportation, etc.) to offset any short fall, so long as the total amount expended by a Member does not exceed the overall budget allocated for each Member.
- 3.6 On a quarterly basis, Members are responsible for providing to the Administrative Assistant, Council & Legislative Services the Member's
- a. Per Diems (paid for, or by, internal and external boards and committees); and
 - b. Expense Claims, with required receipts, for eligible expenses incurred for:
 - i. courses, conferences and seminars;
 - ii. travel;
 - iii. meals and accommodations;
 - iv. promotions and networking; and
 - v. telecommunications.
- 3.7 A summary of Member expenses shall be published on the City's website.
- 3.8 Any expenses for the Mayor shall be reviewed and approved by the Chief Financial Officer.
- 3.9 Any expenses or Per Diems for Councillors shall be reviewed and approved by the Director, Legislative Services.

4. REMUNERATION:

- 4.1 Mayor:
- a. The position of Mayor is considered full-time, with additional duties and expectations of the position being reflected in the level of remuneration.
 - b. The Mayor will receive an annual remuneration, paid bi-weekly.
 - c. The Mayor's remuneration shall be considered as full compensation for all duties of the office.

4.2 Councillor:

- a. The position of Councillor is considered part-time, with the duties and expectations of the position being reflected in the level of remuneration.
- b. Each Councillor shall receive an annual base remuneration, paid bi-weekly.
- c. Councillor base remuneration for activities include:
 - i. participation in all Council and Council Committee meetings;
 - ii. personal preparation for all meetings referenced above;
 - iii. participation in meetings with the City Manager or members of the Administration, for any purpose; and
 - iv. attendance at community functions where the Councillor has been invited to attend and act in an official capacity.

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

- a. 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.
- b. The comparable municipalities are:
 - i. Cities: Spruce Grove, Beaumont, Leduc; and
 - ii. Towns/Counties: Okotoks, Parkland County, and Cochrane.

4.4 On an annual basis, Council 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.

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

5. PER DIEMS:

5.1 Every 4 years, prior to a new term of Council, the amount of Councillor Per Diems shall be reviewed by the People Services Department.

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

5.3 Councillors who are an appointed Member to boards, committees or commissions and attend such meetings, shall be eligible to claim Per Diems.

5.4 Councillors may receive Per Diems from organizations which they are an appointed member. However, Councillors shall not claim Per Diems from both the organization and the City for the same event.

5.5 The Deputy Mayor shall be eligible to receive Per Diems pursuant to this Procedure for attending events on behalf of the Mayor.

- 5.6 Councillors shall be eligible to receive Per Diems for attending functions or events as an official Council representative, at the request of the Mayor or at the request of Council.
- 5.7 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.
- 5.8 Councillors shall be eligible to receive a full-day Per Diems for attendance at Council meetings, when the meeting is 6 hours or longer in duration.
- 5.9 Per Diems shall be paid at a rate of \$125 per half day and \$250 per full day.
- a. a half day Per Diem is paid for those events or meetings between 2 and 4 hours.
 - b. a full day Per Diem is paid for those events or meetings exceeding 4 hours.
 - c. travel time shall form part of the Per Diem calculation.
- 5.10 Per Diems shall not be paid for attendance at the following:
- a. any Council and Council committee meetings, unless it exceeds 6 hours in durations, as per Section 5.8;
 - b. sporting events or golf tournaments;
 - c. general public appearances;
 - d. community events (e.g. Canada Day, Remembrance Day, etc.);
 - e. social events; and
 - f. attendance at political party functions or fundraisers of any type.

6. PROFESSIONAL DEVELOPMENT:

- 6.1 Eligible professional development expenses include:
- a. registration costs for attendance at conferences, seminars, workshops, meetings, or other related events; and
 - b. costs for transportation, accommodation, and meals which are not included in the registration.
- 6.2 On an annual basis, Council shall allocate professional development funding to Members for their attendance at functions as described in Section 6.1.
- 6.3 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 The following provisions apply to expenses for a Member's spouse or partner:
- a. Expenses associated with a Member's spouse 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.
 - b. Notwithstanding the foregoing, when a spouse or partner is invited to accompany a Member to a conference banquet, gala, social, or fundraising event, and the Member is attending the event in an official capacity, the spouse/partner's ticket may be charged to the Member's budget.
- 7.4 Members shall complete an Expense Claim for any expense reimbursements.
- 7.5 Expense Claims shall be submitted for reimbursement within 15 days following the end of the month, and shall be accompanied by original receipts which detail the expenses.
- 7.6 Gratuities for eligible meals and transportation fares 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 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:
- a. 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;
 - b. expenditures shall be consistent with the City's corporate values and should enhance and protect the reputation of Council and the City;
 - c. expenditures shall be non-partisan;
 - d. permits the Mayor to use promotional funds in accordance with the provisions of this Procedure; and
 - e. 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:
- a. is related to their role;
 - b. is consistent with the City's corporate values and should enhance and protect the reputation of Council and the City;

- c. is used in a non-partisan manner; and
 - d. 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 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:
- a. 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 \$50 per-month for Councillors.
- 9.3 Personal vehicle use:
- a. 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.
 - b. Members completing an Expense Claim shall include details of the business purpose, location, departure dates, and distance travelled with each claim.
 - c. 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.
 - d. Fines for moving violations incurred while conducting Council business are the responsibility of the Member and are not eligible for reimbursement.
- 9.4 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. Exception shall 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:
 - a. Breakfast – if departure or return time is earlier than 7:30 a.m.;
 - b. Lunch – if the departure time is earlier or later than 1:00 p.m.; and
 - c. 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 and Council Committee meetings.
- 12.2 Any equipment provided to Members remains the property of the City, and shall be returned when the individual is no longer a Member of Council.
- 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:
- a. extended health;
 - b. dental;
 - c. life insurance;
 - d. out of country travel insurance;
 - e. health care spending account;
 - f. discount on entry fees to City-owned and operated recreation facilities; and
 - g. other savings or discounts available to all members of Administration.