


**City of Wetaskiwin
Council Policy**

**Council
Remuneration and
Expense Policy**

	Policy Number:	CO-002
	Effective On:	November 14, 2022
	Approval History:	August 22, 2022 May 24, 2022
	Review Frequency:	Annually
	Responsibility:	City Council
	Cross-Reference:	Council Code of Conduct

Policy Statement

Council Members for the City of Wetaskiwin (“the municipality”) are required to commit a substantial amount of time and effort in order to fulfill the duties and responsibilities of their elected office. It is also recognized that official duties of the Council Members often occur outside of regular work hours, taking them away from personal responsibilities.

Policy Objectives

This policy is intended to provide guidelines for establishing remuneration for the Council Members and provide clarity in determining what expenses will be covered by the municipality and what expenses are considered to be personal expenses. Personal expenses are not recoverable from the municipality.

Definitions

“Council Members” means City of Wetaskiwin’s Mayor and Councillors

“Employer” means City of Wetaskiwin

“Municipality” means City of Wetaskiwin

Policy Standards

Remuneration

1. Council Members will receive an annual remuneration for their responsibilities as an elected official as set out in Appendix “A”. Responsibilities shall be in consideration of:
 - a. The general day to day activities of the Mayor and Council;
 - b. Regular and Special Council meetings;
 - c. Planning and training meetings;
 - d. Informal meetings or discussions related to City business with Administration and/or municipal stakeholders;
 - e. Attendance at local functions such as grand openings, charity functions or community events; and

- f. Additional activities undertaken while representing the City as a Council Member other than those listed as Per Diem Expenses.
- 2. Council Members will receive the same Cost of Living Adjustments as Administration which is applied during annual budget deliberations to commence on the first pay period of the year in question, unless otherwise directed by Council through a resolution.
- 3. Council Members are entitled to receive remuneration as appointed members of external Boards and Commissions. Any such remuneration may be paid directly to the Council Member; however if the Board or Commission's practice is to pay member remuneration to the applicable municipality, upon receipt of funds the City shall pay the appointee accordingly.
- 4. All out of province travel must be approved by a 2/3 vote of council.

Benefits and Insurance Plans

- 1. Council Members are eligible to receive the following benefits, some of which require a contribution by the Member.

Mandatory	City	Member of Council
Life Insurance	100%	0%
Accidental Death & Disability	100%	0%

Optional	City	Member of Council
Extended Health Care	90%	10%
Dental Plan	90%	10%

- 2. The City shall provide lump sum payments in lieu of pension or a registered retirement savings plan contribution. The contribution amount is calculated based on Local Authorities Pension Plan employer contribution rates and are subject to change based on these rates.
 - a. Payment shall be provided each paycheque and would be reported as 100% taxable income.
- 3. Benefit coverage shall remain in effect for the duration of the member's term of office subject to the payment of the member's portion of the premiums.

Per Diems

- 1. Members of Council may claim Per Diems as compensation for attending the following:
 - a. Approved conferences or training events;
 - b. Council orientation;
 - c. Budget meetings;
 - d. Strategic planning sessions;
 - e. Meetings with other Government Officials;
 - f. Legal proceedings that pertain to City business;

- g. Committee, board, foundation, or society meetings, as the designated council representative as appointed at the annual Organizational meeting;
 - h. Any other event, meeting, or training in which the Member(s) of Council has received approval in writing from 2/3 of all Council Members and which drives the goals of the City of Wetaskiwin forward.
 - i. If, as a designated member of a committee, board, foundation, or society, the member elects to take on additional duties, such as participating in an organizing committee, or taking on other work for the committee, the member shall not claim Per Diems for those additional activities unless the additional duties are approved by Council.
2. A Council Members' per diem may not be approved by the Mayor until a report that meets the following criteria is submitted:
 - a. Start and end times of the meeting;
 - b. Summary of salient discussions that are deemed important to council members and/or City administration; reports are to be circulated to all Council Members and the CAO; and
 - c. Reports must be submitted within 30 days of the meeting.

Council Member Operating Budgets

1. Each Council member will have an operating budget. Funds for these budgets will be set during the annual Budget deliberations. Business expenses much remain within the individual operating budget of a Council Member. Any expenses that will exceed a Council Member's total annual budget must be authorized by Council prior to the expenditure being made.
2. Council Members' expense reports will be posted quarterly on the municipality's website.
3. Expense reports must, at a minimum, include the following components:
 - a. Name of Council Member who incurred the expense;
 - b. Date of transaction(s);
 - c. Transaction amount(s);
 - d. Expense category (trave - including transportation, accommodation, meals, incidentals; and hospitality;
 - e. Expense details, receipts, invoices of other proof of expense
4. Any Council Members' expense report may not be approved if the above components have not been met.
5. Information that would normally be withheld under the *Freedom of Information and Protection of Privacy Act*, must be redacted from supporting documentation and will not be publicly disclosed.

Criteria for Reimbursement of Business Expenses

1. Alcohol cannot be claimed and will not be reimbursed except for Hospitality Events.

2. Hospitality is only provided when the event involves participants from outside the municipality. Functions involving people who work for the municipality are not considered Hospitality Events; they are considered Working Sessions.

Council Member's Responsibilities

1. Identify and review required business expenses to ensure cost effective options for travel accommodation, etc. are selected.
2. Submit a completed Mayor and Council Expense Claim to the CAO accompanied by all necessary receipts and/or documentation.
3. Council Members' expenses, with the exception of the Mayor, will be approved by the Mayor, or Deputy Mayor in the Mayor's absence, before submission to the CAO.
4. The Mayor's expenses will be approved by the appointed Deputy Mayor, or if absent, the next appointed Deputy Mayor in the rotation.

Conference

1. Council Members' registration fees, legitimate business expenses and travel costs for approved conferences will have the required funds allocated to their operating budgets for the year in question.
2. Any hosting expenditures will be allocated to the attending Council Member's operating budget for the year in question.
3. All Council Members may attend the annual Alberta Municipalities Conference. Mileage will be paid from City Hall to the destination or actual mileage, whichever is less.
4. Attendance at the Federation of Canadian Municipalities (FCM) Conference will be limited to the Mayor and two other Council Members annually, with the exception that when the FCM Conference is held in Alberta all Council may attend. All Council Members shall be given the opportunity to attend the FCM conference at least once during their term.
5. The municipality shall not reimburse expenses which are covered by another agency, board, commission or authority.
6. Council Members are not limited to the number of educational or professional development activities they may attend; however, the total costs of the attendance claimed may not exceed the Council Member's annual operating budget without the approval of Council.
7. Spouses/Partners
 - a. If a spouse/partner accompanies a Council Member to an out-of-town conference/convention, the expenses of the spouse/partner for travel and meals is considered a personal expense and will not be borne by the municipality except in the instances where the spouse/partner is invited to accompany the Council Member to banquets/receptions. In this case spouse/partner's ticket may be charged to the Council Member's operating budget.

- b. When a Council member is invited to a social or fund-raising function in an official capacity, the ticket for the spouse/partner may be paid from the Council Member's operating budget.
- c. In the event that a Council Member and their partner do not attend an event after the City has already covered the cost of attendance, the Council member shall reimburse the City for the costs incurred.

Reimbursement of Business Expenses

1. Travel, parking and incidental travel costs (includes hotel, airfare, car rental, taxi, shuttles and parking):
 - a. Council Members are encouraged to use the most direct, practical and cost effective mode of travel available, considering all circumstances (such as carpooling and/or vehicle rental compared to multiple mileage claims).
 - b. Where applicable, the approved *mileage rate according to the Canada Revenue Agency 'Automobile allowance rates'* will be paid for personal vehicle use only.
 - c. If a Council Members' insurance company requires an additional premium for using a personal vehicle for business of the municipality, this additional insurance is reimbursable by the municipality.
 - d. Accommodations shall be kept reasonable based on the location of the event and available options.
 - i. In the event that Council Members are using the accommodations of a friend or family member, the Council Member may be reimbursed for \$50.00 in recognition of the host's hospitality, per day.
 - e. Council Members are to select the most reasonable, economical airfare available and are encouraged to take advantage of seat sales, and advance booking fares. Airfare for travel will be reimbursed based on actual cost. Airfare for spouse/partners of Council Members can be booked through the municipality to take advantage of any available cost savings; however, the municipality requires reimbursement in full when the Council Member submits their expense claim.
 - f. The cost for seat upgrades, business/priority seating or first class will be born by the Council Member.
 - g. Receipts are required for parking and incidental travel costs.
 - h. Destinations shall be identified on the receipt whenever taxi or shuttles are used.
2. Meals for Travel of Business Purposes:
 - a. Will be receipted whenever possible.
 - b. Council Members are encouraged to limit daily meal expenditures in the amounts set out by Appendix "A".
 - c. Meals may be claimed when traveling to eligible events when travel occurs within the following hours:
 - i. Breakfast – travel beginning prior to 7:00AM;
 - ii. Lunch – travel between the hours of 12:00PM and 1:00PM
 - iii. Dinner – travel between the hours of 5:00PM and 7:00PM.

- d. Meal costs shall be kept reasonable based on the location of the event and available options
 - e. Gratuities may be claimed as an eligible expense to a maximum of 15%.
 - i. There may be exceptions in cases where gratuity is automatically added to the cost of the meal and in these cases gratuity may be claimed as an eligible expense to a maximum of 18%.
 - f. The City shall not cover the cost of meals in which the meal(s) is/are covered by the event, meeting, conference, or training.
 - g. In the event that a Council Member has an allergy or dietary restriction, they shall make all reasonable efforts to request a meal that caters to their dietary restriction or allergy in cases where meals are provided by the event, meeting, conference, or training.
 - i. In the event that, despite the Council Member's efforts made in compliance with the above section, the event meeting, conference or training does not supply the request meal, the City may cover the cost of an alternative meal.
 - ii. Abuse of this section may result in the cost of the alternative meal not being covered by the City.
3. Telephone
- a. Long-distance calls for business purposes on land-line phones and cell phone must be receipted.
4. Credit Card
- a. If using a credit card issued by the municipality, all expenditures must be identified with a credit card expense report.

Appendix “A”

Council Remuneration Per Annum

Mayor: \$66,105.00

Council Member (other than Mayor): \$30,083.00

Per Diem Rates

\$50.000 for up to 1:59:59

\$100.00 for 2 to 4 hours

\$200.00 for full day

Per Diem Meals for Travel or Business Purposes

Breakfast: \$15.00

Lunch: \$20.00

Dinner: \$30.00