



CITY OF PRINCE ALBERT

MANAGEMENT COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, APRIL 29, 2024, 2:30 PM
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. APPROVAL OF MINUTES

- 4.1 December 11, 2023 Management Committee Meeting Minutes for Approval (MIN 23-107) **Page 1**

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

- 6.1 Elected Official Compensation Review (RPT 23-282) **Page 4**

Verbal Presentation: Terri Mercier, City Clerk

7. UNFINISHED BUSINESS

8. ADJOURNMENT



City of
Prince Albert

MIN 23-107

MOTION:

That the Minutes for the Management Committee Regular & Incamera Meetings held December 11, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes
2. Incamera Minutes



CITY OF PRINCE ALBERT

MANAGEMENT COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, DECEMBER 11, 2023, 2:34 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Mayor Greg Dionne
Councillor Don Cody
Councillor Blake Edwards

Councillor Tony Head
Councillor Dawn Kilmer

Terri Mercier, City Clerk
Sherry Person, City Manager
Savannah Price, Corporate Legislative Manager

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0031. **Moved by:** Councillor Edwards

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0032. **Moved by:** Councillor Cody

That the Minutes for the Management Committee Public and Incamera Meetings held April 3, 2023 and Incamera Meetings held April 25, 2023, August 8, 2023 and September 25, 2023, be taken as read and adopted.

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 2025 Municipal Election Options (RPT 23-366)

Verbal Presentation was provided by Terri Mercier, City Clerk.

0033. **Moved by:** Councillor Edwards

That Administration bring forward a report outlining the preferred Election Planning Options discussed by the Management Committee for consideration at an upcoming Executive Committee meeting.

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 2:57 P.M.

0034. **Moved by:** Councillor Cody

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS DAY OF , A.D. 2024.



City of Prince Albert

RPT 23-282

TITLE: Elected Official Compensation Review

DATE: April 24, 2024

TO: Management Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Administration draft the Policy and Procedures regarding City Elected Officials Remuneration and Benefits, for consideration at an Executive Committee meeting following the 2024 General Election.

TOPIC & PURPOSE:

The purpose of this report is to review the findings from the Elected Official Compensation Review Commission Report and determine recommendations for establishing the Policy and Procedures for remuneration to members of Council.

BACKGROUND:

Section 56(1) of the Cities Act specifies that members of City Council are expected to set their own compensation, benefits and allowances:

56(1) "Each member of council is to be paid any remuneration and benefits and any reimbursement or allowances for expenses that may be fixed by the council."

In 1989, City Council adopted a benchmark on the Council members' indemnity payments based on a percentage of a Saskatchewan Cabinet Minister's annual indemnity which includes annual expense and extra duties allowances. An adjustment to the indemnity payments was approved in 2002 to include contributions to the Civic Group RRSP. Additionally, effective January 1, 2019, the Mayor's indemnity was adjusted from 50% to 57% of the Saskatchewan Cabinet Minister allowance. Councillor indemnity was adjusted to 33.6% of the Mayor's indemnity. This continues to be the current method and percentage being utilized to determine the indemnity payments for members of Council.

On April 25, 2022, City Council approved Bylaw No. 14 of 2022, which established an independent Review Committee to undertake a review of the remuneration and benefits for members of Council. The Elected Official Compensation Review Commission met several times to review information based on their mandate as follows:

- To review and report on the current compensation package of Council;
- To conduct an inter-jurisdictional review of the compensation package of council members in other similarly situated municipalities; and,
- To report and make recommendations to Council on possible changes to the compensation package.

The Final Report from the Commission was provided to members of Council at their meeting on November 7, 2022, which was subsequently referred to the Management Committee for consideration and is attached for your reference.

PROPOSED APPROACH AND RATIONALE:

The Commission's Report outlines fourteen (14) recommendations regarding the following:

1. Base Salary
2. Annual Adjustments
3. Deputy Mayor Remuneration
4. Vacation Leave
5. Maternity/Paternity Leave
6. Health & Disability Benefits
7. Pension & Retirement Benefits
8. Per Diem Allowances
9. Vehicle Allowance
10. Travel Allowance
11. Home & Office Supports and Communication Allowance
12. Technology Allowance
13. Designation of an Election Period
14. Use of Council's Communication Allowance during an Election Period

Some of the areas were recommended to be adjusted such as the base salary and deputy mayor remuneration. The Commission felt the compensation or remuneration was fair and equitable in some areas and provided the recommendation for no change.

However, at this time, I would ask the Committee to review the Final Report, along with a Summary of Commission Findings to determine if the recommendations from the Commission will be accepted, modified or rejected in whole or in part.

Administration suggests that the attached information be reviewed to determine certain criteria, language and other factors in establishing a draft Policy and applicable Procedures for consideration by the Committee. Several examples of a Council Remuneration Policy from various comparable Cities are included in the attachments to this Report. In addition, other relevant comparable Policies are attached regarding compensation or allowances provided to members of Council, such as Parental Leave, Travel Expense, etc.

It should be noted that the Commission recommends that the changes, if any, be effective following the next General Election to avoid any conflict of interest by current members of Council. Administration concurs with this recommendation.

At this time, I would ask the Committee to provide their feedback on what they would like to see in a Policy relating to remuneration. Administration will then provide a draft Policy at a future Management Committee meeting for consideration, and subsequently to Executive Committee and City Council for final approval.

CONSULTATIONS:

The City Clerk consulted with various Cities to obtain comparable information and Policies regarding remuneration, benefits and reimbursements.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following the Committee's review of this matter, the City Clerk will conduct further research and provide a draft Policy and Procedure to the Management Committee for review.

The draft Policy, with suggested changes from the Management Committee, will be provided to Executive Committee for review and consideration and subsequently to City Council for final approval.

POLICY IMPLICATIONS:

The current 1989 Policy on City Council Indemnity would be replaced if approval of a new Policy is completed.

There are some City policies that will have to be amended, such as, the Travel, Meal, Accommodation & Vehicle Policy No. 3.

FINANCIAL IMPLICATIONS:

There would be financial implications if the Commission's recommendations are adopted, or if the Committee recommends any increases or adjustments to the current remuneration or compensation.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to the recommendation, privacy implications or other considerations.

STRATEGIC PLAN:

The information contained in the report aligns with the City's Strategic Priority of Delivering Professional Governance, in ensuring members of Council are fairly compensated in the duties and responsibilities of the elected position which assists in the Council Direction to:

Create an environment where residents and other stakeholders can engage with the City and know that their voices are heard.

OFFICIAL COMMUNITY PLAN:

Section 14 – Finance outlines the following relevant goals and policies:

Maintain effective management, efficiencies and accountability of the City's fiscal budgets and operations:

Ensure City financial policies and practices are consistent with the Official Community Plan

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required at this time to review this matter. However, public notice pursuant to Subsection 4(k) of the Public Notice Bylaw No. 24 of 2015 will be required prior to any remuneration or benefit changes being approved by City Council.

PRESENTATION: Verbal by Terri Mercier, City Clerk**ATTACHMENTS:**

1. Commission Final Report (CORR 22-108)
2. Summary of Commission Findings
3. City Comparisons Remuneration & Expenses Policies
4. City of PA Policies on Council Remuneration
5. Canadian City Comparable Policies

Written by: Terri Mercier, City Clerk

Approved by: City Manager



CORR 22-108

TITLE: Elected Official Compensation Review Commission - 2022 Final Report

DATE: November 3, 2022

TO: City Council

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received and referred to the Management Committee for review and report.

ATTACHMENTS:

1. Elected Official Compensation Review Commission - 2022 Final Report

Written by: Arne Lindberg, Co-Chair, Stan Loewen, Co-Chair and Brenda Mishak, Member, Elected Official Compensation Review Commission



**LETTER OF TRANSMITTAL
ELECTED OFFICIAL COMPENSATION REVIEW COMMISSION**

October 31, 2022

Prince Albert City Council
1084 Central Avenue
Prince Albert SK S6V 7P3

RECEIVED
NOV 01 2022
CITY CLERK
CITY COUNCIL

SUBJECT: Final Report Submission

Dear Members of Council:

As you are aware, the Commission was established by City Council to conduct a review of the current Elected Official Compensation, which includes remuneration, allowances and benefits for members of Council.

The Commission would like to thank various City employees who assisted in providing statistical data, communications and other materials for review in determining the methodology used by the Commission in its mandate. Special thanks to the City Clerk, along with her office staff, for assistance in the preparation of agenda materials and completion of the Final Report.

At this time, the City of Prince Albert's Elected Compensation Review Commission is pleased to provide the Final Report, outlining fourteen (14) recommendations for consideration by members of City Council.

Respectfully submitted by the
Elected Official Compensation Review Commission

Arne Lindberg
Co-Chair

Stan Loewen
Co-Chair

Brenda Mishak
Member

**Recommended
Disposition:**

*Refer to Management
Committee for
review & report*





ELECTED OFFICIAL COMPENSATION REVIEW COMMISSION

2022 Final Report

TABLE OF CONTENTS

1.	INTRODUCTION	4
2.	RECOMMENDATIONS AT A GLANCE	5
3.	BACKGROUND	6
4.	APPROACH	7
5.	INPUTS & STATISTICAL ANALYSIS	8
6.	RECOMMENDATIONS	21

2022 ELECTED OFFICIAL COMPENSATION REVIEW COMMISSION

The Elected Official Compensation Review Commission was appointed pursuant to The City's Bylaw No. 14 of 2022, as an Independent Review Commission to undertake a review of the remuneration and benefits for members of Council.

The Commission has completed their review and respectfully submits its Final Report for consideration by the Council of the City of Prince Albert.

Stan Loewen (Co-Chair)

Arne Lindberg (Co-Chair)

Brenda Mishak (Member)

INTRODUCTION

In 1989, a report dated February 27, 1989 was completed following a review of the Aldermanic and Mayoral Indemnity Payments. At that time, an indemnity benchmark formula was adopted following a percentage of a Saskatchewan Cabinet Minister's annual indemnity, which included an annual expense allowance and annual extra duties allowance.

Since that time, the remuneration has remained the same with increases established every year based on the Minister's indemnity and allowances.

City Council, at its April 25, 2022 meeting, approved Bylaw No. 14 of 2022, which outlines the establishment of an independent review commission to review and provide recommendations to City Council on remuneration, benefits and allowances to be paid to members of Council.

Prince Albert is unique in its diversity and culture as the 3rd largest City in Saskatchewan serving as the hub for many northern communities. The current economic situation in Prince Albert and Saskatchewan warrants an indemnity increase to members of Council, in addition to other factors as outlined in this report.

It was important for the Commission to focus on its mandate to set compensation at levels appropriate to attract a diverse range of candidates, be comparable to other jurisdictions and reflect on the responsibilities of members of Council in today's time.

It is vital that Council members follow *The Cities Act*, Bylaws and Resolutions which supports efficient functioning of City governance.

We recognize the increased workload due to social media and accessibility. The Commission recommends utilizing Administration to follow proper procedure for problem solving which would decrease the Council members' workload and increase individual Council members' efficiencies.

The Commission recognizes that Council members live in the community and there is a need to maintain a work/life balance through respecting professional boundaries.

It is noted that although the frequency of future reviews of compensation was not listed as a mandate, this Commission felt it was necessary to recommend that the City Clerk's Office undertake a review during the year prior to each General Election to ensure equity and fairness in the current economic and financial status of the City, Province and Canada.

It is recommended City Council accept some or all of the recommendations by the Commission, and the changes be effective for January 1, 2025, following the next General Election, which is scheduled to be held on Wednesday, November 13, 2024.

The Commission, through its careful review, determined fourteen (14) recommendations, as outlined within this report for City Council's consideration based on the adopted mandate of the Commission.

RECOMMENDATIONS AT A GLANCE (14)

1. Base Salary
2. Annual Adjustments
3. Deputy Mayor Remuneration
4. Vacation Leave
5. Maternity/Paternity Leave
6. Health & Disability Benefits
7. Pension & Retirement Benefits
8. Per Diem Allowances
9. Vehicle Allowance
10. Travel Allowance
11. Home & Office Supports and Communication Allowance
12. Technology Allowance
13. Designation of an Election Period
14. Use of Council's Communication Allowance during an Election Period

BACKGROUND

The 2022 Elected Official Compensation Review Commission conducted a complete review of total compensation within the mandate and principles outlined below:

Mandate

The Commission’s mandate is as follows:

- (a) to review and report on the current compensation package of Council members;
- (b) to conduct an inter-jurisdictional review of the compensation packages of council members in other similarly situated municipalities; and,
- (c) to report and make recommendations to Council on possible changes to the compensation package.

The compensation package includes the following matters:

- the salaries to be paid to members of Council;
- remuneration to be paid to a Councillor appointed as Deputy Mayor;
- vacation leave;
- health and disability benefits;
- pension benefits and additional retirement benefits;
- per diem allowances;
- car allowance;
- travel allowance;
- home or office support services;
- communication allowance;
- technology allowance;
- designation of an election period; and,
- use of Council’s Communication Allowance....

Principles

The Commission established the following guiding principles:

1. Election to City Council is a public service not a career;
2. Accountability in members’ duties and required time commitment, including being fiscally responsible in allocating resources;
3. Fairness in comparison to other similar jurisdictions and to attract diversity of candidates;
4. Transparency in providing open and easy communications with the public;
5. Predictability in allowing periodic adjustments in compensation to account for market changes.

APPROACH

The Commission met on five (5) occasions on the following dates:

May 20, 2022

The Commission elected Co-Chairs, established meeting procedures and timelines and reviewed the mandate to determine an appropriate methodology.

June 14, 2022

The Commission adopted the guiding principles and methodology of review.

August 10, 2022

The Commission reviewed the draft material making up the methodology, including historical and statistical information, economic data, comparable charts, public consultations and Council surveys.

August 24, 2022

The Commission reviewed supplementary material for analysis, along with the previous information package in drafting their Final Report.

August 31, 2022

The Commission continued to draft their Final Report. Following this meeting, the Commission deliberated and finalized the Report and Letter of Transmittal for Council's consideration.

Minutes of the Commission are posted on the City's website.

The Commission was supported by Administration, including the City Clerk's Office, GIS Supervisor, Financial Services Department, Human Resources, Communications Coordinator and City Manager.

Methodology

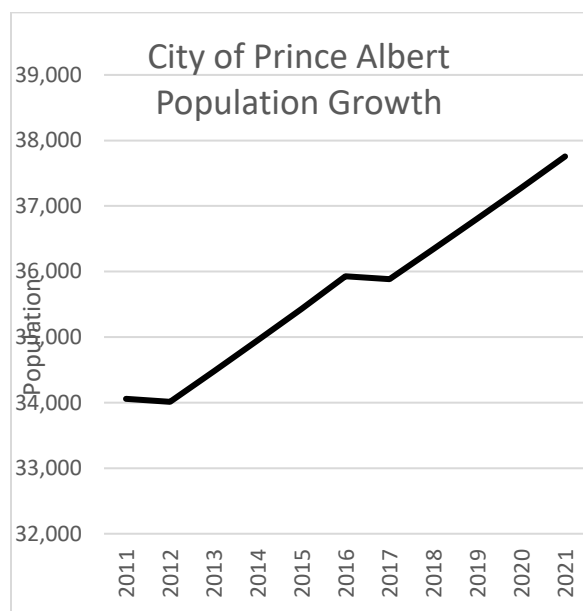
The Commission established the following methodology to guide the review:

1. Current Council policies reflective of Commission's Mandate
2. Most Recent Compensation Review
3. Legislative framework for setting remuneration
4. Canada Revenue Agency (CRA) provisions for taxation
5. Consumer Price Index (CPI) comparisons
6. Public Consultation options including:
 - Public Engagement Survey and Advertising
 - Business/Target Groups Survey
7. Questionnaire to sample Cities for comparisons
8. Survey to current and past Members of Council, and interviews with 2 selected members
9. Statistical information for the last 10 years as follows:
 - Prince Albert Council Remuneration
 - Compensation changes to City Employees
 - Average annual income of Prince Albert resident
 - Provincial Cabinet Minister remuneration
 - Police Service rates
 - Council appointments and attendance on internal and external Boards & Committees

INPUTS & STATISTICAL ANALYSIS

Economic Conditions & Factors

Over the last several years, Saskatchewan has seen an overall increase in population from 1,074,265 at the beginning of 2012 to 1,180,867 by the 4th quarter of 2021, showing an increase of 106,602 over the last ten (10) years. This growth has evidently affected the City of Prince Albert with an estimated population increase of 3,699 since 2011. This increase has shown to be very gradual, as the chart outlines below:



Adapted from Census Profile for each year, Census of Population

Current statistics relating to the demographics of Prince Albert are available on the City's website at www.citypa.com and outline the most recent City's community profile including population size, age/gender groups, household income, and taxation, among other statistical information. The City's age demographic has shifted in the last 10 years with a slight increase in the age group of 65-85, while the 85+ age group has declined significantly to represent only an estimated 2.2% of the City's population. The 15-64 age group has remained steady and currently estimated at 62.44% of the Prince Albert population.

Regardless of the change in population or the demographics within the City, the demands of the public have not changed, and in fact, have increased greatly due to ever changing times.

Through the review of the various data and statistical charts/graphs, the Commission determined that the rising costs of housing, food, fuel and other essential items continues to increase. The basis for annual increases vary, but the Consumer Price Index and statistical information is used, in part or exclusively, to inform increases in the nine comparator Cities used in this review.

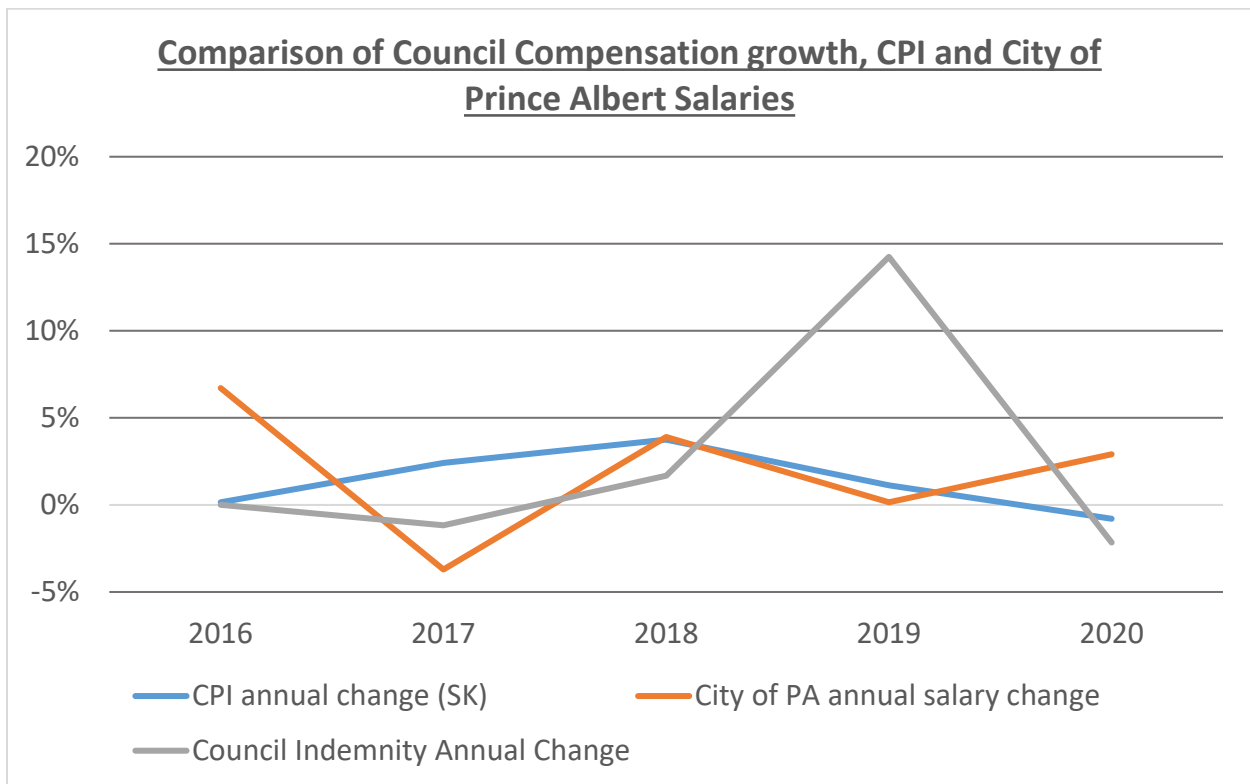
The Covid-19 pandemic affected the economy greatly through unemployment rates, increased social assistance and government funding, job instability, absenteeism in the workplace and mental health, to name a few. Since that time, it is evident that costs will continue to rise until such time as the economy shifts once again in Saskatchewan and within Canada.

The City of Prince Albert has a ward system for community representation. In 2019, a Commission reviewed the ward boundaries within the City and determined that changes were required due to the shift of population from one area to another area.

In 2011, the average population total within each ward was established at a mean of 4,865. This results in an approximate population total of 38,920. By comparing current Health statistics, the estimated mean for 2019 is 5,104. This results in an increased population of 1,912 (40,832 total estimated current population). For a consistent comparison of 2019 and 2011 data, the Commission decided to use Health population statistics. Health statistics also provided more useful dissemination areas.

The charts/graphs outlined on Pages 9-12 provide comparisons that were reviewed and utilized by the Commission in their determination of whether an increase in base salary was warranted based on comparisons of population growth, salaries, consumer price index, employment rate and indemnity rates.

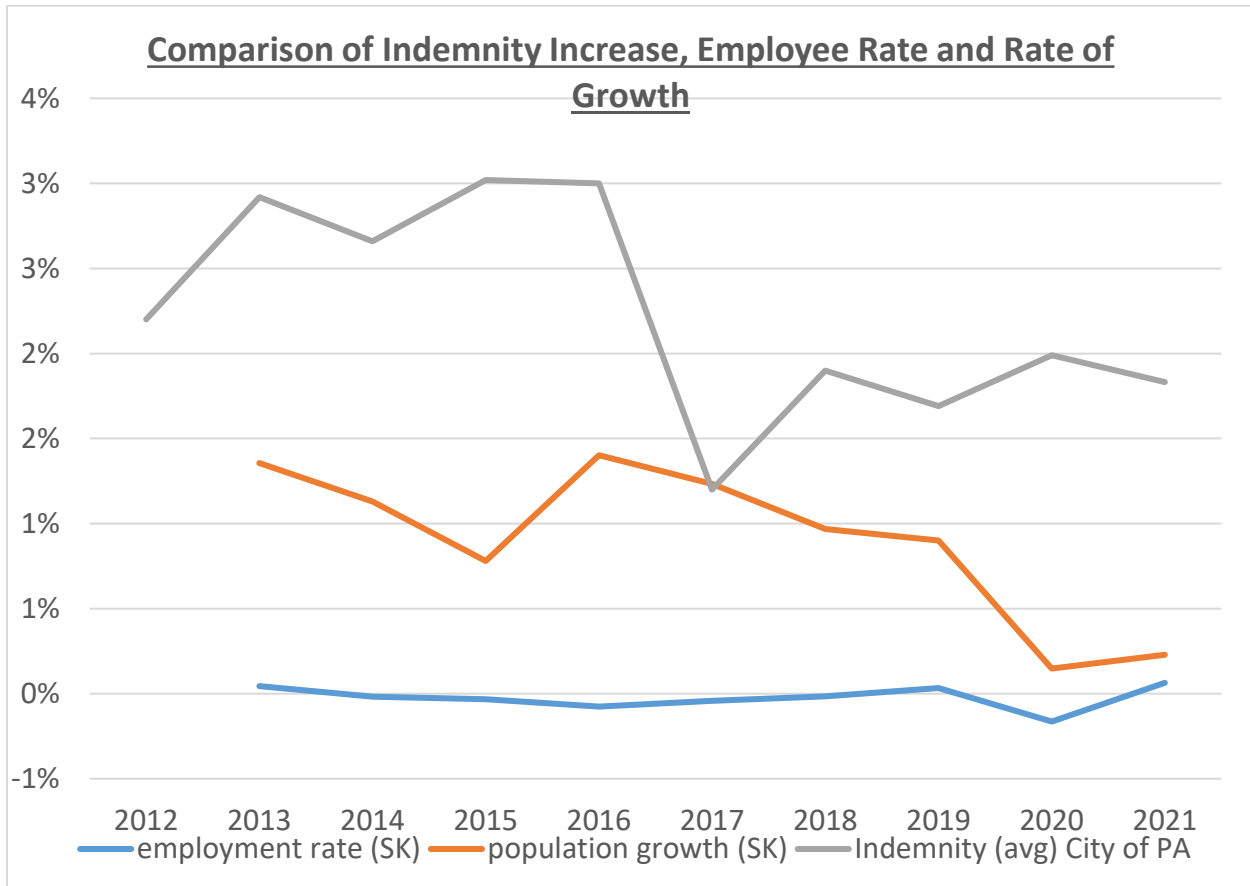
Council Compensation Growth vs Consumer Price Index vs City Employees' Salaries



Data Source: Council Indemnities provided by City Clerk's Office, City employee salaries taken from the City of PA website, CP(SK) – Adapted from Statistics Canada, Table 18-10-0004-01 (Consumer Price Index 2002=100)

Calculated percent change between consecutive years. For CPI and City of PA salaries, average values for the year and the percent difference between years is shown. For Council indemnities, the total for the Mayor and all eight (8) Councillors and the percent difference between years was calculated.

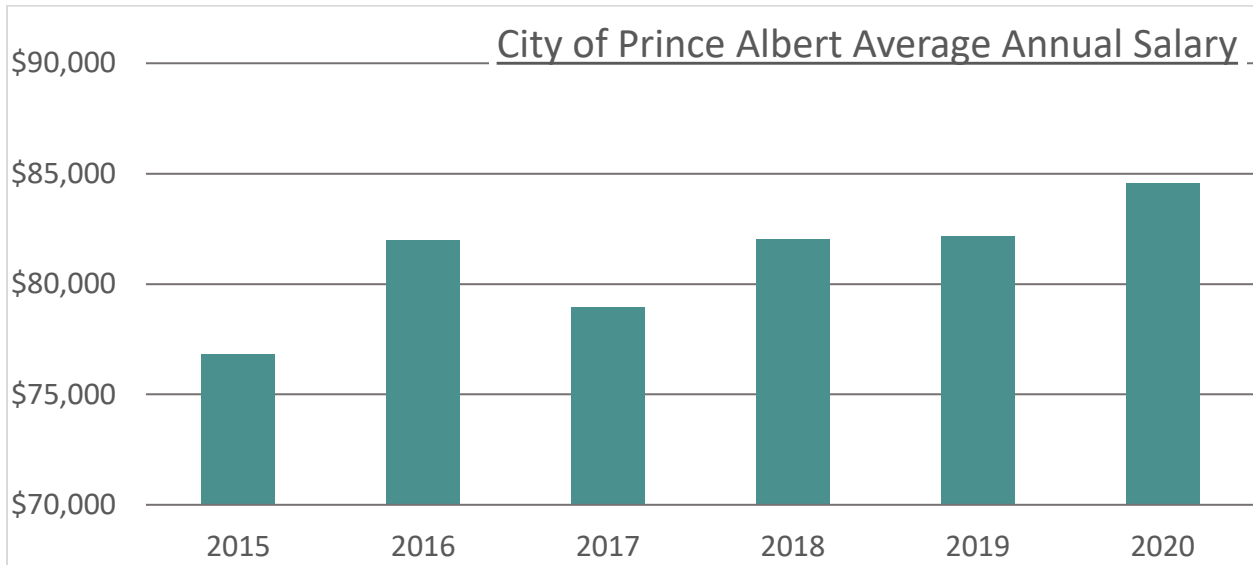
Comparison of Indemnity vs Population Growth vs Employment Rate



Data Source: Population (SK) adapted from Statistics Canada Table: 17-10-0009-01 (formerly CANSIM 051-0005), employment rate adapted from Statistics Canada table: 14-10-0017-01 (formerly CANSIM 282-0001), City of PA Indemnities provided by City Clerk's Office.

Employment Rate calculation – Population/Emloyed
 Population Growth calculation = (New-Old)/Old Ex (2017-2016)/2016

Average Annual Salary per Year



City of PA average annual salary						
	2015	2016	2017	2018	2019	2020
average	\$76,824.49	\$81,980.49	\$78,940.52	\$82,026.57	\$82,146.34	\$84,543.97
		6.71%	-3.71%	3.91%	0.15%	2.92%

Data Source: Great Plains Program, Financial Services, City of Prince Albert

2022 Indemnity Rates

Saskatchewan Cabinet Minister Indemnity	Mayor Indemnity (57% of Minister Indemnity)	Councillor Indemnity (33.60% of the Mayor Indemnity)
\$155,871	\$86,594.97	\$29,095.91

This chart reflects the current indemnity rates as of January 1, 2022. *Please note that the indemnity rates differ slightly from the comparator charts as the 2021 rates were utilized.*

For the year 2022, every Member of the Legislative Assembly was paid an indemnity of \$103,285, with the addition of an annual allowance for extra duties, which includes duties associated with the respective positions within the Legislature. In this case, the Minister received an additional \$52,586, for a total remuneration of \$155,871. Members are also eligible to claim for expenses in the course of their duties. The rates are reviewed on April 1st of each year to determine annual changes based on Consumer Price Index for Saskatchewan rates.

Council Indemnities Yearly Comparison 2016-2021

	2016	2017	2018	2019	2020	2021
Mayor	\$81,162	\$82,308	\$85,808	\$95,983	\$95,857	\$99,326
Ward 1	\$29,551	\$29,967	\$29,567	\$36,481	\$33,098	\$36,826
Ward 2	\$29,451	\$29,667	\$29,267	\$32,902	\$32,598	\$35,326
Ward 3	\$31,451	\$30,167	\$28,567	\$31,502	\$31,798	\$34,526
Ward 4	\$30,655	\$30,162	\$31,062	\$38,747	\$35,615	\$39,625
Ward 5	\$29,851	\$27,467	\$28,067	\$31,702	\$33,598	\$34,926
Ward 6	\$28,851	\$27,567	\$30,067	\$34,002	\$32,798	\$36,626
Ward 7	\$5,325 (avg \$32,791)	\$30,267	\$30,867	\$33,997	\$33,398	\$35,426
Ward 8	\$27,451	\$29,867	\$29,467	\$33,402	\$31,998	\$35,326
Total	\$293,748	\$317,439	\$322,739	\$368,718	\$360,758	\$387,933
	N/A	7.46% Avg (-1.19%)	1.64%	12.47%	-2.21%	7.01%

For Ward 7, the value for 2016 is off and therefore affects the calculation from 2016 - 2017. To depict a more accurate circumstance, the average from 2017 - 2021 is used for this record.

CPI Annual Change (SK)	Adapted from Statistics Canada, Table 18-10-0004-01 (Consumer Price Index 2002=100)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Average	126.2744	127.9267	131.0244	130.453889	130.64611	133.80889	138.82778	140.39444	139.28056	146.8583
		1.31%	2.42%	-0.44%	0.15%	2.42%	3.75%	1.13%	-0.79%	5.44%

Comparable Cities

The following Cities were determined to be comparable in population, economics and other attributes:

Brandon	Manitoba	50532
Spruce Grove	Alberta	39607
Campbell River	British Columbia	38108
Prince Albert	Saskatchewan	37756
Penticton	British Columbia	36893
Mission	British Columbia	36193
Moose Jaw	Saskatchewan	32813
Lloydminster	Saskatchewan	31582
Fort Saskatchewan	Alberta	26831
Fort St. John	British Columbia	21123

The listing outlines the populations from largest to smallest.

Populations may vary as Statistics Canada continues to update population statistics. These population statistics were derived from the population information available at the onset of the review through Statistics Canada.

Comparable Cities with Rates and Population

The Commission acknowledged that there are potentially many methods to determine comparability between comparator Cities and provides analysis in the following charts on Pages 14-16.

Comparator Cities with Base Salary and Population Comparisons

City/Province	Mayor's Base Salary	Council Base Salary	Population
Brandon, MB	\$92,154.40	\$21,469.50 25% of Mayor's Salary	50,532
Spruce Grove, AB	\$109,210.00	\$54,605.00	39,607
Campbell River, BC	\$77,523.00	\$29,460.00 38% of Mayor's Salary	38,108
Prince Albert, SK	\$86,078.55	\$28,922.39 33.6% of Mayor's Salary	37,756
Penticton, BC	\$83,036.37	\$27,493.53	36,893
Mission, BC	\$96,491.00	\$48,245.50 50% of Mayor's Salary	36,193
Moose Jaw, SK	\$103,285.00	\$34,428.00 33.33% of Mayor's Salary	32,813
Lloydminster, SK	\$101,591.37 60.4% of average salary of SK & AB Minister	\$38,822.34 38.2% of Mayor's Salary	31,582
Fort Saskatchewan, AB	\$101,856.72	\$41,879.86	26,831
Fort St. John, BC	\$96,544.67	\$36,204.50	21,123

Note: The above chart outlines the base salary for the comparator Cities based on information gathered through the Cities survey request or through website research. The rates are based on 2021 – 2022 rates, and populations may vary as Statistics Canada continues to update population statistics.

Population Comparison with Base Salary

City/Province	Mayor's Base Salary	Council Base Salary	Population	Mayor Pay Per Resident (Total population)	Councillor Pay Per Resident (Total population)
Brandon, MB	\$92,154.40	\$21,469.50	50,532	\$1.82	\$0.42
Spruce Grove, AB	\$109,210.00	\$54,605.00	39,607	\$2.76	\$1.38
Campbell River, BC	\$77,523.00	\$29,460.00	38,108	\$2.03	\$0.77
Prince Albert, SK	\$86,078.55	\$28,922.39	37,756	\$2.28	\$0.77
Penticton, BC	\$83,036.37	\$27,493.53	36,893	\$2.25	\$0.75
Mission, BC	\$96,491.00	\$48,245.50	36,193	\$2.67	\$1.33
Moose Jaw, SK	\$103,285.00	\$34,428.00	32,813	\$3.15	\$1.05
Lloydminster, SK	\$101,591.37	\$38,822.34	31,582	\$3.22	\$1.23
Fort Saskatchewan, AB	\$101,856.72	\$41,879.86	26,831	\$3.80	\$1.56
Fort St. John, BC	\$96,544.67	\$36,204.50	21,123	\$4.57	\$1.71
AVERAGE	\$94,777.11	\$36,153.06	35,144	\$2.85	\$1.10
MEDIAN	\$96,517.84	\$35,316.25	36,543	\$2.71	\$1.14

Notes:

1. The above chart is listed in order of population size from largest to smallest.
2. The formula utilized is the population divided by the base salary to determine the cost per resident.
3. The average is calculated by adding up all of the individual values and dividing the total by the number of observations. The median is calculated by taking the middle value, the value for which half of the observations are larger and half are smaller.

Population Comparison with Base Salary and Council Size

City/Province	Mayor's Base Salary	Council Base Salary	Council Size (Includes Mayor)	Population	Councillor Pay Per Resident (Council size or ward)
Brandon, MB	\$92,154.40	\$21,469.50	11	50,532	\$4.25
Spruce Grove, AB	\$109,210.00	\$54,605.00	7	39,607	\$8.27
Campbell River, BC	\$77,523.00	\$29,460.00	7	38,108	\$4.64
Prince Albert, SK	\$86,078.55	\$28,922.39	9	37,756	\$6.13
Penticton, BC	\$83,036.37	\$27,493.53	7	36,893	\$4.47
Mission, BC	\$96,491.00	\$48,245.50	7	36,193	\$8.00
Moose Jaw, SK	\$103,285.00	\$34,428.00	7	32,813	\$6.30
Lloydminster, SK	\$101,591.37	\$38,822.34	7	31,582	\$7.38
Fort Saskatchewan, AB	\$101,856.72	\$41,879.86	7	26,831	\$9.37
Fort St. John, BC	\$96,544.67	\$36,204.50	7	21,123	\$10.28
AVERAGE	\$94,777.11	\$36,153.06		35,144	\$6.91
MEDIAN	\$96,517.84	\$35,316.25		36,543	\$6.84

Notes:

1. The above chart is listed in order of population size from largest to smallest.
2. The formula utilized is the population divided by the number of council members to determine the estimated number of residents per council member and divide the base salary to determine the cost per resident.
3. The average is calculated by adding up all of the individual values and dividing the total by the number of observations. The median is calculated by taking the middle value, the value for which half of the observations are larger and half are smaller.

The Commission concludes that there is not enough evidence to warrant a change to the current formula at this time, as the analysis of population vs. salary seems to be equitable and fair based on their findings. More details are provided within the recommendations for base salary.

Public Engagement

The following communication was completed as shown:

- Media Release sent out on June 16, 2022
- On-line Public Survey on the City's website at www.citypa.ca, generating the results of 191 completed Surveys received from June 16 - July 13, 2022
- Rural Roots advertising on June 30, 2022
- Social Media posts on The City of Prince Albert Facebook and Instagram accounts on July 5, 2022
- Business Target Group Survey sent out, resulting in 12 out of 37 Surveys that were completed and received from June 17 - July 13, 2022. Target groups included businesses, government organizations and other community-minded organizations.

The survey used the platform of Survey Monkey which was available electronically and in paper format, if requested.

The surveys sought input from citizens on perceived number of hours spent on civic duties, factors influencing the importance of compensation rates and fairness of current compensation.

Overall the public surveys determined that public perception that the general public is unaware of how much time members of Council spend on their day to day duties. From the responses received, the highest number of responses indicated that Council spent an average of 0 to 9 hours/week.

The major factors of importance to setting compensation was time spent on attending meetings, reviewing agendas and on constituency inquiries or other public duties, along with importance in the performance and time spent in role and the current economy.

The data shows that there is an opportunity in educating the public on the time

commitment associated with being a member of Council. Creating awareness of the elected positions would reduce barriers to encourage candidates to fully understand the role and responsibilities.

With respect to the survey sent out to the Target group, which includes engagement to the business community, the results show that the number of hours spent on attending meetings was greater (10 – 25 hour/week) than the public survey. However, the results from number of hours spent on constituent requests was 0 - 9 hour/week, which indicates there may be a further need for consultations within the business community. The vast majority of business group respondents identified Council members as being paid fairly or underpaid.

In both the public and target group surveys, seniority and experience was not deemed important in terms of factors affecting compensation. In contrast, the economy of the City or Province was deemed to be an important factor in setting compensation, noting that rising costs and inflation are recognized at this time.

Survey of Members of Council

Current members of Council, along with past members of Council were invited to participate in a survey on their views regarding the current compensation, workloads and responsibilities of an elected official.

The survey was provided to current and past members on June 17, 2022, with a closing date of July 13, 2022. From the current Council surveys, 6 out of 9 were completed and from the past Council surveys, 12 out of 14 were completed.

The survey consisted of 21 questions varying from number of hours spent, fairness in compensation, preferential increase, demands of role, paternity leave, additional duties, election period, etc.

Interviews were conducted with the Commission with 1 present and 1 past member of Council on July 13, 2022.

Through a review of the surveys, there were two (2) evident areas that differed from past council to current council. The first was a question on the number of hours per week spent on Council and Committee meetings showing an increase in today's council compared to previous terms. The second observation related to the question "I am satisfied with my overall compensation." 73% of the past Council agreed it was fair, while 33% of the current Council disagreed. These two (2) observations determine that the responsibilities of Council have changed increasing the workload and demands of the elected official in this current society.

Emerging themes from both the surveys and interviews included:

- Economic influences
- Time commitment for Councillor position is increasing over time creating barriers for those who continue to have a career/employment elsewhere
- Council members utilizing the methods of governance appropriate to the fiduciary responsibilities to see efficiencies in time management
- Attention to the rising cost of living
- Accessibility of Council and effects of social media including public perception of elected roles
- Increased scrutiny and criticism due to public demands
- Previous experience as an elected official was not a factor
- Compensation was not a driving factor in determining to run for Council
- Council members are not employees. Being an elected official is a public service, not a career
- Change over time in responsibilities to attend Committee meetings
- Establishing an election period differed in response from past to present council

Roles & Responsibilities of Council

City Council is governed by *The Cities Act* and outlines the purpose and actions as follows:

- To provide good government;
- To provide service, facilities, and other things that, in the opinion of Council, are necessary and desirable for all or part of The City;
- To develop and maintain a safe and viable community;
- To foster economic, social, and environmental well-being; and,
- To provide wise stewardship of public assets.

Council's role is in essence of executive leadership and decision-making in the following manner, as outlined in Sections 65 and 66 of *The Cities Act*:

- being accountable to the public;
- participating in developing and evaluating policies, services and programs;
- participating in Council, Committee and other meetings;
- ensuring administrative procedures are in place to implement a decision of Council;
- keeping confidential matters private until discussed in public meeting;
- maintaining financial integrity of City; and,
- ensuring the municipality acts within the law

The Commission acknowledges that the role and responsibilities of Mayor and Councillor has changed over time and the demands of the elected positions have increased significantly due to the public's ease of accessibility, expectation of quick response and society's social media platforms. The demands for immediate answers and resolutions place tremendous pressure on Council members. This culture of immediacy is not expected to decrease and Council members receive the brunt of public frustration with the processes. The Commission is concerned how engaging in social media is very common practice and difficult for elected officials to manage.

Council members must adhere to a Code of Conduct when communicating with the public, who in turn are not required to follow rules of social etiquette. Verbal abuse can severely impact the mental well-being of anyone who has to endure constant public scrutiny and negative criticism.

The Commission recommends through the principal of governance, City Council utilize the tools and resources established by the Council and administered through the Administrative team, to find operational efficiencies within the Corporation which will likely reduce the demands on Council members.

The Commission also reviewed current and past Board and Committee participation from the elected officials, and found an inequity in some members being on several Boards/Committees, while others participated in a minimal amount. This is likely due to availability of members, whether they hold an interest in that particular Board/Committee, or if they have full-time employment.

It is important to consider the amount of time a Councillor is able to commit due to other outside responsibilities, and remember that being a Councillor is

considered a part-time public service, where the Mayor is expected to serve as a full-time elected official, specifically in this municipality.

running for Council. Transparency must be evident in outlining the level of commitment, time and duties that is expected of elected officials.

Candidates running for an elected position should be aware of the workload and time commitment at the onset of considering

The Commission recommends that future reviews, in addition to review of remuneration, consider the following aspects to better determine equity of the required responsibilities among elected officials:

- level of involvement in committees;
- fair distribution of workload and responsibilities;
- deputy mayor duties;
- attraction of diversity to the elected role; and,
- administrative support provided to members.

RECOMMENDATIONS

Given the Commission’s observations obtained through the various information, an increase in salary remuneration is recommended. As noted earlier in this Report, if City Council chooses to accept the recommendations below, the Committee suggests that the changes be effective following the next General Election.

1. Base Salary

Recommendation

The Commission recommends the continuation of utilizing the base salary for a Provincial Cabinet Minister to establish the base salary for the Mayor. It is recommended that an increase from 57% to 60% of the Cabinet Ministers’ salary, be adopted as the base salary for the Mayor’s annual remuneration.

The Commission recommends the continuation of utilizing the base salary of the Mayor’s salary to establish the base salary for Councillors. It is recommended that an increase from 33.6% to 40% of the Mayor’s salary be adopted as the base salary for the Councillors annual remuneration to reflect a fairness in allocation of funds based on the Cabinet Ministers salary.

Rationale

Based on a responsive formula that has worked over the years and incorporates adjustments of costs of living by annual reviews conducted with the Provincial Member of Legislative Assembly salaries, it is believed that the current process of using the Cabinet Minister salary as a base continues to be reasonable.

An adjustment in the percentage reflects an increased workload and an increase in consumer demands on elected officials. The increased adjustment also provides accessibility and inclusion to attract diverse candidates to serve as Mayor or Councillor.

The Commission recognizes that the current Councillor salary is inequitable in comparison with the distribution of funds. By adjusting the Councillor’s formula, it more accurately reflects compensation to all members of Council, addresses the ongoing remuneration gap between Mayor’s salary and Councillor salary and addresses historical ongoing disparities in the salary.

In addition, compensation is increased for recognition of time required to perform as an elected official in today’s society.

2. Annual Adjustments

Recommendation

With the continuation of utilizing the Cabinet Minister's salary, an automatic adjustment is made to recognize increased cost of living and adjusted by Members of the Legislative Assembly effective April 1st of each year. Therefore, the Commission recommends the annual adjustments remain unchanged.

Rationale

Based on a responsive formula that has worked over the years and incorporates adjustments of costs of living, the Commission believes there is no requirement for an additional adjustment.

The Commission recommends that when the Province undertakes a complete remuneration review for the MLA salaries in the future, the City conduct a review to ensure any changes are still deemed fair and reasonable based on adjustments for cost of living and economic factors affecting the City and Province at that time.

3. Deputy Mayor Remuneration

Recommendation

The Commission recommends an adjustment to current Deputy Mayor remuneration rate of \$100/bi-weekly for 3 months to reflect a percentage of 1.12% of the annual salary, which would equate to \$325 for 3 months based on the current salary of Councillor. This is a slight increase of the current rate, but provides room for growth over time.

By utilizing a percentage of the base salary, annual adjustments are made through the Indemnity review of the MLA salary formula. This would continue to be an effective way to maintain consistency in future remuneration for Deputy Mayor.

Rationale

By adjusting the rate to a percentage rather than a standard dollar figure, adjustments will be automatically made based on the salary at that time.

The Deputy Mayor remuneration has not been increased in a number of years and is warranted to be increased due to the cost of living and proposed increase in the base salary.

The Commission acknowledges an increase in the Councillor's workload and the capacity to provide support to the Mayor for attending and representing the City in various events and meetings.

4. Vacation Leave

Recommendation

The Commission recommends that vacation leave benefits remain unchanged.

Rationale

Members of Council currently are not offered vacation leave, as the elected position is not considered full-time employment.

5. Maternity/Paternity Leave

Recommendation

The Commission recommends that Maternity/Paternity Leave benefits for members of Council be considered in future reviews.

Rationale

In consideration of the data reviewed, the Commission finds no evidence of concern to implement this benefit at this current time.

6. Health & Disability Benefits

Recommendation

The Commission recommends Benefits relating to health, such as dental, medical, or insurance remain unchanged from the current status.

Rationale

Members of Council currently receive a comprehensive benefits package at the same rates of most City employees, with certain exceptions.

In addition, members are eligible for same Employee and Family Assistance Program (EFAP) and wellness options. The Commission encourages members of Council to utilize the newly added Active Living Program benefit.

7. Pension & Retirement Benefits

Recommendation

The Commission recommends that pension and retirement benefit remain unchanged.

Rationale

Members of City Council receive 9% of their gross indemnity to invest into a savings Plan. The City matches the contribution for the City's Group Registered Retirement Savings Plan (RRSP) if the member wishes to participate in the RRSP.

8. Per Diem Allowances

Recommendation

The Commission recommends the continuation of the rates noted in the Travel/Meal/ Accommodation/ Vehicle Policy.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Per Diem expenses.

Rationale

The Policy continues to be fair and respects the time and commitment associated with members attending various events and meetings outside of their usual responsibilities.

The current rates of \$200/day or \$100/half-day continues to be reasonable in terms of possible lost wages and time away from home conducting City business and acknowledges additional responsibilities of members of Council.

The Commission noted that various allowances and the remuneration was based from past Council resolutions or approved within employee based Policies showing an inconsistency and confusion in where to find all of the allowances and benefits provided to Council. A Council specific Policy would simplify the process for future reviews.

9. Vehicle Allowance

Recommendation

The Commission recommends the continuation of the rates noted of the Travel/Meal/ Accommodation/ Vehicle Policy, for use of personal vehicles by members of Council.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Vehicle Allowance.

Rationale

The Policy continues to be fair and respects the time and commitment associated with members attending various events and meetings utilizing their own vehicles to conduct City business.

The current rates of \$650/month for Mayor and \$200/month for Councillor seem reasonable given the municipality's current size and ease of travel.

The Commission noted that various allowances and the remuneration was based from past Council resolutions or approved within employee based Policies showing an inconsistency and confusion where to find all of the allowances and benefits provided to Council.

10. Travel Allowance

Recommendation

The Commission recommends the continuation of the rates noted of the Travel/Meal/ Accommodation/ Vehicle Policy, for travel and mileage claims for out-of-town City-related functions.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Travel Allowance.

Rationale

The Policy continues to be fair with respect to the rates being the same as City employees. In addition, fuel prices are reviewed regularly to ensure rising costs are taken into consideration.

The Commission noted that various allowances and the remuneration was based from past Council resolutions or approved within employee based Policies showing an inconsistency and confusion where to find all of the allowances and benefits provided to Council.

11. Home & Office Supports and Communications Allowance

Recommendation

The Commission recommends the continuation of the \$500 annual allowance as outlined in the approved Policy.

The commission also recommends that the Policy be reviewed to clearly outline what is an allowable expense and to incorporate the technology allowance within the same document for ease of reference.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Home, Office Supports and Communications Allowance.

Rationale

In reviewing the utilizing the Home Office Allowance data, it confirms the amount of \$500 to be adequate given the requirement to conduct City business.

The Commission determined that members of Council are provided some administrative support through the Mayor's Office if required for City official business.

The Commission noted that various allowances and the remuneration was based from past Council resolutions or approved within employee based Policies showing an inconsistency and confusion where to find all of the allowances and benefits provided to Council.

12. Technology Allowance

Recommendation

The Commission recommends the City continue with the issuance of a tablet, iPad or equivalent for each Council member given that they conduct business through electronic means, such as email and website.

The Commission recommends that a formal policy be adopted to clearly outline the on-going practice of providing electronic resources to members of Council, and include procedures to ensure the safety and security of the devices.

Rationale

The Commission believes that technology is required in this day to ensure effective communication support for Council members in the conduct of their roles as elected officials.

The Commission noted that there is no current Council Policy relating to technology or electronic equipment and the procedures relating to access of such equipment. Noting also that procedures should be established to deal with privacy controls, security measures and other threats, such as cyber-attacks or computer viruses on electronic devices. The Commission believes that a solid Policy would assist in ensuring these risks are minimal.

13. Designation of an Election Period

Recommendation

The Commission recommends that a Policy be implemented to designate a 60 day election period where elected officials are prohibited from utilizing municipal resources.

Rationale

The Commission determined that a restriction is necessary through the principles of equity and fairness for all potential candidates.

14. Use of Council’s Communication Allowance during an Election Period

Recommendation

The Commission recommends the continuance of the Communications Home Office Allowance Policy.

The Commission also recommends that the Policy be reviewed to coordinate similar allowances to be included in one policy applicable to members of Council.

Rationale

The Commission determined that three (3) months prior to an election is reasonable and fair to restrict members from the spending of Council’s Communication budget during this time. This provides for transparency to the public in relation to municipal spending.

Elected Official Compensation Review **Summary of Commission Findings**

Overall Result following review to implement an all-inclusive Council Remuneration Policy for all remuneration and benefits provided to members of Council.

1. Base Salary

Commission Recommendation:

The Commission recommends the continuation of utilizing the base salary for a Provincial Cabinet Minister to establish the base salary for the Mayor. It is recommended that an increase from 57% to 60% of the Cabinet Ministers' salary, be adopted as the base salary for the Mayor's annual remuneration.

The Commission recommends the continuation of utilizing the base salary of the Mayor's salary to establish the base salary for Councillors. It is recommended that an increase from 33.6% to 40% of the Mayor's salary be adopted as the base salary for the Councillors annual remuneration to reflect a fairness in allocation of funds based on the Cabinet Ministers salary.

Administrative Suggestion:

- Continue to utilize the base salary of a Provincial Cabinet Minister as the base salary for the Mayor.
- Change the current allocation of Mayor's salary to 60% of the Cabinet Ministers' salary.
- Change the current allocation of Councillors' salary to 40% of the Mayor's base salary.
- Determine what duties are included in the base salary, such as:
 - Attendance at Council and Committee meetings
 - Attendance at Advisory Committees and/or other Internal Committees
 - Attendance at External Boards & Committees if appointed
 - Preparation of all meetings noted above
 - Participation in Administrative meetings or in-house Educational sessions
 - Participation in Strategic Planning Sessions or other Long-Range Planning meetings
 - Deputy Mayor Duties
 - Attendance at other in-City events on behalf of Mayor and/or Council

Other Options:

Investigate other options to determine the base salary for Mayor and Council, such as a formula based on per resident and councillor/ward population. Further research would be required if the Committee wishes to pursue different formula options of what has been recommended by the Commission.

2. Annual Adjustments

Commission Recommendation:

With the continuation of utilizing the Cabinet Minister's salary, an automatic adjustment is made to recognize increased cost of living and adjusted by Members of the Legislative Assembly effective April 1st of each year. Therefore, the Commission recommends the annual adjustments remain unchanged.

Administrative Suggestion:

Since the Mayor/Councillor salary is based on the Cabinet Minister's salary, and adjustments are made each year, no additional adjustment is required.

Other Options:

Review other salary allocation formulas that enable automatic adjustments based on the cost of living (ie. Consumer Price Index – Saskatchewan) or other benchmark data. Further research would be required to forward options to the Committee.

3. Deputy Mayor Remuneration

Commission Recommendation:

The Commission recommends an adjustment to current Deputy Mayor remuneration rate of \$100/bi-weekly for 3 months to reflect a percentage of 1.12% of the annual salary, which would equate to \$325 for 3 months based on the current salary of Councillor. This is a slight increase of the current rate, but provides room for growth over time.

By utilizing a percentage of the base salary, annual adjustments are made through the Indemnity review of the MLA salary formula. This would continue to be an effective way to maintain consistency in future remuneration for Deputy Mayor.

Administrative Suggestion:

Rather than a base wage that does not have automatic adjustment increases, utilizing a percentage of Councillor's annual salary to determine the allocation of three (3) month salary for Deputy Mayor duties is a more effective formula.

In addition, the duties and responsibilities of the Deputy Mayor should be clarified as to what is expected with those expectations outlined in the Policy, such as:

- Chair of Executive Committee;
- Acting Mayor at Council meetings, if the Mayor is unavailable;
- Designated Council representative in Mayor's absence at events, celebrations, etc.

Other Options:

Adjust the base salary to compensate for additional duties as the Deputy Mayor, without additional compensation. As a note, if a member is unable to fulfill the duties of Deputy Mayor, they would continue to be compensated through the base salary. This could be viewed as an unfair practice, however, other municipalities have included these duties within the base salary of Councillor.

Alternately, the remuneration could continue to be a set payment of \$100/bi-weekly during the deputy mayor term or increase the amount currently provided, as determined by Council.

4. Vacation Leave

Commission Recommendation:

The Commission recommends that vacation leave benefits remain unchanged.

Administrative Suggestion:

That remuneration for Vacation Leave not be considered as members of Council are not considered employees of the City, rather they are elected officials not governed by the Saskatchewan Employment Act.

Other Options:

There are no other options to consider.

5. Maternity/Paternity Leave

Commission Recommendation:

The Commission recommends that Maternity/Paternity Leave benefits for members of Council be considered in future reviews.

Administrative Suggestion:

Since the Commission's findings did not view this matter as an immediate concern, we suggest to continue to follow the provision outlined in Section 120(c) of The Cities Act, which allows a member to be absent for three (3) consecutive months or longer through a resolution of Council. This would allow for all requests for leave to be considered through the same provision of the Act.

Suggest further review by the Commission in 2026-27, prior to the 2028 General Election.

Other Options:

The City of Saskatoon recently approved a Leave of Absence Policy for members of Council which outlines maternity leave, parental leave and medical leave in excess of 3 months. This Policy is derived from a Report from the Saskatoon Municipal Review Commission outlining several recommendations regarding Leave of Absence for members of Council. The Committee may want to review this option at this time or postpone consideration of this matter until the next Commission review.

Other examples of Leave policies from Canadian Cities are attached for your reference.

6. Health & Disability Benefits

Commission Recommendation:

The Commission recommends Benefits relating to health, such as dental, medical, or insurance remain unchanged from the current status.

Administrative Suggestion:

That the benefits remain status quo, as members have multiple optional benefits and are equivalent to the benefits of a City employee, as follows:

- Basic Group Life Insurance \$50,000
- Accidental Death and Dismemberment Insurance \$50,000
- Dependent Life coverage \$10,000 for spouse and \$5,000 for each dependent child
- Extended Health insurance covers medical services and supplies including prescription drugs, travel health coverage, Best Doctors and Your Nurse programs
- Optional Group Life insurance Plan (additional coverage)
- Dental Plan – 100% premium costs covered for basic, 60% restorative and 60% orthodontic
- Extended Health Care Plan – Medical services and supplies cost shared 50/50
- Employee and Family Assistance Program (EFAP) cost shared 50/50

This is currently an optional plan, therefore, members can opt in as they wish, but must decide within 30 days after elected. Coverage terminates at retirement/resignation or age 75 with some exceptions.

As a security measure, it is recommended that newly elected members of Council sign a disclaimer that they are voluntarily opting out of the group benefit package. This would provide the City with formal documentation that the member was clearly aware and signed the disclaimer to waive all coverage, mitigating any potential future legal disputes, specifically in relation to insurance coverage. The current process does not require any documentation.

Other Options:

The City's Group Insurance provider, Johnston Group, recommends that members of Council should be mandated to enroll in the full group benefit plan, with the option to opt out of health and dental coverage, if they are insured under another plan (ie. through work or spouse). This would include mandatory enrollment in the life insurance, accidental death and dismemberment insurance and employee and family assistance plan. Johnson Group advised that there is a liability to the City with our current practice as the group benefits are deemed to be part of the City's mandatory plan for employees.

Automatic deductions would be taken from the Council members' gross pay for the insurance portion of the Plan. If the member did not opt-out of the dental and health benefits, deductions would also apply to this portion of benefits.

Further research and information could be provided if the Committee wishes to pursue this option.

7. Pension & Retirement Benefits

Commission Recommendation:

The Commission recommends that pension and retirement benefit remain unchanged.

Administrative Suggestion:

This is an optional plan and provides members of Council an ability to contribute 9% of their gross indemnity to an RRSP held through the CIBC, which is matched by the City. Since members of Council vary in their occupation or are currently collecting a pension, this benefit should continue to be optional. If opting out, the Employer's contribution would be paid out as part of the Council members' regular indemnity.

Other Options:

There are no other options to consider as this benefit is optional.

8. Per Diem Allowances

Commission Recommendation:

The Commission recommends the continuation of the rates noted in the Travel/Meal/Accommodation/ Vehicle Policy.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Per Diem expenses.

Administrative Suggestion:

Currently, the per diem allowance is \$200/day or \$100/ ½ day, and is submitted to Mayor for authorization. Each Councillor is budgeted a maximum of 20 per diems/year. The Policy is currently written in the Travel/Meal/Accommodation/Vehicle Policy No. 3.10.

It is recommended that the Per Diems be established with clearer guidelines/criteria to determine what qualifies to be provided additional pay over and above the base salary.

Determine what qualifies for per diem payments, as follows:

- Attendance at Council and Main Committee meetings (Budget & Exec)
- Attendance at Advisory Committees and/or other Internal Committees
- Attendance at External Boards & Committees if appointed or if honorarium is provided by external agency, no additional payment from City
- Attendance at other in-City events or public appearances on behalf of Mayor
- Agenda Review meetings for Council and Committees
- Travel time included in per diem calculation
- Professional development, education sessions, etc.
- Mayor's eligibility to receive Per Diems
- Mayor's discretion to approve outside of Policy
- Rates of pay for ½ or full day and number of hours that this encompasses
- Length of meetings, exception to Budget or other regular meetings that extend beyond a reasonable timeframe

Other Options:

Review the current per diem allowance and adjust accordingly.

9. Vehicle Allowance

Commission Recommendation:

The Commission recommends the continuation of the rates noted of the Travel/Meal/Accommodation/ Vehicle Policy, for use of personal vehicles by members of Council.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Vehicle Allowance.

Administrative Suggestion:

Currently, the vehicle allowance for the Mayor is \$650 per month for in-City use of their personal vehicle to attend to City business. Each Councillor is provided \$200 per month. The Policy is currently written in the Travel/Meal/Accommodation/Vehicle Policy No. 3.10.

It is recommended that the Vehicle allowance remain as a base remuneration with a possible increase due to rising fuel costs.

Additionally, these rates could be included in an all-inclusive Council remuneration policy.

Other Options:

Administration could research other options such as a formula based percentage using current Consumer Price Indexing information and the cost of fuel and vehicle maintenance.

10. Travel Allowance

Commission Recommendation:

The Commission recommends the continuation of the rates noted of the Travel/Meal/Accommodation/ Vehicle Policy, for travel and mileage claims for out-of-town City-related functions.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Travel Allowance.

Administrative Suggestion:

For ease of reference, Administration suggests moving the current Policy elements relating to Council to another Policy specified for the remuneration and reimbursements of members of Council only. This would include the authorities required for travel and reimbursement of expenses. Many other Cities have policies of this nature specific for members of Council.

Some of the options to consider:

- Rental Vehicles – same provisions as Administration with the exception that the Mayor approves or pre-approves travel of your personal vehicle for out-of-town travel.
- Private Vehicle – if a rental is unavailable, a personal vehicle can be used and rental rates will apply for reimbursement for out-of-town travel
- Monthly Allowance – Mayor is provided \$650/month for in-city use of personal vehicle and Councillors are provided \$200/month for in-city use of personal vehicle. Members of Council are not eligible for submit a Monthly Vehicle Usage Form for reimbursement of private vehicle use for City business as they are compensated through the monthly allowance.

- Accommodations – Actual and reasonable costs of accommodation, supported by receipts and approved by the Mayor will be reimbursed to members of Council.
- Meal Allowance – Reimbursement for meals away on City business will fall as the same for Administration. This would include Business meal reimbursements.
- Incidental Expenses – Incidental costs would be at the same rate of Administration set within the Policy.
- Conference and Seminar Fees – Council members currently can charge expenses for attending certain events that require a registration fee, subject to Mayor’s approval. Additional procedures could be outlined in the Policy to incorporate registration and organization for larger conferences such as FCM and SUMA.
- Councillor’s Individual Travel Budget – Yearly allocation of budget for travel for attending meetings, but not included in out-of-town Board, Committee & Commission meetings, only SUMA and FCM. Mayor must pre-approve if travel expense exceeds budget. This would be removed from the current Policy and inserted into the Remuneration Policy.
- Mayor and Councillor Per Diem – This would be removed from the current Administration Policy and inserted into the Remuneration Policy.
- Spouse/Companion/Family Travel – Same provisions for Administration and Council.
- Travel Advances – Same provisions for Administration and Council. This is to cover any expenses in advance and traveler must complete a Form with receipts and pay any excess expenses before 30 days after their return.
- Air Travel – Same provisions for Administration and Council
- Parking permits – Currently, Council is provided permits for up to 2 vehicles to park at metered parking and within the City Hall Parking Lot. The Mayor is provided a designated spot. This information is currently included in the City Hall Parking Lot and Parking of City Vehicles at City Hall Policy.

Other Options:

The current Travel/M meal/Accommodation/Vehicle Policy could be updated with any new requirements of Council and the newly created Council Remuneration Policy could include language to default members of Council to follow the current Policy in relation to any travel, meal, and accommodation and vehicle expenses. This could be the same idea as the current City Hall Parking Lot and Parking of City Vehicles at City Hall Policy.

11. Home & Office Supports/Communication Allowance

Commission Recommendation:

The Commission recommends the continuation of the \$500 annual allowance as outlined in the approved Policy.

The commission also recommends that the Policy be reviewed to clearly outline what is an allowable expense and to incorporate the technology allowance within the same document for ease of reference.

The Commission further recommends that Administration prepare a Council specific Policy to include all remuneration and allowances provided to Council in one document, rather than multiple sources. This Policy would provide solid direction and consistency in the application of allowable expenses, including protocols for Home, Office Supports and Communications Allowance.

Administrative Suggestion:

Suggest an increase to the \$500 allowance and incorporate other costs relating to technology, such as the use of City-issued tablet, replacements, mobile phone, chargers, etc. Many Cities provide a designated budget amount which allows home, office, technology, etc. items to be purchased up to a maximum amount. This enables the Council members to choose what they wish to purchase for their specific needs.

In addition, the current Policy is not in an approved format consistent with current Policies, therefore, it would be beneficial to include home/office allowance provisions in a Council inclusive policy.

Other Options:

Increase or decrease the current allowance.

12. Technology Allowance

Commission Recommendation:

The Commission recommends the City continue with the issuance of a tablet, iPad, laptop or equivalent for each Council member given that they conduct business through electronic means, such as email, eAgenda and website.

The Commission recommends that a formal policy be adopted to clearly outline the on-going practice of providing electronic resources to members of Council, and include procedures to ensure the safety and security of the devices.

Administrative Suggestion:

As noted in the above section under Home/Office Allowance, technology requirements could be integrated with that Policy under an all-inclusive Council remuneration and expenses policy.

Additional process and criteria could also be integrated in a Policy, such as:

- Requirement for Email Management and Electronic Usage training
- Privacy and Security of electronic devices and City's network
- Buy-back process when term is expired
- Phone allowance for mobile/internet services

Other Options:

Tablets are currently provided in order for the Council member to access agendas and emails, however, it is possible that members would prefer an alternate electronic method to conduct City business, such as a phone or laptop. This option would need to be further reviewed with the City's Information Technology staff to ensure that the devices could be supported.

13. Designation of an Election Period

Commission Recommendation:

The Commission recommends that a Policy be implemented to designate a 60 day election period where elected officials are prohibited from utilizing municipal resources.

Administrative Suggestion:

Suggest that a restricted period be implemented for active members of Council to limit the number of meetings held and information being provided or requested by those members. A policy could also encompass restricting use of municipal resources for Candidates running for re-election to ensure they are not provided an advantage to information or able to access City resources over other candidates who are not active members.

Suggest to combine both the designation of an election period with the restriction of municipal resources and allowances during that period within the same Policy.

Other Options:

Alternately, a shorter time period could be considered.

14. Use of Council's Communication Allowance during an Election Period

Commission Recommendation:

The Commission recommends the continuance of the Communications Home Office Allowance Policy.

The Commission also recommends that the Policy be reviewed to coordinate similar allowances to be included in one policy applicable to members of Council.

Administrative Suggestion:

Suggest to incorporate all allowances and expenses within an all-inclusive remuneration Council Policy, and include wording relating to when allowances would be restricted, such as an election period, leave of absence, etc.

Currently, the Policy advises that claims within 3 months previous to an election will not be considered, but those incumbents who are successful in retaining an elected position can submit claims for reimbursement following the election. This period of time is reasonable.

Other Options:

Increase or shorten the time period for reimbursement of home/office expenses.

This document was last edited on July 11, 2023

Comparison Table on Council Remuneration Policies

City	Population (2021)	No. of Council excluding Mayor	Policy Title	Remuneration	Additional Pay for Deputy Mayor	Board & Committee Participation	Employment or Group Benefits	RRSP	Council Budget	Per Diems	Travel & General Expense	Mobile Device	Training & Dev	Office Supplies	End of Term
City of Saskatoon	317,480	10 (Ward System)	Remuneration-Members of Council Council; Communications and Constituency Relations Allowance; City Council Travel and Training Expenses	Mayor - Equal to Sask Cabinet Minister's salary and adjusted annually based on increments made to Cabinet Ministers salary Councillor - 46% of Mayor's salary	Included in base salary	No additional remuneration for Council appointed Boards & Committees	Death benefit while in office - payment to beneficiary equal to 1 months salary for every 12 mths of service-lifetime maximum-12 mths		No carry-forward of allocated funds Election year-cannot use allowance from Sept-Nov Annual allocation for travel and training \$3,500/Councillor	\$100/day attending out of town City business or conference	Reimbursement of actual expenses for out-of City expenses Reimbursement of actual expenses for in-City business to a maximum of \$100 Reimburse for use of personal vehicle based on per kilometre CRA rates		Policy attached		
City of Moose Jaw	33,665	6	Remuneration-Members of Council Council; Parental Leave for Elected Members	Mayor - Sask MLA with same annual adjustments Councillor - 33.33% of Mayor's wage	Yes, \$420/mth and annually adjusted by % authorized by Brd of Internal Economy of SLA	unknown	Mayor - All benefit programs as OOS staff Councillor - only ADD insurance		\$3,000 general expense/Councillor \$10,000 for Mayor which includes \$6,000 car allowance (increased annually)	For outside City business \$161/day charged against Travel/education allowance with annual adjustments based on CPI	Reimbursement of actual expenses for out-of City expenses Reimbursement of actual expenses for in-City business to a maximum of \$100 Reimburse for use of personal vehicle based on per kilometre CRA rates				
City of Brandon	50,532	10 (Ward System)	Remuneration; Use of Municipal Resources in Election	Mayor - \$90,675 (2019) Councillor - 25% of Mayor's indemnity	25% of Councillor's annual indemnity	Per diem for attendance at committee meetings up to maximum budget, excluding FCM	Mayor - Dental, life and ADD insurance, illness indemnity & LTD Councillor-life and ADD insurance and LTD	Optional 7%	Up to \$2,170 can be claimed for per diems annually	\$170/day or \$85/half day	Vehicle allowance for Mayor - \$375/mth Expenses incurred are reimbursed based on same as City employees.	None issued	No policy		
City of St. Albert	68,232	6	City Council Remuneration and Expense Reimbursement	Mayor - \$135,633 Councillor \$52,836 Adjusted annually based on Edmonton CPI of Dec prior.	Expense reimbursement only	No additional pay except for FCM Board members and Agencies that offer per diems	Same as City non-unionized employees WCB, Life Insurance, Accidental, Dependent, Dental, Extended Health, Vision, EFAP	3% of current year's remuneration	can only access on 2/3 of budget in calendar year of election	Councillors can accept per diems; not entitled to per diems for City B&C or training	Travel within City limits is not eligible for mileage reimbursement; reasonable other expenses can be claimed at same rate of AB Gov Reimbursed for expenses relating to local, regional and prov events/meetings	Provided mobile phone from City or reimbursed for use of personal device to a maximum	Responsible to manage annual training budget; brief informal report is required following training and dev activity	Supplied laptop or tablet, and City phone and printer, if required Shared Office space Access to parking in downtown Mayor has office and designated parking	Expenses only reimbursed within 3 mths of term conclusion

Comparison Table on Council Remuneration Policies

City of Leduc	33,505	6	Council Remuneration and Business Expenses Policy	92,947 - Mayor 42,242,20 - Council Cost of Living Adj. annually			Group Life, Accidental insurance; Health Plan- same as Admin- Health, Vision, Dental, Wellness Spending, EFAP, Recreation discount; Tax Free savings	5% of base salary	Provide expense reports		Reasonable expenses claimed; Meals at \$15-B; \$20-L; \$30-S; \$15-Inc			Computer or tablet; \$5,000 allowance per term to pay for equipment. Apparel allowance for official City clothing - charged to Council operating budget	

**CITY OF PRINCE ALBERT POLICIES
AFFECTING CITY COUNCIL REMUNERATION/EXPENSES**

Summary of Allowances & Benefits

Indemnity Payments 2002 Resolution

Indemnity Payments 2018 Resolution

Travel/Meal/Accommodation Vehicle Policy

Communications/Home Office Allowance Policy

Active Living Eligibility 2021 Resolution and supporting documents

**CITY OF PRINCE ALBERT
SUMMARY OF ALLOWANCES & BENEFITS**

Indemnity (Mayor)	\$88,846.47 per year - 57% of Provincial Cabinet Ministers
Indemnity (Councillors)	\$29,852.41 per year - 33.6% of Mayor's Indemnity
Civic Group RRSP	9% of gross indemnity contributed to Group RRSP by member (City matches). The Group RRSP is held through CIBC. Members may opt out of the Civic Group RRSP Program, and, then the Employer contribution would be paid out as part of their regular indemnity.
Dental Plan	Premium Costs – 100% City paid
Extended Health Care Plan	Available for Members – 50/50 split of premium cost
Employee and Family Assistance Program (EFAP)	Available for Members – 50/50 split of premium cost
Life Coverage	\$50,000 Life Insurance – 50/50 split \$50,000 Accidental Death & Dismemberment – 50/50 split
Superannuation	None
Disability Insurance	None
Sick Leave Entitlement	None
Deputy Mayor	\$100 bi-weekly (term of 3 months)
Per Diem	\$200 per day \$100 per ½ day
Meeting Indemnity	None
Private Vehicle Usage	Private vehicle kilometer rates are calculated using current rates as approved by the Government of Saskatchewan.
Car Allowance (Mayor)	\$650/month - In-City use of their personal vehicle
Car Allowance (Councillors)	\$200/month -In-City use of their personal vehicle
Travel Budget (Mayor)	\$5,000 per calendar year
Travel Budget (Councillors)	\$3,600 per calendar year per person
Travel within Province	Pre-approved by Mayor
Travel outside of Province	Pre-approved by Mayor
Travel outside of Canada	Pre-approved by City Council
Provide Travel Expenses	Within 30 days of the date of return
Parking Re-imbursement	Maximum of \$4/day for street metered parking or the amount as per receipt in paid lots.
Meal Rates (In-Province)	Breakfast - \$10.00 Dinner - \$18.00 Supper - \$23.00 (meal rates include reimbursement for GST and gratuities)
Meal Rates (Out-of-Province)	Breakfast - \$13.00 Dinner - \$20.00 Supper - \$28.00 (meal rates include reimbursement for GST and gratuities)
Communications/Home Office Allowance	\$500 per calendar year (submitted within that year). Claims dated within 3 months previous to an election or ward by-election will not be considered during that 3 month period (unless elected official is re-elected).
Social Fund (Optional)	\$1 or \$2 per pay period = 1 or 2 tickets for Christmas party and/or other staff social events
Active Living	\$240 physical activity reimbursement per year

17. Report from Committee of the Whole Council dated February 18, 2002, with respect to Indemnity Payments to Members of City Council.

0146. Moved by Councillor F. Harris, AND RESOLVED:

That the Report from Committee of the Whole Council dated February 18, 2002, with respect to Indemnity Payments to Members of City Council be amended as follows:

That Section 1.b)(ii) be amended to state that the Councillor's Indemnity be based on 33 1/3% of the Mayor's Indemnity, and as well that Administration be instructed to provide a report regarding home office, travel and communication allowances for members of Council.

0147. Moved by Councillor F. Harris, AND RESOLVED:

That the Report from Committee of the Whole Council dated February 18, 2002, with respect to Indemnity Payments to Members of City Council be received; and, that the following recommendations of Committee of the Whole Council, as amended, be approved:

1. That the Indemnity Payments made to members of City Council revert to the 1989 formula adopted following the report of the "Committee to Review the Aldermanic and Mayoral Indemnity Payments for The City of Prince Albert", adjusted to reflect contributions to the Civic Group RRSP, resulting in the following:
 - a) That a 3% contribution of the gross Indemnity for 2001 be made to the Civic Group RRSP on behalf of the Mayor and all Councillors, prior to March 1, 2002;
 - b)(i) That commencing January 1, 2002, the Mayor's Indemnity be based on 50% of the indemnities and expense allowance paid to a Saskatchewan Cabinet Minister, with that amount deemed to include a 6% contribution of the gross Indemnity to the Civic Group RRSP with monthly contributions, and a one-third (1/3) non-taxable

COUNCIL - FEBRUARY 25TH, 2002

component as allowed by the mandatory provisions of Section 39 (5) of The Urban Municipality Act covering "General expenses incidental to the discharge of his duties" which includes non-vouchered car allowance:

	\$48,474
6% RRSP	<u>2,908</u>
Total Indemnity	51,382

- (ii) That the Councillor's Indemnity be based on 33 1/3% of the Mayor's Indemnity, with that amount deemed to include a 6% contribution of the gross Indemnity to the Civic Group RRSP with monthly contributions, and a one-third (1/3) non-taxable component as allowed by the mandatory provisions of Section 39 (5) of The Urban Municipality Act covering "General expenses incidental to the discharge of his duties" which includes non-vouchered car allowance:

	\$16,158
RRSP (6%)	<u>969</u>
Total Indemnity	17,127

2. That a 9% contribution of the gross Indemnity for 2003 be made to the Civic Group RRSP on behalf of the Mayor and all Councillors on a monthly basis commencing January 1, 2003;
3. That the Indemnity Payments to the Mayor and all Councillors be automatically adjusted on the January next following any adjustment to the benchmark of the indemnities and expense allowance paid to Saskatchewan Cabinet Ministers.
4. That the Deputy Mayor's Indemnity Payment be increased to \$100 bi-weekly effective January 1, 2002.
5. That Administration be instructed to provide a report regarding home office, travel and communication allowances for members of Council.

COUNCIL - FEBRUARY 25TH, 2002

11.4 Indemnity Payments for Members of Council (RPT 18-428)

0367. **Moved by:** Councillor B. Edwards
Seconded by: Councillor D. Cody

That effective January 1, 2019, the following be implemented:

1. That the Mayor's Indemnity be based on 57% of the indemnities and expense allowance paid to the Saskatchewan Cabinet Minister; and,
2. That the Councillor's Indemnity be based on 33.6% of the Mayor's Indemnity.

(Councillor D. Nowoselsky was absent for the vote.)

CARRIED

RPT 18-428

TITLE: Indemnity Payments for Members of Council

DATE: July 19, 2018

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That effective January 1, 2019, the following be implemented:

1. That the Mayor's Indemnity be based on 57% of the indemnities and expense allowance paid to the Saskatchewan Cabinet Minister; and,
2. That the Councillor's Indemnity be based on 33.6% of the Mayor's Indemnity.

TOPIC & PURPOSE:

The purpose of this report is to amend the indemnity to members of Council to ensure the current net payments remain close to the same following the Federal Government's elimination of a 1/3 non-taxable allowance effective January 1, 2019.

BACKGROUND:

City Council's Mayor and Councillors Indemnity Resolution states as follows:

- “1. That the Mayor's Indemnity be based on 50% of the indemnities and expense allowance paid to the Saskatchewan Cabinet Minister;*
- 2. That the Councillor's Indemnity be based on 33 1/3% of the Mayor's Indemnity; and,*
- 3. That the Indemnity Payments to the Mayor and all Councillors be automatically adjusted on the January next following any increment to the*

benchmark of the indemnities and expense allowance paid to Saskatchewan Cabinet Ministers.”

The Federal Government within its 2017 Budget eliminated the 1/3 non-taxable allowance payable to members of Council. As of January 1, 2019, the indemnity payable to members of Council will be 100% taxable.

PROPOSED APPROACH AND RATIONALE:

With the proposed Federal Government’s elimination of the 1/3 non-taxable allowance payable to members of Council effective January 1, 2019, the net indemnity payments to members of Council will be reduced. Therefore, it is being requested that the percentages allocated to both the Mayor and Councillors be adjusted, so that their net indemnity payments remain close to the same after the elimination of the 1/3 non-taxable amount.

CONSULTATIONS:

The Federal Government announced within its 2017 Budget without any consultation that the 1/3 non-taxable allowance payable to members of Council would be eliminated effective January 1, 2019.

The City received the attached correspondence from the Federation of Canadian Municipalities, which urged the Federal Government to reverse its decision regarding the elimination of the non-taxable allowance.

Discussions in regards to the elimination of the 1/3 non-taxable allowance and to ensure that members of Council continue to receive their current net indemnity payments were undertaken by the City Manager, City Clerk, Payroll Manager and Mayor Dionne.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Public Notice to the public was provided as outlined below within the Public Notice Section.

FINANCIAL IMPLICATIONS:

The Budget for Indemnity Payments for members of City Council will increase by \$38,880 in 2019.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no options to the recommendation, policy, financial, or privacy implications, official community plan implementation strategies or other considerations.

STRATEGIC PLAN:

This report supports the strategic goal of fiscal management and accountability by the following:

- By maintaining the level of resources necessary for members of Council to provide municipal services to the residents of the City;
- Being accountable.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Subsection 3(k) of Public Notice Bylaw No. 24 of 2015. The following notices were provided at least seven (7) days prior to the meeting at which Council is considering the matter:

1. Notice was published in the Prince Albert Daily Herald on July 26, 2018;
2. Notice was posted on the Bulletin Board at City Hall on July 18, 2018; and,
3. Notice was posted on the City's website on July 18, 2018.

ATTACHMENTS:

1. FCM Correspondence - Federal Budget Impact on Tax Exemptions
2. Public Notice Advertisement

Written by: Sherry Person, City Clerk

Approved by: Director of Financial Services & City Manager

**President
Présidente**

Jenny Gerbasi
Deputy Mayor
City of Winnipeg, MB

**First Vice-President
Première vice-présidente**

Sylvie Gonneau
Conseillère
Ville de Gatineau, QC

**Second Vice-President
Deuxième vice-président**

Bill Karsten
Councillor
Halifax Regional
Municipality, NS

**Third Vice-President
Troisième vice-président**

Garth Frizzell
Councillor
City of Prince George, BC

**Past President
Président sortant**

Clark Somerville
Councillor
Regional Municipality
of Halton, ON

**Chief Executive Officer
Chef de la direction**

Brock Carlton
Ottawa, ON

October 2, 2017

The Honourable Bill Morneau, P.C., M.P.
Minister of Finance
House of Commons
Ottawa, Ontario
K1A 0A6

Dear Minister:

Each year at FCM's March and September Board meetings, and again at our Annual Conference in June, FCM's Board of Directors considers resolutions submitted by its membership. Resolutions adopted by FCM's Board of Directors help inform FCM's policy and advocacy priorities with the Government of Canada. Adopted resolutions represent municipal issues of national significance that fall within federal jurisdiction and therefore require a strong federal partner to help find a solution. The attached resolution, **Federal Budget Impact on Tax Exemptions**, was adopted by FCM's Board of Directors at its September 2017 meeting in Wood Buffalo, Alberta.

The proposed change in Budget 2017 to eliminate the 1/3 non-accountable allowance that is currently non-taxable to certain municipal office holders will potentially require an overall increase to the total remuneration provided to Councillors in certain communities. This would potentially require a tax increase by municipalities to fund an increase in salary and benefits, unless off-setting reduction could be found. Smaller and less well-resourced local governments could have difficulty providing an appropriate level of remuneration to elected officials. For example, for rural councillors who might make an annual remuneration of \$15,000 or less, an exemption like this helps to cover mileage, telephone and Internet use – expenses not always compensated fully in remuneration.

.../2

24, rue Clarence Street,
Ottawa, Ontario, K1N 5P3

T. 613-241-5221
F. 613-241-7440

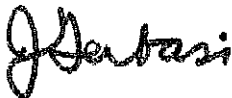
www.fcm.ca



This proposed change was announced without prior consultation with the municipal sector. FCM encourages the federal government to ensure meaningful consultation with municipalities when changes are made that impact municipal elected officials. In support of the attached resolution, FCM urges the Government of Canada to review and consider reversing the changes to the 1/3 non-accountable allowance for municipal elected officials.

We look forward to working with you to ensure that the municipal perspective is considered in consultations about future changes to tax exemptions relating to municipal officials or having an impact on local governments. With any questions or for further information, please have your staff contact Hardave Birk, Government Relations Advisor at 613-907-6331 or hbirk@fcm.ca.

Sincerely,



Jenny Gerbasi
Deputy Mayor, City of Winnipeg
FCM President

Enclosure

May 15, 2017

Federal Budget Impact on Tax Exemptions

WHEREAS, proposed measures announced during the 2017 Federal Budget would remove the tax exemptions for the 1/3 non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders,

AND WHEREAS no consultation with elected officials was conducted prior to the announcement,

AND WHEREAS impacts to public service compensation could discourage youth from seeking elected office,

RESOLVED, That the Federation of Canadian Municipalities urge the Federal Government to reverse this direction.

Capital Regional District, BC

September 2017 BOARD OF DIRECTORS DECISION: A – Concurrence. Resolution adopted



CITY OF PRINCE ALBERT

PUBLIC NOTICE

The City of Prince Albert hereby gives notice, pursuant to Section 102 of The Cities Act, and the Public Notice Policy Bylaw No. 24 of 2015, of its intention to amend the Council Members Indemnity.

Reason for Change: The Federal Government within its 2017 Budget eliminated the 1/3 non-taxable allowance payable to members of Council.

As of January 1, 2019, the indemnity payable to members of Council will be 100% taxable. Therefore, it is necessary to amend the indemnity to members of Council to ensure their current net payments will remain the same.

Particulars of this matter will be considered at the following City Council meeting:

August 7, 2018 at 2:00 p.m. - Council Chamber, City Hall, 1084 Central Avenue, Prince Albert, SK

If any person wishes to appear before City Council regarding this matter, please provide your submissions to the City Clerk by 4:45 p.m. on Tuesday, July 31, 2018. Please visit www.citypa.ca or call the City Clerk's Office at 306-953-4305 for further information on the requirements to appear and regarding the proposed amendments.

Issued at the City of Prince Albert, this 26th day of July, 2018.
Sherry Person, City Clerk

*Prince Albert Daily Herald
July 26, 2018*

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	1 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

1. POLICY

1.00 Automobile Travel:

Rental Vehicles

Effective October 2002 (January 1, 2004 for City Council), the utilization of rented vehicles in lieu of the use of personal vehicles was implemented. A calculation of vehicle travel costs using the Rental versus Personal Vehicle form is to be used to determine the most economical mode of transportation to and from destinations. This will be the supporting documentation for the amount of costs that the City will cover. If a Traveller chooses to utilize their personal vehicle over a lower cost option, they shall only be reimbursed the lower cost (not the per kilometre reimbursement). Regular reviews of fuel prices at the pump will be completed and the above noted Form adjusted if necessary. It is the responsibility of the Department Heads to pre-approve travel and assure that the most economical means of transportation is utilized.

For safety reasons, during the **winter months of December 1st to March 31st inclusive**, utilization of personal vehicles will be permitted. For City Travellers opting to use their personal vehicle, reimbursement will be made at the personal kilometre rates as defined under Section 7 of this Policy. The direct supervisor must approve these travel costs prior to being incurred to ensure budget compliance.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	2 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

The rental vehicle must be intermediate (compact or economy car) unless three or more City Travellers are travelling together, in which case, a mid-size, mini-van or full-size vehicle is acceptable. If an individual chooses to utilize their personal vehicle over a lower cost option, the Rental versus Personal Vehicle cost analysis must be attached to the Travel Claim and Expense Form and shall only be reimbursed the lower cost (not the per kilometre reimbursement).

Private Vehicle

Should a rental vehicle not be available, an allowance which provides compensation for use of a personal vehicle, plus any associated parking costs, shall be paid in compliance with the rates as identified in Section 7.03.

In this case, a written note from the City's Rental Vehicle Tender Company is required confirming the non-availability of a rental vehicle. It is recommended that travellers should book a rental vehicle at least one week before their trip to give reasonable time to arrange for a rental vehicle.

Travellers are responsible for all operating and maintenance costs associated with the use of privately owned vehicles on City business, including licensing and insurance.

Where two or more Travellers travel in the same vehicle, only one vehicle allowance claim will be permitted. Travellers travelling to the same business function must car pool to realize economies if their departure and return schedules allow for this to occur.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	3 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

Charges for parking tickets, and any other traffic offences including license surcharges, will not be paid by the City.

Associated parking costs will be reimbursed to the individual by attaching supporting receipts to the Travel Claim and Expense Form. If on-street metered parking is required, the City shall reimburse Travellers to a maximum amount per day identified in 7.03.

Travellers, on a monthly per kilometre reimbursement, must complete the Monthly Vehicle Usage Form, and have it approved by the Department Head. For those individuals, the following shall apply:

- A minimum per day, for each day they utilize their private vehicle for City business, or the approved kilometre rate.
- No reimbursement will be made for any travel between an individual's residence and his/her office or usual place of work (Noon hour included).
- Individuals reimbursed on a fixed, monthly allowance will have the total annual sum shown on their T-4 slip as a taxable benefit. All reimbursement, on a per kilometre basis, is non-taxable.

All taxi charges must be supported by receipts showing the details of each trip (i.e. amount charged, date, location or description of departure and destination points).

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	4 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

City personnel assigned a City vehicle for use during normal working hours will not be allowed to drive the unit home at the end of the work day or at lunch breaks. The only exception to this will require authorization of an employee's Department Head. The vehicles are for business only.

1.01 Vehicle Allowances

- The Mayor will be provided a \$650 per month vehicle allowance for in-city use of their personal vehicle to attend to City business.
- Each Councillor will be provided a \$200 per month vehicle allowance for in-city use of their personal vehicle to attend to City business.

1.02 Accommodations

- a) Travellers are expected to seek accommodation in the least expensive rooms of the hotel/motel they have chosen (i.e. standard room vs. suite).
- b) Where designated conference hotels are provided, the Traveller should select the lowest cost conference hotel available at the time of booking.
- c) If the timing of the event requires the Traveller to arrive the night before, accommodations will be paid for that night, as well as the nights of the event.
- d) If the time of the event requires the Traveller to stay over an additional night after the event, accommodation will be paid for that night as well.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	5 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

- e) Actual and reasonable reimbursement, supported by original receipts and approved by their Department Head or designate, will be made to an employee. For City Councillors, approval will be from the Mayor.
- f) Any **personal charges on hotel bills** are to be deducted prior to submission for reimbursement. Travellers will not be reimbursed for:
- Internet charges incurred at the hotel or meeting site unless essential for City business purposes.
 - Hotel charges while on City travel for in-room movies, bar costs, or similar personal or entertainment expenses.
 - Alcoholic beverages.
 - Meals – meal costs are to be reimbursed according to per diem amounts on the Travel Claim and Expense Form.
- g) Travellers should request preferential rates such as government or corporate rates, including the SUMA Advantage Host Hotel Program (available on SUMA's Website).
- h) An amount of \$35 per night will be paid for accommodation in private residence or in private trailers, no receipt is required. Private accommodation means staying at a residence of a friend or relative member. This does not include any accommodations that is owned by the employee, or where the employee's immediate family resides.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	6 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

1.03 Meal Allowance

- a) Reimbursement for meals to Travellers away on City business will be made in accordance with the rates set by the Public Service Commission of Saskatchewan.
- b) No claim for a meal allowance may be made for:
 - o Breakfast, if departure is later than 7:30 am, or the return is earlier than 8:30 am.
 - o Dinner, if departure is later than 11:30 am, or the return is earlier than 12:30 pm.
 - o Supper, if departure is later than 5:30 pm, or the return is earlier than 6:30 pm.
 - o Only three meals may be claimed in one day.
- c) Travellers attending any conferences, seminars, meetings, etc., where any meal is supplied, shall not claim an allowance for the applicable meal, as that individual incurred no cost.
- d) Claims for meal allowances must be submitted in the Travel Claim and Expense Form for reimbursement. Receipts are not required for reimbursement.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	7 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

- e) When a Traveller leaves for a destination outside of Saskatchewan, rates for “within the province” shall apply until such time as he/she crosses the provincial border, thereafter rates for “outside the province” shall apply. The same conditions apply on the return trip.

- f) The meal allowance rates as identified within this policy are intended to cover meals, goods and services tax, and gratuities. It is recognized that individual meal prices may vary above or below these limits at times, but that these allowances are intended to provide a reasonable reimbursement over the duration of the trip. Any costs over and above **the daily per diem meal allowance rate will not be reimbursed.**

- g) Except as provided under *Section 1.04 – Business Meals*, Travellers are not eligible to charge meals to any City Corporate Master Card. All meals incurred by Travellers must be submitted by a Travel Claim and Expense Form. If an individual charges a meal cost to a City Corporate Master Card, that individual will be required to submit reimbursement payment as per charged on the corporate card, and obtain meal allowance through the Travel Claim and Expense Form.

1.04 Business Meals

- a) Business meals are those meals taken with clients, business prospects, and prospective employees for the purpose of recruitment during which a specific business discussion takes place.

- b) Business meals also includes meals served in conjunction with hosted events such as training workshops, conferences, committee or board meetings, award ceremonies, off-site planning and strategic planning retreats, and recognition receptions.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	8 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

- c) Reasonable meal expenses including non-alcoholic beverages and food are eligible for reimbursement (including gratuities up to 15%).
- d) Business meals are eligible to be charged to a City Corporate Master Card. Receipts must be attached.
- e) Business meals can be charged by members of Council, City Manager or Department Heads. If a business meal is required by Senior Administration, the employee must first obtain approval by their Department Head.

1.05 Incidental Expenses

Travellers may claim an allowance in accordance with the rates identified within this policy for each night of travel, to cover incidental costs such as personal phone calls. No receipts are required for this allowance. Must be overnight stay only.

1.06 Conference and Seminar Fees

Attendance at courses, seminars, workshops, and conferences will be submitted for review and approval to either a Department Head, City Manager, Mayor, Board of Police Commission, or Committee as per normal registration authorization process. Conference-Seminar Receipts are required.

Council members are allowed to charge expenses for attending the Mayor's Annual State of the City Luncheon, Chamber of Commerce Luncheons, and other similar events where there is a registration fee, to

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	9 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

the Conventions and Delegations Expense Account, subject to the Mayor's approval.

1.07 Councillor's Individual Travel Budget

- a) Each Councillor will be allocated funds for travel per year annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process.
- b) A Councillor's Travel Claim may include all accommodations, travel, meals and incidentals for attending meetings as a member of Council.
- c) Any travel expenses arising from attendance at the annual SUMA and FCM conferences will be funded from this budget.
- d) Any accommodations, travel, meals and incidentals for attending out of town meetings as an appointed member on City Council's various Boards, Committees and Commissions may not be deemed to be part of their Councillor Individual Travel Budget Allotment for the respective year.
- e) Each Councillor Individual Travel Budget must not exceed the approved budget per year limit without express pre-approval by the Mayor for any proposed over-expenditure.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	10 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

- f) Where the funds are used for travel, Councillors will follow the guidelines set out in this policy, and will be reimbursed in accordance with this policy.
- g) No spousal expenses will be paid or reimbursed.
- h) The amount in this budget will be pro-rated during an election year in order to ensure that sufficient funds remain for the newly-elected members of Council.

1.08 Mayor and Councillor Per Diem

A per diem allowance of \$200 per day is provided for members of Council. A per diem allowance of \$100 is provided for each one-half (1/2) day.

To receive a per diem, the Per Diem Report Sheet must be filled out and submitted to the Mayor for authorization. Per Diem Report Sheets can be obtained for completion either in the Mayor or City Manager's Office.

1.09 Spouse/Companion/Family Travel

If the Travellers are accompanied by a spouse, companion or family members, the following points will apply:

- For convenience, Travellers may arrange a spouse, companion, or family air travel and accommodations at the same time that the Traveller's arrangements are made for the same trip. However, the Traveller must make payment arrangements personally for air travel or any other additional costs resulting from the spouse, companion or family members.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	11 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

- Where the hotel has a single occupancy rate, charges for more than one single occupancy will not be paid by the City.
- The City will not pay for any conference or seminar registration fees for the Traveller's spouse / companion / family, including conference companion programs. However, the Traveller may make payment arrangements personally for fees of a spouse, companion or family members.
- If the Traveller makes plans for someone to accompany them and the trip is cancelled by the City, the City bears no responsibility for costs incurred other than those directly related to the Traveller.

1.10 Travel Advances

Travellers will be advanced money upon request to cover their anticipated travelling expenses, subject to the following:

- The Traveller is entitled to a travel advance not to exceed the amount that the Traveller would reasonably be expected to incur while travelling. This amount would include estimated accommodation, meal and incidental costs. The amount requested must be approved by the Department Head or designate.
- Funds will be remitted on the Traveller's behalf for payment for airline reservations and conference or seminar fees provided that appropriate arrangements are made with Financial Services staff prior to the date the funds are required.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	12 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

- Travellers are accountable for all travel expenses advanced on their behalf, and shall complete a Travel Claim and Expense Form accounting for all expenses within thirty (30) days after return. Advances in excess of actual travel costs must be repaid by the Traveller within thirty (30) days after return.
- Advances not repaid within thirty (30) days after the trip may be considered payroll advances at the discretion of Financial Services.

1.11 Air Travel

- a) Travellers required to fly to their destination have the option of **booking their flights on-line using their City Corporate Master Card or the Corporate Executive Master Card** or booking their flight through a local travel agency with the actual costs for airline tickets being invoiced directly to The City of Prince Albert.
- b) Travellers shall book Economy Class flights as early as possible to take advantage of any early booking discounts that may be available.
- c) Flight insurance (*cancellation and medical insurance*) for Travellers required to travel on behalf of the City may be available through our insurance broker. Travellers who desire flight insurance may contact the broker; however, all associated costs would be the responsibility of the individual. As this is optional, there would be no reimbursement to the individual.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	13 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

- d) Travellers who choose to travel via personal vehicle, in lieu of air travel, shall claim the lower of;
- o The number of kilometres traveled, multiplied by the current reimbursable mileage rate, or
 - o The rental vehicle rate, or
 - o The equivalent airfare of Economy Class seat booked thirty days in advance.

e) Parking at Airport

Any Traveller whose trip is more than 7 days is advised to drop off the rental vehicle to the City's Rental Vehicle Tender Company in Saskatoon. When a traveller comes back after training, he/she will pick up a rental vehicle at the City's Rental Vehicle Tender Company in Saskatoon and will drop off at its Prince Albert location.

2. PURPOSE

- 2.01 The purpose of this policy is to define the expectations and level of reimbursement to Travellers as it relates to any travel expenses incurred while conducting business on behalf of the City of Prince Albert.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	14 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

3. SCOPE

- 3.01 All employees and members of Council of The City of Prince Albert, including Fire and the Prince Albert Police Service employees.
- 3.02 Appointed members of City of Prince Albert City Committees, Boards and Commissions travelling on City business as authorized under Section 4.03.
- 3.03 For employees covered under a collective bargaining agreement, the terms of the collective bargaining agreement will apply in the event of a difference with this policy.

4. RESPONSIBILITY

- 4.01 For employees of the City of Prince Albert:
- Travel, within the Province, must be pre-approved by an employee's Department Head.
 - Travel, outside of the Province, but within Canada, must be pre-approved by the City Manager.
 - Travel, elsewhere, must be pre-approved by City Council.
- 4.02 For City Council members:
- Travel, within the Province, must be pre-approved by the Mayor.
 - Travel, outside of the Province, but within Canada, must be pre-approved by the Mayor.
 - Travel, elsewhere, must be pre-approved by City Council.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	15 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

- 4.03 Travel on behalf of City of Prince Albert City Committees, Boards and Commissions, including travel by employees as employee representatives of such bodies, requires the approval of the Department Head and/or appropriate Committee, Board or Commission. This approval should be provided in writing at the time travel arrangements are initiated.
- 4.04 Travellers are responsible for ensuring that all travel expenses are in accordance with this policy and were incurred for business purposes.
- 4.05 Financial Services will review the rates of the Public Service Commission of Saskatchewan annually in April of each year to review their rates for vehicle mileage reimbursement and meal allowances.
- 4.06 Fuel prices will be reviewed quarterly in the first week of January, April, July, and October and “Rental Versus Personal Vehicle Form” in CoPA website will be updated accordingly. Travelers are advised to use most updated forms from CoPA website.

5. DEFINITIONS

- 5.01 Traveller - For purposes of this policy, a “Traveller” is defined as a City of Prince Albert employee, an elected member of City Council, an appointed member of a City of Prince Albert Committee, Board or Commission, or any other person travelling on City business.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 City of Prince Albert Purchasing Policy

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	16 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

7. PROCEDURE

7.01 Travellers will be reimbursed for allowable personal expenses incurred in the performance of their duties upon completion and approval of a Travel Claim and Expense Report. Such claims must be submitted within thirty (30) days of the date of return.

7.02 Travellers who frequently incur business expenses, on behalf of the City of Prince Albert may, subject to authorization, obtain a City of Prince Albert Corporate Master Card to reduce the personal outlay of cash or credit. Refer to Purchasing policy for more details.

7.03 Approved Travel Rates/Parking – Effective **May 15, 2023**:

Private vehicle kilometer rates are calculated using current rates as approved by the Government of Saskatchewan.

Daily parking rates:

In paid lots – Amount as per receipt

On street metered parking - \$4.00 daily maximum

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	3.11
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	May 15, 2023
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	17 of 17
		Replaces:	3.10
Issued by:	Steve Brown, Director of Financial Services	Dated:	April 11, 2022
Approved by:	Sherry Person, City Manager	Procedure Amendment	May 15, 2023

7.04 Approved Meal Rates – Effective **May 15, 2023**:

In Province and Out of Province approved meal rates are calculated using current rates as approved by the Government of Saskatchewan and include reimbursement for GST and gratuities.

7.05 Incidental Per Diem \$6.00 Per overnight stay only

7.06 Travel and Expense Claim Form

7.07 Rental versus Personal Vehicle Form

7.08 Monthly Mileage Form



EFFECTIVE DATE

November 1, 2006

**CITY OF PRINCE ALBERT
ELECTED OFFICIAL POLICY
COMMUNICATIONS / HOME OFFICE ALLOWANCE**

PURPOSE OF POLICY

This policy is to define valid expenses payable to elected officials by the Corporation of The City of Prince Albert, as they may relate to expenses incurred for Ward communications and/or the set up and maintenance of a home office for the purpose of communicating with the City. Elected Officials shall be referred to as officials throughout this Policy.

This policy does not apply to the elected position of Mayor.

POLICY

Officials are entitled to communicate en masse with residents within their Ward, whether that is via written publication or town hall meeting. Officials are also entitled to receive reimbursement for certain costs associated with the set up and/or maintenance of home office equipment and supplies for the purpose of communicating with the City.

Officials that incur such expenses during the performance of their duties shall be able to access no more than \$500 per calendar year, subject to authorization, for both Communications and Home Office expenses. **Such claims must be submitted within that year for the purchase of goods or services.**

Claims dated within three (3) months previous to an election (or Ward by-election) will not be considered during that three month period. However, current Elected Officials who are re-elected to the Office may submit any Ward Communications or Home Office Allowance claims incurred during the three (3) month period previous to an election (or Ward by-election) for reimbursement of costs incurred by the re-elected Official following the election or Ward by-election.

AUTHORIZATION

Expenses incurred for Ward Communications must be submitted with a valid third party receipt and are subject to approval by the Mayor.

Expenses incurred for Home Office equipment or supplies must be submitted with a valid third party receipt and are subject to approval by the Mayor.

**CITY OF PRINCE ALBERT – ELECTED OFFICIAL POLICY
COMMUNICATIONS / HOME OFFICE ALLOWANCE**

POLICY – WARD COMMUNICATION

1. Reasonable expenses associated with the cost of developing and distributing a written publication to Ward residents, such as printing, distribution, postage, photocopying, etc., will be considered. Please note that delivery/distribution must take place at a third party location and not through current City Hall postal delivery.
2. Reasonable costs associated with hosting a town hall meeting, such as facility rental, advertising, refreshments, printing, photocopying, etc. will be considered.

POLICY – HOME OFFICE ALLOWANCE

1. Reasonable costs associated with the purchase and/or maintenance of standard home office equipment, including but not limited to computer hardware, computer software, photocopier, facsimile, etc. will be considered.
2. Reasonable costs associated with the purchase of home office supplies, including but not limited to paper, printer/facsimile cartridges, etc. will be considered.
3. Officials accessing the Home Office Allowance for the purchase or maintenance of communications equipment such as computers or facsimiles are deemed accessible with such mode of communication (e.g. personal computers must have a valid email address at which an Official can be accessed).
4. This policy will exclude payment of operational costs such as telephone, facsimile, cellular or Internet access.

11.6 COPA Active Living Program (RPT 21-540)

0439. **Moved by:** Councillor T. Zurakowski
Seconded by: Councillor B. Edwards

That Elected Officials be eligible under the City's Active Living Program starting January 1, 2022.

CARRIED



City of
Prince Albert

RPT 21-480

TITLE: COPA Active Living Program

DATE: October 29, 2021

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the recommendation from the Management Committee to include the Elected Officials as eligible under the City's Active Living Program be approved starting January 1, 2022.

TOPIC & PURPOSE:

To provide City Council with information about the City of Prince Albert (COPA) Active Living Program for eligible employees, for the consideration and approval of including Elected Officials as eligible under the COPA Active Living Program starting January 1, 2022.

BACKGROUND:

The COPA Active Living Program was developed in 2006 and came in to effect January 1, 2007. The City of Prince Albert strives to be a leader in employee wellness, recruitment and retention. The benefits of active living are proven to increase employee health and well-being, satisfaction and engagement, productivity, and morale.

The **purpose** of the program "That the City of Prince Albert take a leadership role in educating, motivating, and empowering City of Prince Albert employees to make healthy lifestyle choices that improve their physical activity level and overall health and wellness."

The **goal** is "To promote physical activity, healthy behaviors and wellness amongst employees."

Eligible employees for the City of Prince Albert Workplace Active Living Program include:

- Permanent CUPE 882 employees
- Permanent CUPE 160 employees
- Permanent Prince Albert Firefighters Local 510
- Permanent Out-of-Scope City employees
- Permanent Out-of-Scope Prince Albert Police employees
- Non-permanent CUPE 882 employees with 2400 hours of employment
- Permanent Prince Albert Police Association

As outlined in the attached Active Living Program Financial Totals 2007 to date, the access to the program has increased since its inception. There are approximately 390 eligible employees for the COPA Active Living Program. The first year of implementation (2007) had 45 employees access the program. This number has grown to as many as 144 in 2019. More employees are also accessing the maximum amount of the benefit (Component 1 maximum is \$240).

There are many employers across the province and country that provide similar programs to their employees and the value of these benefits are well researched and documented. The Covid-19 pandemic has elevated the importance and value of healthy living. It also created challenges with group physical activity/fitness program participation. The Active Living Program committee made temporary eligibility additions to the program in 2020, see the attached 2021 Guidelines for specifics noted in red font.

PROPOSED APPROACH AND RATIONALE:

The Active Living Program has three components as outlined in the attached Active Living Program 2021 Guidelines. These are summarized below. As mentioned, the guidelines have been changed for 2021 and 2022 impacted by the pandemic and noted in red font.

1. MAXIMUM \$240.00 PHYSICAL ACTIVITY REIMBURSEMENT PER ACTIVE LIVING PROGRAM YEAR which can include one or more of the following options:
 - a) 100% reimbursement on City of Prince Albert facilities' physical activity/fitness memberships and fitness classes/programs in person or virtual (for employees only).
 - b) 50 % reimbursement on physical activity/fitness memberships and fitness classes/programs in person or virtual at non City of Prince Albert facilities.
 - c) 50% reimbursement of individual registration fees to participate in a league or team sport;
 - d) 100% reimbursement on physical activity/fitness equipment for eligible physical activity/fitness or leagues and team sports.

2. **FAMILY/PUBLIC SWIMMING & SKATING REIMBURSEMENT** 100% of admission fees will be reimbursed for eligible employees and their immediate family who reside in the same residence (spouse/children for which you are their legal guardian) when attending public/family swimming and/or public skating sessions together at the Frank J. Dunn Swimming Pool, Kinsmen Water Park, and Dave G. Steuart Arena. No maximum reimbursement. This includes single admission, or 5 or 10 pack passes.

Please note that both components 1 and 2 are taxable benefits and will be shown on employee T-4 forms.

3. **PHYSICAL ACTIVITY AND WELLNESS CHALLENGES & INITIATIVES** As able, the City of Prince Albert will provide information and initiatives to encourage physical activity and wellness (i.e. city program guides, challenges/contests, and education).

Staff are encouraged to think of COPA facilities and physical activity programs first (example AJFH, Margo Fournier, etc.).

The operating year of the Active Living Program is the calendar year, January 1 to December 31 annually.

The Active Living Program has had guideline and administrative changes since its inception in 2007. Prior to 2018, Community Services staff administered the program manually. Starting in 2018, Johnston Group has administered the program, through the "Lifestyle Account". The guidelines and budget are reviewed annually by the Active Living Program Committee for suggested changes.

If the Elected Officials are added to the Active Living Program eligibility employee groups, the 2022 guidelines will be updated to reflect this addition, including the background, purpose and goal.

CONSULTATIONS:

- A COPA Active Living Program committee meets at least once a year to review the guidelines and budget, as well as the administration of the program and suggest any changes of the upcoming year. This includes (their specific roles are also noted below):
 - Human Resources Coordinator – is the main contact with HR that fields questions regarding eligibility
 - Arts & Culture Coordinator – is the program lead, calls the meetings, updates the guidelines, reports on usage quarterly and follows up on any issues with Johnston Group (Maximum Benefit), communicates to COPA staff, facilitates the challenges (Component 3)
 - Payroll Manager – provides quarterly usage reports, assist with any claims that need to be repaid to the City, manages taxable benefits
 - Director of Community Services or designate

- Director of Financial Services or designate
- Director of Corporate Services or designate
- We have researched similar programs in other municipalities and corporations to consider best practices.
- Surveys have been done every few years by the ALP staff lead (Arts & Culture Coordinator) to get feedback on the overall program/guidelines, as well as the challenges and initiatives (component three).

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

- As discussed above, both the Human Resources Coordinator and the Arts & Culture Coordinator provide ongoing communication to the employees regarding the program.
- Physical Activity Challenges (Component 3, usually two per year) are also communicated to all employees.

POLICY IMPLICATIONS:

- While there is not a COPA Wellness Policy, the COPA Active Living Program contributes to the health and wellbeing of employees.
- Occupational Health & Safety Policy

FINANCIAL IMPLICATIONS:

The addition of the Elected Officials will increase the usage of this program and budget. If all nine City Council members access the program at the maximum of Component 1, the cost would be \$240 X 9 for a total of \$2,160 (Component 1 only). City Council may wish to consider increasing the budget for 2022 at the 2022 budget deliberations, or in future years.

As noted in the attached Active Living Program Financial Totals 2007 to date, the access to the program to Sept.30, 2021 (3/4 of the year) equates to \$18,054.83. The 2021 budget is \$25,000. As attached to this report, the proposed 2022 budget is also \$25,000. It is possible and probable that the 2021 budget is maxed out or exceeded.

PRIVACY IMPLICATIONS:

There are no privacy or other implications.

STRATEGIC PLAN:

Active and Caring Community Goal

OFFICIAL COMMUNITY PLAN:

Section 9 of the OCP titled "Parks, Recreation and Natural Areas" identifies a number of goals, which aim to promote the health and wellbeing of all City residents.

OPTIONS TO RECOMMENDATION:

That the City Council develop a program that mirrors the employee COPA Active Living Program, or develop their own program, under their benefits.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION:

Verbal, Judy MacLeod Campbell

ATTACHMENTS:

1. Active Living Program 2021 Guidelines
2. Active Living Program Financial Totals 2007 to date
3. Active Living Program 2022 Proposed Budget

Written by: Judy MacLeod Campbell, Arts & Culture Coordinator

Approved by: Director of Community Services and City Manager



City of
Prince Albert

ACTIVE LIVING PROGRAM 2021 GUIDELINES

The City of Prince Albert Active Living Program was launched on January 1st, 2007. The City of Prince Albert strives to be a leader in employee wellness, recruitment and retention. The benefits of active living are proven to increase employee health and well-being, satisfaction and engagement, productivity and morale.

Please note: 2021 will include some temporary eligibility additions to the benefits available in the Active Living Program Guidelines. These are noted in red font.

PURPOSE OF THE PROGRAM: That the City of Prince Albert take a leadership role in educating, motivating, and empowering City of Prince Albert employees to make healthy lifestyle choices that improve their physical activity level and overall health and wellness.

GOAL: To promote physical activity, healthy behaviors and wellness amongst employees.

ELIGIBLE EMPLOYEES:

Eligible employees for the City of Prince Albert Workplace Active Living Program include:

- Permanent CUPE 882 employees
- Permanent CUPE 160 employees
- Permanent Prince Albert Firefighters Local 510
- Permanent Out-of-Scope City employees
- Permanent Out-of-Scope Prince Albert Police employees
- Non-permanent CUPE 882 employees with 2400 hours of employment
- Permanent Prince Albert Police Association

PROGRAM YEAR and REIMBURSEMENT DEADLINES:

The "Operating Year" for the Active Living Program will be the calendar year, January 1 – December 31 annually. Reimbursements can be submitted at any time throughout the program year. **The deadline is December 10, 2021** for any 2021 claims, with a **final deadline of December 31, 2021**. Claims for previous years (retroactive reimbursement) will not be accepted or paid.

The City of Prince Albert encourages everyone to be active!

PROGRAM ADMINISTRATION:

Johnston Group will administer the City of Prince Albert Active Living Program. Reimbursement claims for Components 1 and 2 of the Active Living Program can be made at any time throughout the year, similar to chiropractic treatment or massage therapy. Employees will need to register online with Maximum Benefit at www.my-benefits.ca. You may also want to download and use the app for faster submissions. A paper submission is also available. The Active Living Program can be viewed in the **Lifestyle Spending Account** of your account. **Please ensure your receipts are detailed with your name, date and active living program information (i.e. public swimming, membership, fitness class, etc.).**

ACTIVE LIVING PROGRAM COMPONENTS:

1. **MAXIMUM \$240.00 PHYSICAL ACTIVITY REIMBURSEMENT PER ACTIVE LIVING PROGRAM YEAR** which can include one or more of the following options:

- a) **100% reimbursement on City of Prince Albert facilities' physical activity/fitness memberships and fitness classes/programs in person or virtual (for employees only).**

Think COPA first! ☺ Please see the AJFH brochure of all available programs and opportunities.

City of Prince Albert Physical Activity/Fitness eligible programs include:

- ✓ Recreation Pass: allows unlimited access to all amenities at the Alfred Jenkins Field House (AJFH), as well as drop in activities at the AJFH, Margo Fournier Centre and Frank J. Dunn Pool.
- ✓ Alfred Jenkins Field House: memberships, fitness classes/programs (see their program guide – i.e. Boot Camp, Learn to Run), rock climbing
- ✓ Margo Fournier Centre: drop in fitness programs, fitness classes/programs
- ✓ Arts Centre: physical activity programs (i.e. Yoga, T'ai Chi)
- ✓ Kinsmen Water Park: adult swim lessons, lane swimming, seasonal memberships, or aquacise programs
- ✓ Frank J. Dunn Pool: adult swim lessons, lane swimming, seasonal memberships, or aquacise programs
- ✓ Cooke Municipal Golf Course: all activities – memberships, golf rounds, lessons
- ✓ Kinsmen Ski Centre: all activities – programs, passes/admissions, lessons

Non-eligible programs include: ice/gym/room rentals

- b) **50 % reimbursement on physical activity/fitness memberships and fitness classes/programs in person or virtual at non City of Prince Albert facilities.**

The City of Prince Albert encourages everyone to be active!

Examples include: Private Fitness Centres (ex. Good Life, 4 Horseman), boxing, karate, cross country skiing, dance, horseback riding, and golf (ex. Fairview, Kachurs).

c) 50% reimbursement of individual registration fees to participate in a league or team sport;

Eligible activities include:

- ✓ Individual registration fees to participate in a league or team sport. Hockey, curling, volleyball, basketball, softball, slo-pitch, fastball, and bowling would be eligible only with the original receipt from your team confirming payment of your individual registration fee.

Non-eligible activities include:

- ✓ Individual sport registration fees
- ✓ Registration or participation fees for weekend tournaments (curling, volleyball, softball, etc.) or individual registration fee to join a club/organization.
- ✓ Travel costs to participate in programs
- ✓ Exercise Clothing/Footwear of any kind

d) 100% reimbursement on physical activity/fitness equipment for eligible physical activity/fitness or leagues and team sports.

Examples include: Free weights, treadmill, skates, and snowshoes.

Non-eligible includes: All exercise clothing, footwear, water bottles.

- 2. FAMILY/PUBLIC SWIMMING & SKATING REIMBURSEMENT 100% of admission fees will be reimbursed for eligible employees and their immediate family who reside in the same residence (spouse/children for which you are their legal guardian) when attending public/family swimming and/or public skating sessions together at the Frank J. Dunn Swimming Pool, Kinsmen Water Park, and Dave G. Steuart Arena. No maximum reimbursement. This includes single admission, or 5 or 10 pack passes.**

Please note that both components 1 and 2 are taxable benefits and will be shown on employee T-4 forms.

- 3. PHYSICAL ACTIVITY AND WELLNESS CHALLENGES & INITIATIVES As able, the City of Prince Albert will provide information and initiatives to encourage physical activity and wellness (i.e. city program guides, challenges/contests, AND EDUCATION).**

The City of Prince Albert encourages everyone to be active!

Active Living Program

Account # 1-2-12913-142; was 1-2-12131-142
As of: Sept.30, 2021

NOTE: 2019 includes costs from 2018 made in the first two weeks of 2019 (gross period provided with transition to Johnson Group)

Budget	YEAR																				used Max. \$240	Over \$240	
	2007 (Oct-New)	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2017	2017	2018	2018	2019	2019	2020	2020	2021	2021			
Out of Scope - 80																							
Cupe 882 - 55																							
Firefighters - 43																							
Police - 96																							
Cupe 160 - 115																							
Total Employees - 389	45	47	60	50	49	93	109	102	112	119													
Total Employee Reimbursement	\$4,274.10	\$2,110.08	\$3,388.36	\$6,513.85	\$7,030.06	\$11,606.18	\$14,547.68	\$12,868.40	\$11,452.18	\$9,886.26	\$20,586.53		\$21,831.90	\$26,681.32		\$16,206.72		\$16,788.63					

	Nov/Dec 2016
Out of Scope	
Cupe 882	\$453.95 4
Firefighters	\$271.52 1
Police	\$50.00 1
Cupe 160	\$996.71 11
Total Employees	\$1,777.84 18
Total Employee Reimbursement	\$1,950.02
TOTAL	\$22,936.55 123

Ramona
Total \$14,751.97
(not including Police)

Challenges/Education/Programs	2017	2018	2019	2020	2021
Spring Challenge Prize	\$188.69	\$150.00	\$150.00	\$100.00	\$100.00
Recreation Pass Draw	n/a	\$135.00	8	Did not do re budget	
Historical Walking Tour (Lunch Hour)			\$30.00	14	
ParticipACTION Challenge				\$58.44	10
Fall Challenge Prize	\$120.70	\$150.00	\$100.00	\$100.00	14
Totals		\$435.00	27	\$280.00	28

Johnson Group Administration Fee (8%)	2017	2018	2019
	\$2,233.76	\$2,688.16	\$1,589.67

Facility Reimbursements:	2016	2017	2018	2019	2020	2021
AFM Memberships (50%)	\$3,940.00	\$4,480.00				
Swimming - KWP	\$8.50	\$528.00				
Swimming - F/DP	\$280.50	\$244.00				
Skating - DGSA	\$77.00	\$47.00	\$11.00			
MFC (Police Wellness)	\$175.00	\$50.00	\$504.00	\$297.00	4	Erin give Ramona to charge to Police Wellness 2019 and each yr. Innd

TOTAL COST	2016	2017	2018	2019	2020	2021
	\$15,933.18	\$15,235.26	\$23,360.94	123	\$24,797.66	163
					\$17,720.18	172
					\$18,054.83	110
					\$16,888.63	111

Less Police Costs:	2016	2017	2018	2019	2020	2021
Claims					\$6,700.44	
Admin Fee					\$779.49	
Total Police Costs					\$7,479.93	

TOTAL COSTS TO PROGRAM \$10,574.90

NOTES:
Maximum reimbursement has been \$240 since program inception - approved in 2006



City of
Prince Albert

2022 Active Living Program (ALP) Proposed Budget

Account: 1-2-12913-142

(Unchanged from 2021)

Component	Detail	Amount
1. \$240 Maximum Reimbursement		\$28,750.00
2. Swim & Skate Reimbursements		combined in above
Admin Fee Johnston Group	10% of Component 1&2	\$2,875.00
3. Education & Initiatives	2 challenges; Lunch & Learn or Free noon hour class	\$375.00
Total Cost		\$32,000.00
Less Police Share		-\$7,000.00
Total ALP Budget		\$25,000.00

COMPARABLE POLICIES FROM VARIOUS CANADIAN CITIES

Remuneration & Expense Policies

Saskatoon, SK – 3 Related Policies

Moose Jaw, SK

Lloydminster, AB – 2 Related Policies

St. Albert, AB

Leduc, AB

Fort Saskatchewan, BC

Vernon, BC

Brandon, MB

Spruce Grove, AB

Parental or Leave of Absence Policies

Saskatoon, SK

Moose Jaw, SK

Edmonton, AB

Spruce Grove, AB

Use of Municipal Resources/Election Period

Brandon, MB

Brampton, ON

Hamilton, ON

Note: There are multiple other resources from various Cities available if required.

CITY OF SASKATOON COUNCIL POLICY

NUMBER

C01-006

<p>POLICY TITLE <i>Remuneration – Members of City Council</i></p>	<p>ADOPTED BY: <i>City Council</i></p>	<p>EFFECTIVE DATE <i>January 1, 1980</i></p>
<p>ORIGIN/AUTHORITY <i>Personnel and Organization Committee Reports 6-1980, 6-1992 and 7-1985; City Commissioner Reports 38-1985 and 4-1987; A Committee of the Whole Council Report 4-1986; Executive Committee Reports 12-1996 and 14-2005; City Council Resolutions - June 13, 2005 and Sept. 12, 2011; Governance and Priorities Committee Report Item 9.11.1 – June 27, 2016; and Public Hearing Item. 6.2.2, including Governance and Priorities Report – Nov. 19, 2018</i></p>	<p>CITY FILE NO. <i>CK. 4670-5</i></p>	<p>UPDATED TO <i>November. 19, 2018 (Effective January 1, 2019)</i></p> <p>PAGE NUMBER <i>1 of 2</i></p>

1. PURPOSE

To provide compensation sufficient to attract and retain competent and well qualified community-minded persons for the offices of Mayor and Councillor and to provide for a death benefit to assist the family of a member of Council who dies while in office.

2. POLICY

2.1 General

- a) The Mayor and Councillors shall be compensated for services rendered on behalf of the City of Saskatoon.
- b) The remuneration shall be consistent with provisions of The Cities Act and shall be subject to approval of City Council.

2.2 Annual Remuneration

- a) Mayor – Effective January 1, 2019, the Mayor’s annual remuneration shall be equal to that of a Saskatchewan Cabinet Minister’s salary and adjusted annually based on increments made to a Cabinet Minister’s salary.
- b) Councillors – Councillors’ annual remuneration shall be 46% of the Mayor’s salary.

- c) Deputy Mayor - All Councillors shall be deemed to have received remuneration in recognition of Deputy Mayor duties as part of their annual remuneration as Councillors.
- d) No remuneration shall be paid to a member of Council appointed to a Board that is under the jurisdiction of Council.
- e) Upon the death of a member of Council while in office, a payment will be made to the member's designated beneficiary of an amount equal to one month's salary for each period of twelve months of service to a cumulative lifetime maximum of twelve months.

2.3 Expenses

- a) Out-of-town Expenses - A member of Council, absent from the City on business of Council or attending a convention, shall, pursuant to authorization of Council, receive \$100.00 per day plus reimbursement for actual expenses incurred.
- b) In-town Expenses - A member of Council attending in-town business on behalf of Council, shall be reimbursed for all actual expenses incidental to such business, to a maximum of \$100.00 per day.
- c) Councillors shall be reimbursed for use of their personal vehicle for City business, based on a per kilometre reimbursement equal to the limits set by the Canada Revenue Agency for tax-exempt allowances for the use of personal vehicles.
- d) All Councillors' expenses require authorization by His Worship the Mayor.

3. RESPONSIBILITIES

- 3.1 Governance and Priorities Committee - shall be responsible for reviewing any updates to this policy.
- 3.2 City Council – shall be responsible for approving any updates to the policy.

CITY OF SASKATOON COUNCIL POLICY

NUMBER

C01-023

POLICY TITLE <i>City Councillors' Travel and Training</i>	ADOPTED BY <i>City Council</i>	EFFECTIVE DATE <i>August 13, 2001</i>
		REVISED <i>February 28, 2022</i>
ORIGIN/AUTHORITY <i>Clause 1, Report No. 9-2001 of the Executive Committee and City Council approved Item 8.5.4 – Governance and Priorities Report – February 28, 2022.</i>	CITY FILE NO. <i>421-C01-023</i>	PAGE NUMBER <i>1 of 5</i>

1. PURPOSE

To enable City Councillors to attend appropriate meetings, conferences, seminars and training sessions which will facilitate them in the performance of their duties.

2. POLICY

The City Clerk, through the Councillors' Assistant, will administer and process all travel and training for Councillors in accordance with this policy. The City Clerk is entitled to seek further explanation or documentation of any expense statement submitted pursuant to this policy.

2.1 Councillors' Common Travel and Training Budget

- a) Budgetary provision will be allocated for Councillors' Common Travel and Training, such amount to be determined annually through the budget process.
- b) Councillors are entitled to use this fund in order to attend any board, committee or other type of meeting of SUMA or the FCM, where the Councillor is a director or has been appointed by City Council as Council's representative on a particular committee or task force.

- c) Councillors are entitled to use this fund in order to attend conferences, training sessions/forums or similar, or board meetings of any organization on which he or she sits as an official representative of the City of Saskatoon, conferences where the City of Saskatoon is entitled to voting delegates through its membership (e.g. Canadian Urban Transit Association), or for sessions related to designated strategic priority areas.
- d) Councillors wishing to access this fund must, if possible, submit travel plans to the City Clerk by December 31 of each year for the succeeding year's budget. The annual travel plan and any additional requests from this budget will be approved by His Worship the Mayor.
- e) No spousal expenses will be paid.
- f) Out-of-town events attended by a Councillor on behalf of the Mayor will be at the Mayor's expense.
- g) The amount of this budget will be pro-rated during an election year in order to ensure sufficient funds remain for newly-elected Councillors.

2.2 Councillor's Individual Travel and Training Budget

- a) Each Councillor will be allocated funds for travel and training, the amount to be determined annually through the budget process.
- b) Attendance at the annual SUMA and FCM conferences will be funded from this budget.
- c) No spousal expenses will be paid.
- d) Where the funds are used for travel, Councillors will follow the guidelines set out in this Policy and will be reimbursed in accordance with this policy. The City Clerk will ensure that travel and expenses are reimbursed in accordance with this policy.

- e) The amount in this budget will be pro-rated during an election year in order to ensure that sufficient funds remain for the newly-elected Councillors.

3. PROCEDURES

The Councillors' Secretary will make all travel arrangements, including airfare, hotel reservations, registrations, etc. The Councillor may use his or her personal credit card or obtain a cash advance. The City Clerk's corporate credit card may be used to book airfare, car rentals and accommodation.

Travel expense statements must be submitted within 14 days of return. Original receipts must accompany the statements. If there are monies owing to the City, these must be reimbursed within 30 days, or the outstanding amount will be deducted from the next paycheque. No claims will be refunded until all monies owing to the City have been received.

The following guidelines are provided for reimbursement of allowable expenses:

3.1 Accommodation

The best government, corporate or conference rate will be requested when reserving rooms. Only the single room rate will be paid by the City. The original hotel bill must be provided with the expense statement. Any personal charges on hotel bills will be deducted prior to submission for reimbursement.

For Councillors who wish to stay with friends or family, an allowance of \$30.00 for each night is allowed.

3.2 Meals and Incidental Expenses

Councillors will be reimbursed for actual and reasonable expenses for meals and incidentals up to the maximum payable to exempt staff.

Any meal reimbursement over and above the allowable amount must be supported by a receipt with a reasonable explanation. Meals reimbursements are only for any meals not provided at the meeting or conference.

The incidental claim of \$7.00 is allowed only for those days requiring an overnight stay. It is intended to cover miscellaneous out-of-pocket costs such as newspapers and snacks. Any expenses over the above this rate will be reimbursed if reasonable. Examples of reasonable expenses include up to two personal long distance phone calls (one upon arrival and one upon departure) and laundry services for extended travel.

3.3 Transportation

A Councillor may choose his or her own means of travel, keeping in mind the most direct economical route. Councillors are encouraged to car-pool whenever possible.

If a Councillor chooses to drive his or her own private vehicle, expenses will be reimbursed as follows:

In-Province Travel – Based on a per kilometer reimbursement rate equal to the limits set by the Canada Revenue Agency for tax-exempt allowances for the use of personal vehicles.

Out-of-Province Travel – An allowance equal to the equivalent return economy airfare, plus any other costs such as airport limousines which would be incurred if the Councillor traveled by air.

Car rentals may be used where it is more cost effective than the use of taxis, limousine services, etc.

A Councillor will be reimbursed for actual and reasonable costs incurred for taxis, airport limousines or equivalent, for transportation between home or workplace and the designated airport or rail or bus station required for his or her travel. A Councillor will also be reimbursed for any actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business at the destination.

3.4 Expense Reports

The City Clerk will, on an annual basis, prepare a report listing:

- a) the total cost of Councillors' combined travel and training from the Councillors' Common Travel and Training Budget; and
- b) the total cost of each Councillor's individual travel and training.

Upon approval of the Councillors, the report will be submitted as information to a City Council meeting.

If a request for detailed information regarding Councillors' travel expenses is made pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act*, the City Clerk will advise the affected Councillors.

4. RESPONSIBILITIES

- 4.1 The City Clerk is responsible for administering this Policy as outlined above and for recommending updates to this policy as necessary.
- 4.2 City Councillors are responsible for providing the necessary information to the City Clerk and for following the guidelines as noted in Sections 2 and 3 above.
- 4.3 Executive Committee is responsible for reviewing proposed amendments to this Policy and forwarding recommendations to City Council for approval.
- 4.4 City Council is responsible for approving amendments to this Policy.

CITY OF SASKATOON COUNCIL POLICY

NUMBER C01-027

POLICY TITLE <i>Communications and Constituency Relations Allowance</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>June 27, 2016</i>
		UPDATED TO <i>October 23, 2017</i>
ORIGIN/AUTHORITY <i>Governance and Priorities Committee Report, Item 9.11.1 – June 27, 2016; Item 9.5.2 – February 27, 2017; Item 8.5.1 – May 23, 2017; and Item 8.5.3 – October 23, 2017.</i>	CITY FILE NO. <i>CK. 4670-5</i>	PAGE NUMBER <i>1 of 10</i>

1. PURPOSE

To provide a communications and constituency relations allowance to support members of City Council in communications with constituents as part of their role as members of City Council for the City of Saskatoon.

2. DEFINITIONS

2.1 Members of City Council – means the Mayor and individual Councillors.

2.2 Communications and Constituency Relations Allowance – A provision in the Mayor’s Office and City Councillors’ Office budgets, reviewed by City Council on an annual basis, for communications relating to City Council business, as set out in this policy.

3. POLICY

The policy is applicable to all members of City Council regarding the use of the communications and constituency allowance.

3.1 General Guidelines

- a) Funding must be used within the fiscal year and cannot be carried forward to the next fiscal year.

- b) Members of City Council must adhere to the requirements of the Code of Conduct, including, but not limited to, the portions dealing with “Actions during Civic Election Periods”. Any irregularities will be dealt with in accordance with the Code of Conduct.
- c) No member of City Council may use funds allocated to engage the services of a member of their family, as defined in Section 114 (c) of *The Cities Act*.
- d) The Communications and Constituency Relations Allowance is not to be used for the purposes of fundraising for a member of City Council or for raising election funds.
- e) Assistance will be provided by the City’s Communication Branch by preparing and distributing the Agenda in Brief and the Decisions in Brief, prior to and following City Council meetings, and providing background information on civic programs and services to be used for responding to inquiries or for preparing speeches as a member of City Council or as Deputy Mayor.
- f) In the year of a civic election, 8/12 of the allowance will be allocated to the sitting members of City Council and 2/12 of the allowance will be allocated to the newly elected members of City Council.
- g) In the year of a civic election, the allowance cannot be used from September 1 through October 31.
- h) No goods or services purchased by a member of City Council with the allowance may be used from September 1 through October 31. This would include, but not be limited to, items such as a website annual domain registration or billboard signage.

3.2 Allowable Expenses

This section summarizes alphabetically the categories and examples of the types of allowable expenses that could be charged to the Communications and Constituency Relations Allowance for members of City Council.

a) Administrative Staff Support

The fund can be used individually or pooled together with other members of City Council for the hiring/engagement of support staff to assist with constituency related tasks. These tasks may include:

- i) Research related to constituency issues.
- ii) Support for the development of constituency communications.
- iii) Rental of office space to base staff support.

b) Advertising and Promotion

- i) Paid advertising that is related to the business of the City in all types of media.
- ii) Advertising that supplements City departments' advertisements that are placed to promote specific programs or specific events.
- iii) Messages in Community Association Newsletters, Newspapers, and Magazines (e.g. introductory messages, congratulatory messages, event announcements).

c) Books and Magazines

- i) Books, magazines, and periodicals that are related to the business of the City. Name of the book or magazines must be included on the invoice.

d) Community Events

- i) Tickets to:
 - functions or business/community events (banquets, theatres, shows) when the Councillor has been invited to attend in their official capacity or when the Councillor is performing their duties as Councillor;
 - charitable events or fund-raising events such as golf tournaments, walkathons, organized by non-profit organizations;

- Chamber of Commerce and Business Association events.

Conditions

- Event tickets for family members, spouse or guest are ineligible.
- Council member must provide a copy of the event notice or flyer as well as any accompanying request for attendance.
- Raffle tickets, silent auctions, table prize tickets at events, alcohol, unless included in the price of the ticket are ineligible.
- Tickets to professional theatre, concert and sporting events are ineligible.

e) General Office Supplies

- i) General office supplies not provided by the City Clerk's Office.
- ii) Personalized stationery, greeting cards, holiday cards, including envelopes and stamps and Canada Post regular mail services.
- iii) Photocopy charges.
- iv) Photographic supplies and services.
- v) Courier delivery costs.

f) Constituency Relations

- i) Promotional items such as fridge magnets, t-shirts, pens.
- ii) Table prizes for local community groups.
- iii) Facility rental for hosting an event.
- iv) Council members' expenses for food and non-alcoholic beverages related to community events, meals or receptions when hosting constituents or representatives of other levels of government.

Conditions

- Ineligible expenses include gifts for staff or other employees of the City, boards and committees.
- Members of City Council must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items.
- Members of City Council must provide the date, purpose and details of the expense, and where applicable or feasible, original itemized receipt showing items consumed and names of participants attending.

g) Meeting Expenses

- i) Facility rental.
- ii) Catering order for meetings including non-alcoholic beverages, snacks and light foods.
- iii) Venue set-up fees, including audio-visual equipment, flip charts, cleaning charges.
- iv) Transportation assistance.
- v) Interpretation assistance (translation, transcription, sign language, etc.).
- vi) Childcare.

Conditions

- Members of City Council must provide date and purpose for meeting, original itemized receipt, names of participants or group name with number of participants attending.

h) Newsletters and Flyers

- i) Design, writing, copy-editing, printing costs.
- ii) Distribution costs through Canada Post, Admail, by private distribution firms or by other means.
- iii) Clip art or stock photo fees.
- iv) Electronic newsletter distribution costs.

- v) Translation fees

Conditions

- Members of City Council are permitted to use the City Crest and care must be taken in the appropriate use of the Crest.
- In the year of a civic election, all Communications and Constituency Relations Allowance funded communications must cease from September 1 to October 31.

i) Professional and Contract Services

- i) Firms or individuals whom members of City Council retain for specific business purposes with clear deliverables, fee structures and timelines.
- ii) The engagement of a business or person(s) as a contractor and/or the cost of supplies, rental of facilities and equipment relative to production, presentation and/or distribution of information to residents relevant to City Council business.
- iii) The engagement of a professional or consulting service for the purposes of preparing speeches, conducting research, etc.

j) Websites, Social Media Tools, Software & Accessories

- i) Costs associated with the creation of twitter accounts, Facebook accounts, web pages, or other social media tools for communicating as a member of Council.
- ii) Additional communications management tools such as database management tools and software accessories.

Conditions

- Tools or software accessories not supported or not integrated with the City systems or connected to the corporate network are not supported by the City's Information Technology Division.

- Members of City Council are responsible for the protection of any personal information collected or used for City Council business in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*.
- Members of City Council must adhere to the requirements of the Code of Conduct dealing with “Actions during Civic Election Periods”, including conversion of any city-funded websites and social media tools to an election campaign site.

3.3 Purchasing Procedures

Purchases of goods, services and work from outside parties are to be made in accordance with Policy C02-030 – Purchase of Goods, Services and Work. Information and advice on purchasing procedures, vendor lists, obtaining quotations and preparation of purchasing documents can be obtained from the Director of Materials Management.

Regardless of the value, it is recommended that competitive prices be obtained.

- Purchases up to \$250 attained locally allows for payment by Automatic Payment Voucher (administered by City Clerk’s Office)
- Purchases up to \$5000 (including taxes and freight) may be made through a Departmental Purchase Order (administered by City Clerk’s Office). It is recommended that competitive prices are attained; however, this is to be balanced off with the value of the purchase, the time required to get competitive prices, and the potential (or lack of) savings that can be achieved.
- Consulting Services must follow standard procedures (consult with the City Clerk’s Office).

3.4 Reimbursements

Members of City Council must provide the City Clerk's Office with proper documentation, including detailed original receipts for claims. Credit card receipts or statements alone are not sufficient and will not be accepted. In the case of any online purchases, a copy of the confirmation must be attached to the claim.

Dated invoices/receipts must include a description of the goods purchased or services rendered, the cost, and any applicable taxes.

Expenses must be charged to the year in which they occurred. Expenses cannot be carried forward to future years. Charges for goods against the current year must be received by members of City Council and/or services from the vendor before December 31st of that year.

4. RESPONSIBILITIES

4.1 Members of City Council – Members of City Council are responsible for adhering to this policy and any violation of this policy would be a violation of the Code of Conduct and irregularities would be reported to the City Clerk for investigation.

4.2 City Clerk's Office

The responsibility of the City Clerk's Office in administering the Communications and Constituency Relations Allowance support to City Councillors includes, but is not limited to:

- (a) Reviewing usage requirements and parameters with a view to bringing forward recommendations to the Governance and Priorities Committee for amendments;
- (b) Providing support to City Councillors by processing payments for expenditures;

- (c) Reviewing supporting documentation for expenditures, and requesting the City Councillors to provide the required supporting documentation for any expenditures where supporting documentation is not place;
- (d) Identifying expenditures which may not fit within the parameters and guidelines of the Communications and Constituency Relations Allowance and bringing these forward to the Governance and Priorities Committee;
- (e) Advising City Councillors on the status of their communications allowance and expenditures;
- (f) Within 60 days of the end of the quarter, posting all expenses, individually and in detail, on the City's website and providing the Governance and Priorities Committee with monthly usage updates for the last quarter.
- (g) Redacting all personal and other exempted information governed by *The Local Authority Freedom of Information and Protection of Privacy Act* from the detailed Councillor expenses prior to the disclosure of Councillor expenses on the City's website.
- (h) Facilitating/coordinating the review of the Communications and Constituency Relations Allowance, either through an independent body or a third party.

4.3 Municipal Review Commission Remuneration Committee

Two years after the establishment of this policy, the Saskatoon Municipal Review Commission Remuneration Committee will review the following, and that time, report on how often a review is required:

- (a) Usage of funds – by whom, where, types of expenses submitted.
- (b) Summary of impacts – in an attempt to measure community engagement through the fund.

- (c) Validation of expenditure appropriateness based on policy.
- (d) Validation that the current policy reflects needs of the allowance and provides for an opportunity to revise policy as required.

4.4 Governance and Priorities Committee

The Governance and Priorities Committee is responsible for reviewing proposed amendments to the policy and forwarding recommendations to City Council.

4.5 City Council

City Council is responsible for reviewing and approving amendments to the policy.



CITY OF MOOSE JAW

Office Consolidation

Remuneration Bylaw

Bylaw No. 5088

Date of Passage November 29, 1999
(effective date January 1, 2000)

Including amendments to August 24, 2020

Disclaimer:

This information has been provided solely for research convenience. Official bylaws are available at the Office of the City Clerk and must be consulted for purposes of interpretation and application of the law.

This Bylaw has been consolidated under the authority of the City Clerk. It represents proof, in absence of evidence to the contrary of:

- (a) the original bylaw and of all bylaws amending it; and
- (b) the fact of passage of the original and all amending bylaws.

AMENDMENTS	DATE PASSED	FORCE/EFFECT
Bylaw No. 5119	December 11, 2000	January 1, 2001
Bylaw No. 5245	October 24, 2005	January 1, 2005
Bylaw No. 5276	July 30, 2007	January 1, 2007
Bylaw No. 5325	January 25, 2010	January 1, 2010
Bylaw No. 5480	July 14, 2014	July 1, 2014
Bylaw No. 5587	June 24, 2019	June 24, 2019
Bylaw No. 5627	August 24, 2020	August 24, 2020

BYLAW NO. 5088

A BYLAW OF THE CITY OF MOOSE JAW TO
PROVIDE FOR THE REMUNERATION OF MEMBERS OF
CITY COUNCIL

=====

Title

1. This Bylaw may be referred to as the Remuneration Bylaw.

Bylaw No. 5088

Interpretation

2. In this Bylaw, in any supplemental or amending Bylaws, and in any schedules attached hereto, the following words and terms shall have the following meaning unless there is something in the subject matter or context inconsistent herewith:

- (a) the term "Annual Indemnity" means the remuneration paid to members of City Council determined:
 - (i) in the case of the Mayor, in accordance with section 3;
 - (ii) in the case of members of City Council, other than the Mayor, in accordance with section 4;as adjusted from time to time in accordance with this Bylaw.
- (c) the term "City" means the Municipal Corporation of the City of Moose Jaw or, where the context requires, the geographical area within the city limits of the City of Moose Jaw.
- (b) the term "City Council" means the elected officials of the City of Moose Jaw.
- (d) the term "**Deputy Mayor's Allowance**" means the additional remuneration paid to members of City Council, determined in accordance with section 4, as adjusted from time to time in accordance with this Bylaw.
- (e) the term "Daily Per Diem" means the additional remuneration paid to members of City Council, determined in accordance with section 4, as adjusted from time to time in accordance with this Bylaw.

- (f) the term “Expense Appropriation” means the sum annually fixed in the City’s Operating Budget in accordance with section 5, as adjusted from time to time in accordance with this Bylaw.
- (g) the term “member” means a member of City Council and includes the Mayor.

Bylaw No. 5119

Mayor’s Remuneration

3(1) Effective November 16, 2020, the Mayor shall be paid remuneration based on that of a Saskatchewan MLA (January 1, 2021 calculation of \$100,068) as set by the Board of Internal Economy of the Saskatchewan Legislature. Effective January 1, 2021 the Mayor shall be paid an Annual Indemnity in the total amount of \$100,068.

Bylaw No. 5627

(1.1) Effective July 1, 2021, and each year thereafter, the Annual Indemnity paid to the Mayor shall be adjusted by the same percentage utilized by the Board of Internal Economy of the Saskatchewan Legislative Assembly applying to the charges to the Saskatchewan MLA remuneration as determined April 1 annually.

Bylaw No. 5627

(1.2) Effective January 1, 2010, the Mayor shall be eligible for all benefit programs on the same terms and accessibility as members of the City of Moose Jaw’s Out of Scope staff and that the waiting period of six (6) months for Group Insurance be waived.

Bylaw No. 5480

(2) In addition to the remuneration set forth in subsection (1), the Mayor shall be paid an automobile allowance for travel within the City of Moose Jaw, which allowance shall be fixed in the City’s annual operating budget.

Bylaw Nos. 5088, 5119, 5325 and 5480

Councilor's Remuneration

4(1) Effective November 16, 2020, all members of City Council, other than the Mayor, shall be paid remuneration of an annual indemnity in the amount of \$33,323, (January 1, 2021 calculation of \$33,323) equivalent to 33.33% of the Mayor's Remuneration adjusted in the same manner and time as the Mayor.

Bylaw No. 5627

4(1.1) Effective July 1, 2021, and each year thereafter, the Annual Indemnity paid to Councillors shall be adjusted by the same percentage of 33.33% calculated on the Mayor's wage.

Bylaw No. 5627

(2) In addition to the annual indemnity set forth in subsection (1), any member of City Council appointed a Deputy Mayor shall be paid a Deputy Mayor's Allowance during the period of appointment.

Bylaw No. 5325

(3) Effective November 16, 2020, the Deputy Mayor's Allowance shall be the sum of \$420.92 per month.

Bylaw No. 5627

(4) Effective July 1, 2014 the Deputy Mayor's allowance as set forth in subsection (3) shall be adjusted annually by the same percentage authorized by the Board of Internal Economy of the Saskatchewan Legislative Assembly to apply charges to Saskatchewan Cabinet Minister remuneration as determined April 1, annually.

Bylaw No. 5480

(5) In addition to the Annual Indemnity set forth in subsection (1), all members of City Council, other than the Mayor, shall be paid a Daily Per Diem for attending on any business of the City outside of the City of Moose Jaw that is not part of the member's regular duties.

Bylaw No. 5325

(6) Effective November 16, 2020, the Daily Per Diem shall be the sum of \$161.30 per day or portion thereof on a pro-rata basis to be charged against their Travel/Education Allowance.

Bylaw No. 5627

- (7) In and for the year 2014 and each year thereafter the Daily Per Diem set forth in subsection (6) shall be adjusted effective July 1 in accordance with the most recent Saskatchewan Annual Consumer Price Index.

Bylaw No. 5480

- (8) In terms of benefits, members of City Council shall be eligible for Accidental Death and Dismemberment insurance coverage only.

Bylaw No. 5325

Travel, Food, Lodging and Other Out-of-Pocket Expenses

- 5(1) The City's annual operating budget shall fix an Expense Appropriation for each member of City Council, for travel, food, lodging and any other out-of-pocket expenses.

- (1.1) Effective November 16, 2020, the General Expense Appropriation shall be fixed in the amount of \$3,000 for each member of City Council. The Expense Appropriation for the Mayor shall be fixed in the amount of \$10,000 together with a car allowance of \$6,000 per annum. The Mayor would be entitled to out-of-City mileage for destinations greater than 250 kilometers in the same manner as a City employee.

Bylaw No. 5627

- (1.2) Effective January 1, 2021, the Councillor Travel/Education Allowance be increased annually by the same percentage applied to the Mayor's remuneration related to the MLA indemnity.

Bylaw No. 5627

- (2) All members of City Council shall be reimbursed for travel, food, lodging and any other out-of-pocket expenses incurred by the member on any business of the City of Moose Jaw:

- (a) while the member is necessarily absent from the City of Moose Jaw or that is not part of the member's regular duties; and
- (b) that is not in excess of that member's annual Expense Appropriation.

- (3) Notwithstanding subsection (2), any member of City Council may be reimbursed for any travel, food, lodging and any other out-of-pocket expenses that are approved by City Council.

- (4) Reimbursement of expenses pursuant to this section shall be at the rate of compensation fixed by City Council, from time to time, for out-of-town travel for

civic employees. All other claims for expenses shall be based on actual expenses.

- (5) All claims for expenses pursuant to this section shall comply with and be reimbursed in accordance with the procedure set forth in the City of Moose's Jaw Travel Expense Policy.
- (6) No travel shall occur outside North America without the approval of City Council
Bylaw No. 5325
- (7) Where it has been deemed necessary for a member of City Council to attend to City business outside of the City of Moose Jaw, additional travel or per diem expenses must be authorized by resolution of City Council.
Bylaw No. 5325
- (8) Any member of City Council elected or appointed, by resolution of Council, to a Saskatchewan Urban Municipalities Association (SUMA) or Federation of Canadian Municipalities (FCM) Board or Committee, be reimbursed for travel and per diem in addition to any other reimbursement and the travel allowance provided, unless the said organization pays for same, in which case the member of City Council shall receive no additional reimbursement.

Interpretation of this Bylaw

- 6. City Council shall be responsible for the interpretation of this Bylaw and any issue arising as to the application of this Bylaw or the eligibility of a member for remuneration or reimbursement for expenses shall be referred to City Council and the decision of City Council shall be final.

Bylaw No. 5088

Bylaw No. 4726 Repealed

- 7. Bylaw No. 4726 is repealed.

Bylaw No. 5088

Coming into Force

- 8. This Bylaw comes into force and effect January 1, 2000.

Bylaw No. 5088

PASSED AND ENACTED ON THE 29TH DAY OF NOVEMBER 1999.

(Sgd.) "Ray Boughen"
MAYOR

(Sgd.) "C.A. Cochrane"
ACTING CITY CLERK

READ a first time the 29th day of November, A.D. 1999

READ a second time the 29th day of November, A.D. 1999

READ a third time the 29th day of November, A. D. 1999



City of
Lloydminster

Policy

Policy Title:	Council Remuneration	Policy Number:	120-03
Date of Adoption:	October 28, 2019	Motion Number:	281-2019
Date of Amendment:	January 11, 2021	Motion Number:	08-2021
Supporting Department:	Office of the City Clerk		

1. Purpose:

- 1.1. To provide a uniform and transparent practice for the remuneration of Members of Council.
- 1.2. To enable Members of Council to conduct City business in an efficient, fair and equitable manner.
- 1.3. To compensate Members of Council fairly and equitably for their time spent on City business.

2. Definitions:

Administration	An employee, contract employee or volunteer of the City.
City	The corporation of the City of Lloydminster.
City Manager	The individual appointed under section 147(1) of the <i>Lloydminster Charter</i> as Commissioner.
Full Day Per Diem	\$200 paid to a Member of Council for their services of anything more than four (4) hours.
Half Day Per Diem	\$100 paid to a Member of Council for their services for a maximum of four (4) hours.
Mayor	As defined in the <i>Lloydminster Charter</i>
Members of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Pcard	A City issued Purchasing Card.
Relative	Spouse, father, mother, brother, sister, son or daughter, grandparent, grandchild, uncle, aunt, nephew, niece and first cousin. This includes common-law, in-law, step relationships and those that may not be blood relationships but are dependents or are fictive kinship.

3. Scope:

3.1. This Policy applies to all Members of Council.

4. Benefits:

4.1. Members of Council may participate in the City benefits package, except for:

- 4.1.1. long term disability; and
- 4.1.2. the group retirement program.

4.2. Members of Council shall opt in or out of the City benefits package within sixty (60) days of being elected.

4.3. Members of Council may request changes to their benefits package, which may be approved by the chief of staff on a case by case basis.

5. **Mayor's Remuneration**

5.1. The Mayor shall be paid remuneration based on 60.4% of the total averaged salary of that of a Saskatchewan Minister and Alberta Minister.

5.2. The Mayor shall be provided with a monthly vehicle allowance of Five Hundred Dollars (\$500) to compensate for vehicle-related expenses including but not limited to; mileage, fuel and oil costs; insurance; maintenance and repairs or other items allowed or considered claimable by the CRA as eligible expenses.

5.3. The Mayor shall not claim Full Day Per Diems or Half Day Per Diems.

5.4. Notwithstanding section 5.3 above, the Mayor may claim per diems in accordance with the Business Expense Policy as amended from time to time.

6. **Member of Council's Remuneration**

6.1. Members of Council, other than the Mayor, shall be paid remuneration based on 38.2% of **the Mayor's salary**.

6.2. In addition to remuneration set out in section 6.1 above, Members of Council, other than the Mayor, shall be paid a Full Day Per Diem or Half Day Per Diem for attending any business on behalf of the City.

6.3. Acceptable per diem claims may include but are not limited to:

- 6.3.1. Information sharing events with Administration;
- 6.3.2. Public consultation events;

- 6.3.3. Intermunicipal meetings;
- 6.3.4. Minister Meetings;
- 6.3.5. Attendance at committee meetings as appointed by Council;
- 6.3.6. Conferences;
- 6.3.7. Professional Development;
- 6.3.8. Caucus Meetings.

6.4. Without limiting the forgoing, per diems shall not be paid for the following:

- 6.4.1. Regular Council Meetings, Special Council Meetings, Governance and Priorities Committee Meetings, Agenda review meetings;
- 6.4.2. In-house education or workshops events put on by the City of Lloydminster;
- 6.4.3. Meetings where honoraria or per diems are paid by an organization other than the City;
- 6.4.4. Golf tournaments;
- 6.4.5. Ceremonial, including but not limited to anniversaries for local businesses or non-profits;
- 6.4.6. Community events, including but not limited to Canada Day, Remembrance Day;
- 6.4.7. Political party events.

6.5. Each Member of Council may receive a set salary adjustment of \$200 per month during their term as Deputy Mayor in compensation for additional duties.

7. Equipment, Supplies and other Supports

7.1. Any equipment provided by the City shall remain the property of the City and shall be returned immediately when the individual Member of **Council's** term is complete.

7.2. Members of Council shall each be provided with a City owned tablet or a laptop computer.

7.3. Members of Council and the Mayor may utilize a City issued cell phone or may receive tier two (2) reimbursement in accordance with the Cellular Device Use Directive.

7.4. The Mayor shall be provided with:

- 7.4.1. an office at City Hall;
- 7.4.2. a computer and/or a tablet;
- 7.4.3. a Pcard.

7.5. Any equipment or technology provided to Members of Council must be used in accordance with all applicable city policies and directives.

7.6. Reimbursement for printer ink cartridges, or similar items, shall be processed and completed only if accompanied by a receipt.

8. Travel

8.1. Members of Council shall be reimbursed for authorized travel in accordance with the Business Expense and Travel Policy as amended from time to time.

9. Review:

9.1. The City Manager may annually appoint a volunteer committee comprised of residents of the City to conduct a review and of this Policy provide Council with feedback.

9.2. The purpose of the committee is to research, develop and present a report and recommendations on whether to maintain or amend this policy. Areas to be examined may include:

9.2.1. per diem amounts;

9.2.2. how the salary for the Mayor and Members of Council is determined;

9.2.3. the deputy mayor allowance; and

9.2.4. any other matter directly related to Council remuneration.

9.3. Any such committee shall consist of minimum three (3) members and no more than five (5) members from the public and one (1) member of city Administration to act as an advisor to the committee.

9.4. Eligible committee members shall be:

9.4.1. a resident within the corporate limits of the City of Lloydminster of at least six (6) months;

9.4.2. not be a Relative of a member of Council or Administration, or be a member of Administration; and

9.4.3. 18 years of age or older upon the first meeting of the committee.

9.5. Administration shall identify potential committee members that have skills, abilities and experience in one of the following areas:

9.5.1. professional, scientific, business and technical services; or

9.5.2. finance and insurance representative

9.6. The committee chair shall be appointed by the City Manager.

9.7. Committee meetings shall be held at the call of the chair.

- 9.8. The committee shall provide a recommendation to Council at a Governance and Priorities Committee Meeting.
- 9.9. In accordance with section 144 of *The Lloydminster Charter*, all decisions regarding council remuneration shall be made by a resolution of Council at their sole discretion.
- 9.10. A committee shall be appointed for a term not less than one (1) year and not more than three (3) years.

10. Penalty:

- 10.1. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "***Code of Conduct Bylaw***" or provisions of "***The Lloydminster Charter.***"

11. Responsibility:

- 11.1. City Council shall review and approve all policies.
- 11.2. City Administration shall administer the policy through the use of a supporting procedure.
- 11.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.
- 11.4. This Policy shall be reviewed two (2) years from date of last review.



Policy Title:	Travel Expense Reimbursement Policy	Policy Number:	134-11
Date of Adoption:	May 9, 2022	Motion Number:	194-2022
Date of Amendment:		Motion Number:	
Sponsoring Department:	Finance		

1. Purpose:

To guide Members of Council and Administration in the reimbursement of travel-related expenses incurred while conducting business on behalf of the City or for the purposes of Professional Development.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Accommodations	A room or rooms rented out to a Member of Council or Administration that shall include but may not be limited to hotels, motels, cabins, campgrounds, or Airbnb. Accommodations shall not apply to a private residence.
City	The corporation of the City of Lloydminster.
Executive Manager	Includes the following positions: Chief of Staff, City Clerk, City Manager, Chief Financial Officer, Executive Manager Operations, and Executive Manager Community Development Services.
Fleet	City owned vehicles, not including Lloydminster RCMP and Lloydminster Fire Department equipment.
Incidental Per Diem	An expense allowance that covers miscellaneous expenses.
Legitimate Business Expense	An authorized expense incurred to acquire goods or services necessary for the provision of municipal services.
Meal Per Diem	A reimbursement that covers expenses associated with subsistence.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Pcard	A City issued Purchasing Card.
Professional Development	Learning and development opportunities and activities to extend and broaden the scope of

	professional capabilities of Members of Council or Administration in relation to their role and responsibilities.
Supervisor	The person who directly oversees a Member of Council or Administration.
Supporting Information	Records and/or written explanation to sufficiently demonstrate the validity of an expense.
Receipts	An itemized record identifying the goods or services acquired, cost, date of purchase, vendor name, vendor GST number, and any applicable taxes. The itemized receipt must be accompanied by proof of payment, such as credit card or debit card receipt.
Reimbursement	A payment made by the City to a Member of Council or Administration who has incurred an out-of-pocket expense related to a Legitimate Business Expense.
Travel	When a Member of Council or Administration is required to leave the corporate boundaries for the purposes of Professional Development or City business. This shall not include the provision of municipal services beyond corporate boundaries.
Travel Coordinator	An Executive or Administrative Assistant who is responsible for making travel arrangements for a specific group or department.

3. Scope:

3.1. This Policy applies to all Members of Council and Administration.

4. Travel Approvals:

4.1. Prior to Travel occurring or Travel arrangements being made for any purposes, members of Administration shall obtain approval from their direct Supervisor. Depending on the destination, additional approval may be required:

Destination	Approval Required
Alberta and Saskatchewan	Direct Supervisor
Out-of-province (out of Alberta or Saskatchewan)	Executive Manager
Out-of-country (out of Canada)	City Manager

- 4.2. Members of Administration shall complete the request for/record of professional development and training form and submit it to their Supervisor for approval before any Travel arrangements related to professional development and training are made and ensure additional approval is met in accordance with 4.1.
- 4.3. The request for/record of professional development and training form shall outline all expected costs related to the Travel and align with all City policies and bylaws.
- 4.4. Members of Council shall seek approval by a resolution of Council to Travel outside of Canada or for any Travel that exceeds their approved budget.

5. Reporting and Disclosure:

- 5.1. Members of Council and Executive Managers shall complete a monthly Travel report, including all related expenses, to be posted to the City's website.

6. Travel Arrangements:

- 6.1. When making Travel arrangements, Members of Council and/or Administration shall ensure expenses are reasonable, prudent, and cost effective by utilizing the most economical mode of transportation taking travel time into consideration. This includes but is not limited to carpooling, fleet vehicles, and air travel.
- 6.2. Travel Expenses are expected to demonstrate appropriate stewardship and accountability.
- 6.3. Travel arrangements should be booked sufficiently in advance (at least 14 calendar days prior).
- 6.4. The use of luxury accommodations or travel, such as hotel suites, luxury rental vehicles, or first-class airfare, will not be reimbursed without justification and prior written approval by the City Manager.
- 6.5. A Travel Coordinator may process all travel arrangements in consultation with the Member of Council and/or Administration.
- 6.6. Notwithstanding section 6.5 above, a Supervisor may use their Pcard, if approved for Travel, to reserve and pay for another member of **Administration's** Travel arrangements.
- 6.7. Travel arrangements shall not be selected with the explicit intent to collect personal rewards or loyalty points.

- 6.8. When travelling on City business or attending conferences, Reimbursements shall not be provided for expenses incurred for optional conference events and personal entertainment.
- 6.9. Notwithstanding section 6.8 above, work-related learning experiences that include an educational or learning opportunity or significant networking opportunity may be eligible for Reimbursements and shall be subject to a **Supervisor's approval and the department's budget.**
- 6.10. Expenses incurred if a spouse/partner accompanies a Member of Council and/or Administration on a business trip, conference, or event shall not be reimbursed unless an exception has been pre-approved in writing by the City Manager or when:
 - 6.10.1. An organized event explicitly extends an invitation in writing to include a spouse/partner. In this case, only the cost of the event ticket will be reimbursed.

7. Purchase Payment Method:

- 7.1. A Pcard is the preferred payment method for the purchase of Legitimate Business Expenses and should be used whenever possible in accordance with City policies and bylaws.
- 7.2. If a Member of Council and/or Administration does not have a Pcard, their direct Supervisor may use their Pcard to pay for travel-related expenses, or a personal payment method is required with expense reimbursement by the City.

8. Meals:

- 8.1. When travelling, Meal Per Diems may be claimed without Receipts in accordance with the following limits:

Meal	Per Diem
Breakfast	\$16.00
Lunch	\$21.00
Dinner	\$32.00
Daily	\$69.00

- 8.2. Meal Per Diems shall be calculated in Lloydminster time in accordance with the following:

Departure time	Per Diem
7:00am or earlier	Breakfast, Lunch, and/or Dinner
7:00am – 1:00pm	Breakfast and/or Lunch
1:00pm – 6:00pm	Dinner
6:00pm or later	Dinner

Return Time	Per Diem
1:00pm or earlier	Breakfast
1:00pm – 6:00pm	Breakfast and/or Lunch
6:00 pm or later	Breakfast, Lunch, and/or Dinner

- 8.3. When claiming a Meal Per Diem, Supporting Information shall be submitted such as the conference agenda or travel itinerary.
- 8.4. A Meal Per Diem shall not be claimed when a meal was provided.
- 8.5. Meal Per Diems may be paid in advance, if approved by the direct Supervisor.
- 8.6. A member of Council and/or Administration may claim the true meal expense rather than a Meal Per Diem if Receipts and relevant Supporting Information are provided.
- 8.7. All claims for Meal Reimbursement shall be made in accordance with City policies and bylaws.

9. Incidental Per Diem:

Members of Council and/or Administration travelling for more than eight (8) hours or overnight may claim an incidental per diem to cover minor travel-related costs not otherwise specified in this policy at a rate of \$17 per night.

10. Accommodations:

- 10.1. When overnight Travel is deemed appropriate by the Supervisor, Accommodations shall be selected with the following considerations:
- 10.1.1. host and sister Accommodations may be utilized first;
 - 10.1.2. if a host Accommodation is not available or preferred, the next closest Accommodation with a comparable rate may be selected;

- 10.1.3. all available municipal discounts including but not limited to Alberta Municipalities and/or Saskatchewan Urban Municipalities Association shall be considered.
 - 10.2. Private residences in lieu of Accommodations may be used and shall be eligible for Reimbursement at a rate of \$50 per night.
11. Vehicles:
 - 11.1. Rental vehicles may be utilized if the nature of Travel necessitates the use of a vehicle.
 - 11.2. Members of Council and/or Administration using private vehicles for Travel **shall possess a valid Alberta or Saskatchewan operator's license and shall** have a minimum of \$1,000,000 of public liability and property damage insurance.
 - 11.3. Members of Council and/or Administration who operate a vehicle for the purposes of City business, shall notify their Supervisor if the status of their **driver's license has changed or** has been suspended.
 - 11.4. Members of Council and/or Administration shall only operate a City owned **or leased vehicle if they have the appropriate class of driver's license for** the vehicle they are going to operate and are legally able to operate a vehicle and have completed Fleet training for the City.
 - 11.5. Members of Council and/or Administration using a private vehicle for Travel shall track their mileage for Travel purposes and shall receive Reimbursement at a rate of \$0.61 per km. This rate covers all personal vehicle expenses including but not limited to fuel, insurance, maintenance, etc.
 - 11.5.1. The mileage rate will reflect the Canada Revenue Agency rate as of January 1 annually.
 - 11.6. All claims for mileage Reimbursement shall be made in accordance with City policies and bylaws.
12. Other Travel Expenses:
 - 12.1. Parking, vehicles for hire, and public transportation expenses shall be eligible for Reimbursement in accordance with City policies and bylaws.
 - 12.2. Fuel expenses may be eligible for Reimbursement when a vehicle is rented or when a Fleet vehicle is utilized without a fuel card or Pcard.

13. Vehicles Allowance:

- 13.1. Members of Council and/or Administration who frequently and consistently utilize a private vehicle for City business may be eligible for a vehicle allowance in accordance with City policies and bylaws, or as provided for as part of their compensation package.
- 13.2. Anyone receiving a vehicle allowance shall not be eligible for Reimbursement for any mileage or expenses related to the use of their private vehicle withing City limits.

14. Penalty:

- 14.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 14.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "***Code of Conduct Bylaw***" or provisions of "***The Lloydminster Charter.***"

15. Responsibility:

- 15.1. City Council shall review and approve all policies.
- 15.2. Administration shall administer this Policy through the use of a supporting procedure.
- 15.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.



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)	June 8, 2021

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	2025 – 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 June 8, 2021 – POL-21-005



CITY OF ST. ALBERT
CITY COUNCIL PROCEDURE

NUMBER	TITLE
C-CC-03	Council Remuneration and Expense Reimbursement Procedure
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.

Schedule 1 to City Council Remuneration and Expense Reimbursement Policy Council Remuneration Rates and Benefits

Council Member Annual Remuneration

Effective April 1, 2021

- Mayor \$135,633
- City Councillor \$52,836

Employer Contribution for Council Member Retirement Purposes

2021

- Mayor 3% of Salary
- City Councillor 3% of Salary

Adjusted annually on April 1st of each year based on the Edmonton Consumer Price Index (ECPI) from December 31 of the prior year as published by Statistics Canada.

Council Member Group Benefits

- Workers Compensation
- Group Life Insurance
- Accidental Death and Dismemberment
- Dependent Life Insurance
- Dental Care
- Extended Health Care
- Vision Care
- Employee and Family Assistance Program

Schedule 2 to City Council Remuneration and Expense Reimbursement Policy Standard Mileage Chart for In-Region Travel

Location (1 way in KM's)	Bon Beaumont	Bon Accord	Bruderhei m	Calmar	Devon	Edmonton- North	Edmonton- East	Edmonton- South	Edmonton- West	Edmonton- Kingsway	Edmonton- Downtown	Edmonton- University	EIA	Fort Sask	Gibbons	Lamont (Town)	Lamont (County)	Leduc (City)	Leduc (County)	Legal	Morinville	Parkland (County)	Redwater	Spruce Grove	St. Albert	Stony Plain	Strathcona (County)	Sturgeon (County)	Thorsby	Wabamum	Warburg
Beaumont		81	76	36	26	32	22	19	37	30	28	27	17	52	72	83	83	21	13	95	67	62	89	53	49	61	27	67	57	95	76
Bon Accord	81		50	89	74	33	37	66	50	37	38	47	83	30	7	63	63	88	82	27	20	65	31	61	38	68	55	19	109	96	130
Bruderheim	76	50		107	96	52	55	70	72	56	55	70	88	26	43	13	13	93	87	77	64	87	29	83	60	90	52	68	127	117	152
Calmar	36	89	107		16	60	53	41	45	59	50	49	25	84	94	114	114	19	23	103	76	56	119	47	58	51	59	76	21	93	40
Devon	26	74	96	16		45	44	32	30	44	42	39	20	73	79	103	103	25	20	89	61	41	104	32	43	37	50	61	37	74	56
Edmonton-North	32	33	52	60	45		11	23	30	6	7	14	62	30	37	61	61	68	54	46	32	37	62	41	12	48	23	34	89	75	109
Edmonton-East	22	37	55	53	44	11		15	24	9	7	10	43	32	38	68	68	39	32	57	43	44	63	40	22	48	11	45	73	75	93
Edmonton-South	19	66	70	41	32	23	15		23	38	14	16	20	50	72	80	80	25	21	75	54	48	97	40	36	48	22	53	59	82	78
Edmonton-West	37	50	72	45	30	30	24	23		13	13	11	38	50	56	81	81	44	37	59	38	32	81	24	20	29	31	37	65	66	86
Edmonton-Kingsway	30	37	56	59	44	6	9	38	13		3	8	33	32	38	73	73	38	32	51	31	36	63	32	13	40	24	31	72	68	101
Edmonton-Downtown	28	38	55	50	42	7	7	14	13	3		8	31	31	37	62	62	37	30	52	38	39	62	28	15	42	17	40	71	70	90
Edmonton-University	27	47	70	49	39	14	10	16	11	8	8		30	46	52	76	76	35	29	54	34	37	77	29	16	42	23	34	69	70	88
EIA	17	83	88	25	20	62	43	20	39	33	31	30		65	88	96	96	10	4	91	70	64	113	56	52	55	40	69	44	98	63
Fort Sask	52	30	26	84	73	30	32	50	50	32	31	46	65		22	32	32	89	63	54	40	63	40	59	36	66	28	41	103	94	127
Gibbons	72	7	43	94	79	37	38	72	56	38	37	52	88	22		56	56	92	86	33	26	69	27	65	42	72	47	25	113	100	134
Lamont (Town)	83	63	13	114	103	61	68	80	81	73	62	76	96	32	56		0	100	94	84	70	94	42	89	66	97	56	72	133	124	158
Lamont (County)	83	63	13	114	103	61	68	80	81	73	62	76	96	32	56	0		100	94	84	70	94	42	89	66	97	56	72	133	124	158
Leduc (City)	21	88	93	19	25	66	39	25	44	38	37	35	10	69	92	100	100		7	102	74	69	117	60	57	60	45	74	39	102	58
Leduc (County)	13	82	87	23	20	54	32	21	37	32	30	29	4	63	86	94	94	7		96	70	64	111	54	50	55	39	69	44	96	63
Legal	95	27	77	103	89	46	57	75	59	51	52	54	91	54	33	84	84	102	96		22	72	39	69	40	77	79	22	123	104	188
Morinville	67	20	64	76	61	32	43	54	38	31	38	34	70	40	26	70	70	74	70	22		50	50	47	19	55	64	1	95	82	116
Parkland (County)	62	65	87	56	41	37	44	48	32	36	39	37	64	63	69	94	94	69	64	72	50		95	10	34	5	63	51	80	33	67
Redwater	89	31	29	119	104	62	63	97	81	63	62	77	113	40	27	42	42	117	111	39	50	95		90	67	97	65	49	138	125	159
Spruce Grove	53	61	83	47	32	41	40	40	24	32	28	29	56	59	65	89	89	60	54	69	47	10	90		29	9	53	47	67	40	70
St. Albert	49	38	60	58	48	12	22	36	20	13	15	16	52	36	42	66	66	57	50	40	19	34	67	29		37	33	20	78	64	99
Stony Plain	61	68	90	51	37	48	48	48	29	40	42	42	55	66	72	97	97	60	55	77	55	5	97	9	37		68	56	74	35	62
Strathcona (County)	27	55	52	59	50	23	11	22	31	24	17	23	40	28	47	58	58	45	39	79	64	63	65	53	33	68		63	79	95	99
Sturgeon (County)	67	19	68	76	61	34	45	53	37	31	40	34	63	41	25	72	72	74	69	22	1	51	49	47	20	56	63		96	83	117
Thorsby	57	109	127	21	37	89	73	59	65	72	71	69	44	103	113	133	133	39	44	123	95	80	138	67	78	74	79	96		82	23
Wabamum	95	96	117	93	74	75	75	82	66	68	70	70	98	94	100	124	124	102	96	104	82	33	125	40	64	35	95	83	82		69
Warburg	76	130	152	40	56	109	93	78	86	101	90	88	63	127	134	158	158	58	63	138	116	67	159	70	99	82	99	117	23		89



**Schedule 3 to City Council Remuneration and Expense Reimbursement Policy
Expense Reimbursement Rates**

Vehicle Mileage		\$0.505/km
Parking Meter Charges (no receipt available)	Maximum	\$15
Event Tickets (no receipt available)	Maximum	\$10
Home Office Internet	Maximum	\$70/month
Mobile Device	Maximum	\$55/month

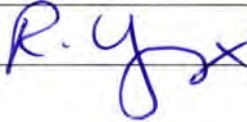


City of Leduc Policy

Policy Title: Council Remuneration and Business Expenses Policy

Policy No: 11.00:30

**Supersedes: 11.00:25
Revision #: 2**

Authority: City Council	
Section: Council	Approval Date: April 11, 2022
Responsible Department: City Manager	Effective Date: April 11, 2022
Relevant Legislation: <i>Canada Elections Act, SC 2000, c. 9, s. 363(1) as amended and Election Finances and Contributions Disclosure Act, RSA 2000, c. E-2 s.23</i>	
Relevant Council Date: June 24, 2019, November 8, 2021	
Relevant Bylaw and Date(s):	
Authority's Signature: 	

Policy Statement:

Council Members for the City of Leduc ("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.

Public disclosure of Council Member's remuneration and business expenses enhance accountability, transparency and public confidence.

Definitions:

Council Members: City of Leduc's Mayor and Councillors

Employer: City of Leduc

Municipality: City of Leduc

Policy:

Remuneration:

1. Council Members will receive an annual remuneration for their responsibilities as an elected official as set out in Appendix "A";

2. Council Members will receive the same Cost of Living Adjustments as Administration OR an adjustment based on the Alberta Consumer Price Index, whichever is less, to commence on the first pay period of the year in question.
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. A public committee, or task force, should review Council remuneration on a regular basis, with a recommendation of review to occur every two terms. The public committee, or task force, should be formed early in Q1 of the term and have a report to Council by the end of Q2.

Benefits:

For the most current information from the service provider on age limits and coverage please contact Human Resources.

1. Insurance Plans:

- Basic Group Life and Accidental Death and Dismemberment: Coverage remains in effect for the duration of the Council Member's term of office.
- Council Accidental Death & Dismemberment (AD&D) Insurance: 24 hour coverage.*
- Optional Life/Spousal Optional Life and Optional Critical Illness/Optional Spousal Critical Illness. Evidence of insurability may be required for these benefits. Premiums are 100% paid by the Council Member.*

2. Health and Wellness:

- Council Members have the option to apply for the same coverage as offered to Administration under the municipality's Extended Health Benefits Plan ("Plan"). The current Plan includes:
 - Extended Health Care (Vision included)
 - Dental Plan
 - Health wellness Spending Account – January 1 of each year an annual credit is deposited.

- Employee and Family Assistance Program
- Leduc Recreation Centre Discount

3. Registered Group Retirement Savings Plan (GRSP)/Non-Registered Group Investment Account (GIA)

Group Tax Free Savings Account (GTFSA)

- Council Members are required to commit substantial time and effort to attend to the duties and responsibilities of their elected office. They may, as a result of this responsibility, have to forfeit opportunities to participate in, or continue to participate in employer sponsored retirement savings plans.
- In order to provide Council Members with an opportunity to generate future retirement savings, a plan shall be in place to provide a form of registered retirement savings plan to elected officials. Non-registered plans (GIA and GTFSA) shall be in place for Council Members that have reached their annual maximum or the maximum age to contribute to a registered retirement savings plan (RRSP).
- Participation in the plan is voluntary.
- The municipality will match the Council member's contribution to a maximum of 5% of base salary. If retroactive contributions are requested, contributions can only be retroactive to the first pay period of the current fiscal year.
- Council Members have the option to contribute in excess of the prescribed maximum that the City would match.

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 must remain within the individual operating budget of a Council Member. Any expenses which 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:
 - name of Council Member who incurred the expense;
 - date of transaction(s);
 - transaction amount(s);
 - expense category (travel, including transportation, accommodation,

- meals and incidentals; and hospitality;
 - expense details (*Attended meeting with EIA*), receipts, invoices or other proof of expense.
4. Information that would normally be withheld under the *Freedom of Information and Protection of Privacy Act*, such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.

Criteria for Reimbursement of Business Expenses

Mandatory Requirements – General

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 only 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 Office of the Mayor 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 Finance.
4. The Mayor’s expenses will be approved by the appointed Deputy Mayor, or if absent, the next appointed Deputy Mayor in the rotation.

Conferences

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 Urban Municipalities Association (AUMA) Conference. Mileage will be paid from Civic Centre to the destination or actual mileage whichever is less.

6. Attendance at the Federation of Canadian Municipalities (FCM) Conference will be limited to the Mayor and three other Council Members annually, with the exception that when the FCM Conference is held in Alberta all Council may attend. If a Council Member chooses to attend a third FCM Conference out of Province, within the same term of office, the cost of doing so will come from their operating budget.
7. The municipality shall not reimburse expenses which are covered by another agency, board, commission or authority.
8. Council Members are not limited to the number of educational or professional development activities they may attend; however, the total costs of attendance claimed may not exceed the Council Member's annual operating budget without the approval of Council.
9. 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 for 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.

Reimbursement of Business Expenses

1. Travel, parking and incidental travel costs (includes hotel, airfare, car rental, taxi, shuttles and parking)
 - 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).
 - The municipality has arranged preferred rates with specific car-rental agencies.
 - Where applicable, the approved *all inclusive mileage rate* will be paid for personal vehicle use only. Mileage rates are set by Alberta Urban Municipalities Association.
 - If a Council Member's insurance company requires an additional premium for using a personal vehicle for business of the municipality, this additional insurance is not reimbursable by the municipality as this cost

is covered through the all-inclusive mileage rate.

- 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.
 - The cost for seat upgrades, business/priority seating or first class will be borne by the Council Member.
 - Receipts are required for parking and incidental travel costs.
 - Destinations shall be identified on the receipt whenever taxi or shuttles are used.
2. Meals for Travel or Business Purposes:
- Will be receipted whenever possible.
 - Council Members are encouraged to limit daily meal expenditures the amounts as set out in Appendix "A".
3. Council Member's will receive a daily allowance for incidentals as set out in Appendix "A".
4. Telephone
- Long-distance calls for business purposes on land-line phones and cell phones must be receipted.
 - Long-distance roaming charges can be avoided by giving advance notice to IT (see "Communication Equipment").
5. Credit Card
- If using a credit card issued by the municipality, all expenditures must be identified with an itemized receipt.

City Apparel

Council Members will receive an annual individual apparel allowance to purchase official City of Leduc apparel such as a coat, blazer, vest and/or golf shirt. The apparel is for use when attending public events in the capacity of Councillor and will be in alignment with official corporate branding and promotions program. The items will be purchased through normal Administration protocols and charged to the requesting Council Member's operating budget.

Communication Equipment

1. Computers / Tablets

- Each Council Member will be provided a computer and/or tablet, (from a needs based allowance) as soon as practicable after each municipal election. This equipment is the property of the municipality unless it is purchased at the end of the municipal term.
- Each Council Member can select from a list of municipality approved/recommended hardware and software to meet their business needs.
- Each Council Member will receive an allowance of \$5,000 (including GST) per Council term, to pay for hardware, software, accessories and manufacturer support program. Any replaced equipment must be returned to the municipality with all accessories. This equipment is the property of the municipality unless it is purchased at the end of the municipal term.
- Each Council Member has the option to purchase their electronics from the municipality at the end of each municipal term at a depreciated value at which time it becomes their personal property.
- Each Council Member is responsible for the security of their computer equipment and all municipal information on their computer in accordance with the Responsibility Agreement.
- Each Council Member must sign a Responsibility Agreement before receiving new, or replacement, equipment.

2. Mobile Internet Service

- Council Members can elect to be provided a mobile Internet plan and, if needed, a SIM card, mobile USB stick or similar device for their computer.
- Council Members must notify the municipality to modify rate plans in advance of business trips to avoid mobile internet roaming charges in accordance with the Responsibility Agreement.

3. Mobile Phones

- Each Council Member will be provided an allowance, as a taxable benefit, to purchase their own mobile plan and mobility phone which is their personal property from the time of purchase.
- Council Members (with the exception of the Mayor) will receive an allowance of \$100 per month for both mobile plan and phone.
- The Mayor's allowance will be \$125 per month for both mobile plan and phone.

- Each Council Member will be responsible for the security of municipal information on their mobile phone in accordance with the Responsibility Agreement.
4. The municipality will provide:
- A secure Wi-Fi connection in Council chambers;
 - A secure Internet portal for Council Members to receive all council agenda packages;
 - Group procurement of all Council ordered computer equipment, software and accessories;
 - Technical set-up assistance on all computers and technical issue support on equipment supported by the municipality.

Political Fund Raising Events

1. Federal Political Events

The *Canada Elections Act*, SC 2000, c. 9, as amended and current to March 27, 2019, states:

“Prohibition — ineligible contributors

- **363 (1)** No person or entity other than an individual who is a Canadian citizen or is a permanent resident as defined in subsection 2(1) of the *Immigration and Refugee Protection Act* shall make a contribution to a registered party, a registered association, a nomination contestant, a candidate or a leadership contestant.”

Therefore, a municipality, being a corporation, is an ineligible contributor and cannot make contributions.

2. Events

The *Election Finances and Contributions Disclosure Act*, RSA 2000, c. E-2, current as of September 24, 2018, states:

“Fund-raising functions

23(1) In this section, “fund-raising function” includes any social function held for the purpose of raising funds for the registered party, registered constituency association, registered candidate, registered nomination contestant or registered leadership contestant by whom or on whose behalf the function is held.

(2) The gross income from any fund-raising function must be recorded by the chief financial officer of the registered party, registered constituency association, registered candidate, registered nomination contestant or registered leadership contestant that held the function or on whose behalf the function was held.

(3) If a fund-raising function is held by the sale of tickets by or on behalf of a registered party, registered constituency association, registered candidate, registered nomination contestant or registered leadership contestant, the amount of the contribution is to be determined under clause (a) or under clause (b), at the option of the registered party, registered constituency association, registered candidate, registered nomination contestant or registered leadership contestant:

(a) if the individual charge:

(i) is \$50 or less, it is not considered to be a contribution unless the person who pays the charge specifically requests that it be so considered, in which case 1/2 of the amount is allowed for expenses and 1/2 is considered to be a contribution,

(ii) is more than \$50 but not more than \$100, \$25 is allowed for expenses and the balance is considered to be a contribution, and

(iii) is more than \$100, 25% of the amount is allowed for expenses and the balance is considered to be a contribution;

(b) the amount of the contribution is the difference between the price of the ticket and the market value of what the ticket entitles the bearer to obtain.

(4) The price paid by a person at a fund-raising function in excess of the market value at that time for goods or services received is considered to be a contribution to the registered party, registered constituency association, registered candidate, registered nomination contestant or registered leadership contestant, as the case may be.”

Council Member Contributions:

Accordingly, any tickets, registration fees or donations to any registered party, registered association, a candidate, a leadership contestant or a nomination contestant are personal expenses of a Council Member and cannot be reimbursed through the Council Member’s operating budget.

APPENDIX "A"

As at 2019

Council Remuneration Per Annum:

Mayor: \$92,947.40

Council Member (other than Mayor): \$42,242.20

Per Diem - Meals for Travel or Business Purposes:

Breakfast: \$15

Lunch: \$20

Dinner: \$30

Per Diem for Incidentals: \$15

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: June 28, 2022, R183-22

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. 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.

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 Within the overall budget allocated for each Member, i.e., for Per Diems (where applicable), professional development, and expenses, funds could be used between accounts to offset any short fall. The total of these accounts shall not exceed the overall budget allocation.
- 3.2 On a quarterly basis, Members are responsible to provide to administration their monthly Per Diems (internal and external boards and committees) and Expense Claims, including receipts for each expenditure, which shall be posted on the City's website. This is to include professional development, promotional items, transportation, accommodations, meals, equipment, and any other eligible expenses.
- 3.3 Any expenses for the Mayor shall be reviewed and approved by the Chief Financial Officer.
- 3.4 Any expenses or Per Diems for Councillors' shall be reviewed and approved by the Director, Legislative Services.
- 3.5 Funds shall only be drawn from the Member's current fiscal year budget.
- 3.6 Funds may not be carried over from one budget year to the next fiscal year.
- 3.7 During a 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.

4. REMUNERATION:

- 4.1 Mayor:
- a. The position of Mayor is considered to be full-time reflective of level of remuneration, additional duties and encompassing expectations of position. The Mayor will receive an annual remuneration, paid bi-weekly.
 - b. The Mayor's remuneration shall be considered compensation for all duties of the office.
- 4.2 Councillor:
- a. The position of Councillor is considered to be part-time reflective of level of remuneration, duties and encompassing expectations of position. Each Councillor shall receive an annual base remuneration, paid bi-weekly.
 - b. 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 is acting 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 at the discretion of Council;
 - b. The comparable municipalities are:
 - i. Cities – Spruce Grove, Camrose, Leduc, Lloydminster, Airdrie, and
 - ii. Towns – Okotoks, 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 for and shall receive Per Diems, pursuant with 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 Councillors shall be eligible to receive Per Diems for attendance at Council meetings, when the meeting is 6 hours or longer in length.
- 5.8 Per Diems shall be paid at a rate of \$100 per half day and \$200 per full day.
- a. A half day Per Diem is defined as being from 2 to 4 hours.
 - b. A full day Per Diem is defined as being in excess of 4 hours.

c. Travel time shall form part of the Per Diem calculation.

5.9 Per Diems shall not be paid for attendance at the following:

- a. any Council and Council committee meetings, unless 6 hours or longer in length;
- b. sporting events;
- c. general public appearances;
- d. community events, i.e., 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 4.1.

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.

6.4 Funds shall not be carried over from one budget to the next.

7. EXPENSES:

7.1 Eligible expenses include costs associated with meals, transportation, mileage, and accommodation, 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. When a spouse/partner attends an out-of-town function/conference with the Member, expenses related to the spouse/partner's travel, meals, registration, and extra-curricular events are considered personal in nature, and shall not be eligible for reimbursement.
- b. When a spouse/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 15% on the expense.
- 7.7 Where it is determined that a Member has submitted a false or incorrect 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 Private 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 two 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 accommodations 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 15%.
- 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 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:
- Breakfast – if departure or return time is earlier than 7:30 a.m.;
 - Lunch – if the departure time is earlier or later than 1:00 p.m.; and
 - 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 will be posted to the City website and typically not individual names.
- 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 remain the property of the City, and shall be returned when the individual is no longer a Member of Council.
- 12.3 Should a Member wish to use their own smartphone for Council business, a monthly allocation of up to \$100 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:
- extended health;
 - dental;
 - life insurance;
 - out of country travel insurance;
 - health care spending account;
 - discount on entry fees to City-owned and operated recreation facilities; and
 - other savings or discounts available to all members of Administration.



THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

SUBMITTED BY: Will Pearce, CAO

COUNCIL MEETING: REG COW I/C

COUNCIL MEETING DATE: August 15, 2022

REPORT DATE: August 8, 2022

FILE: 0570-06

SUBJECT: COUNCIL REMUNERATION

PURPOSE:

To establish a remuneration schedule for the 2022-2026 Council, to be sworn in on November 7, 2022.

RECOMMENDATION:

1. THAT Council receive the report titled "Council Remuneration Committee – Recommendations to Mayor and Council, City of Vernon, June 2022", attached to the report recommendation titled "Council Remuneration" dated August 8, 2022, respectfully submitted by the CAO;
2. AND FURTHER, Council endorse the Council Remuneration Committee recommendations as presented;
3. AND FURTHER, Council endorse the Council Remuneration Committee recommendation to set the Mayor's remuneration (base rate) at \$2.44 per capita effective November 1, 2021 plus COLA (with the most recent 4 Year rolling average annual BC COLA applied in November), City of Vernon population as determined by the current Statistics Canada, Census Profile, City of Vernon (Census subdivision) total population;
4. AND FURTHER, Council endorse the Council Remuneration Committee recommendation to set Councillor remuneration (base rate) at 37% of the current Mayor's salary, effective November 7, 2022;
5. AND FURTHER, that remuneration for Mayor and Councillors be adjusted by the Consumer Price Index for BC, most recent 4 Year rolling average, not seasonally adjusted, August over August, all products in and that such adjustment be made as at November 7 of each year of the 2022-2026 term of Council, commencing November 7, 2022 through to and including November 7, 2025;
6. AND FURTHER, Council endorse the Council Remuneration Committee recommendation that Committee meeting pay continue as per present practice of the current Council Remuneration Policy;
7. AND FURTHER, Council endorse the Council Remuneration Committee recommendation that the Council benefits package continue as per present practice;
8. AND FURTHER, Council authorize an honorarium in the form of a \$250 gift certificate for each Council Remuneration Committee member as appreciation for the committee members' time, thorough review and thoughtful recommendations.

ALTERNATIVES & IMPLICATIONS:

1. THAT Council receive the report titled "Council Remuneration Committee – Recommendations to Mayor and Council, City of Vernon, June 2022" as attached to the report titled Council Remuneration, dated August 8, 2022, respectfully submitted by the CAO and resolve to amend Council remuneration for the 2022-2026 Council, to be sworn in on November 7, 2022, as follows: *(to be cited by Council)*.
2. THAT Council receive the report titled "Council Remuneration Committee – Recommendations to Mayor and Council, City of Vernon, June 2022", as attached to the report titled Council Remuneration, dated August 8, 2022, respectfully submitted by the CAO for information.

ANALYSIS:

A. Committee Recommendations:

Council Remuneration Committee Recommendations to Mayor and Council, City of Vernon, June 2022 attached.

B. Rationale:

1. At the Regular meeting of February 14, 2022 Council unanimously endorsed the following motion:

"THAT Council requests Mayor Cumming and the Chief Administrative Officer to bring forward a recommendation of three members of the public, with at least one member having previous elected municipal government experience, to be considered for appointment to the Citizen Remuneration Review Committee.

AND FURTHER, that Council directs the Citizen Remuneration Review Committee to review Council remuneration as per the Council Remuneration Policy and report back to Council on August 15, 2022 with a recommendation for consideration in the 2023 budget."

This direction is consistent with the current Council Remuneration Policy.
2. A Council Remuneration Committee was formed by Council resolution March 28, 2022. The Committee members were:
 - Glen Benischek, Chief Executive Officer for VantageOne Credit Union
 - Wee Yee, retired engineering executive, President Vernon & Area 2017 55+ BC Games Society, Past President Funtastic
 - Rob Sawatzky, former City of Vernon Mayor
3. The Committee reviewed current remuneration rates for Mayor and Councillors in comparable communities as directed by Council, the current remuneration policy, the July 2018 report to Council for the past Remuneration Committee.
4. The Committee has provided its recommendations in the report titled "Council Remuneration Committee – Recommendations to Mayor and Council, City of Vernon June 2022" attached.
5. The Committee recommends Council remuneration be adjusted by the "BC Cost of Living Index", rolling 4 Year average, each year of the 2022-2026 term.
6. The Committee recommends the continuance of present practice for both the Council Benefits program and Committee meeting pay.

C. Attachments:

1. "Council Remuneration Committee – Recommendations to Mayor and Council, City of Vernon, June 2022"

D. Council's Strategic Plan 2019 – 2022 Goals/Action Items:

N/A

E. Relevant Policy/Bylaws/Resolutions:

1. Provincial legislation provides nominal, generic information on the core responsibilities of a Mayor and Councillor.
2. Position Descriptions for City of Vernon Mayor and Council have been completed as directed by Council and provided to the Remuneration Committee.
3. The existing Council Remuneration Policy was last amended October 14, 2014.

BUDGET/RESOURCE IMPLICATIONS:

Should Council accept the recommendations as presented, Council remuneration for the 2022-2026 term would be adjusted by a rolling 4 Year average of the Consumer Price Index for BC, August over August, all products in, not seasonally adjusted, each year effective November 7, 2022.

The Committee has detailed proposed Mayor salary increments November 2022 through November 2025. Actual salary will be dependent on BC Cost of Living Index and Census Population. The Committee recommends Councillor Remuneration be 37% of the Mayor's rate.

Prepared by:

Approved for submission to Council:

X
Will Pearce, CAO


Will Pearce, CAO

Date: 08. AUGUST. 2022

REVIEWED WITH

- | | | |
|---|---|---|
| <input type="checkbox"/> Corporate Services | <input type="checkbox"/> Operations | <input type="checkbox"/> Current Planning |
| <input type="checkbox"/> Bylaw Compliance | <input type="checkbox"/> Public Works/Airport | <input type="checkbox"/> Long Range Planning & Sustainability |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Facilities | <input type="checkbox"/> Building & Licensing |
| <input type="checkbox"/> RCMP | <input type="checkbox"/> Utilities | <input type="checkbox"/> Engineering Development Services |
| <input type="checkbox"/> Fire & Rescue Services | <input type="checkbox"/> Recreation Services | <input type="checkbox"/> Infrastructure Management |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Parks | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Financial Services | | <input type="checkbox"/> Economic Development & Tourism |
| <input type="checkbox"/> COMMITTEE: | | |
| <input type="checkbox"/> OTHER: | | |

Council Remuneration Committee
Recommendations to Mayor and Council

City of Vernon

June 2022

Committee Members:

Glenn Benischek

Wee Yee

Rob Sawatzky

Background

The policy of the City of Vernon council is to appoint a three person committee from the community, that includes at least one member with elected municipal government experience, to review Mayor and Council Remuneration.

At the March 28th, 2022 meeting, the City of Vernon Council passed the motion to appoint the Remuneration Committee which was to be composed of:

Glenn Benischek- CEO for VantageOne Credit Union

Wee Yee -retired engineering executive-Past President Funtastic, and 2017 Vernon and Area 55+ BC Games Society

Rob Sawatzky- past Mayor-City of Vernon

The Committee reviewed the City of Vernon Council Remuneration policy, the July 2018 Report to Council from the Remuneration Committee, and the remuneration information provided from the COV Council 10 Benchmark Communities.

The Committee also reviewed the separate job description documents for the COV Mayor and Councillors . In addition, the Committee also reviewed the available financial information on present COV Mayor and Councillors benefits programs and costs.

As was true for other Remuneration Committee reviews, the information provided by the comparator communities was variable in format, quality, components, and completeness. We worked to remedy those difficulties with information from as many sources as possible to ameliorate those difficulties.

The 10 Benchmark Communities, in descending order by population, were:

Kelowna
Kamloops
Chilliwack
Port Coquitlam
Mission
West Kelowna
Port Moody
Campbell River
Courtenay
Cranbrook

The Committee would like to thank the COV staff, and especially Maria Doyle and Nicola Wood, for their prompt, professional assistance in providing the the Committee with information as requested.

Analysis

The Committee concurs with the 2018 previous report that the mayor's role is a full time position, with additional evening and weekend duties, and also requires significant time and responsibility working with our neighbouring local government partners in the Regional District of North Okanagan.

We continue to feel that the very important, but lesser duties of the councillors is best remunerated at a percentage of the Mayor's salary. We feel that the present recommended ratio of councillor pay relative to the mayor, of 37%, is appropriate and consistent with best practices. It is consistent overall with the relative remunerations of the 2 positions in our comparator communities, despite the diverse methods used to arrive at the councillor's salary in those communities.

Our analysis of the compensation levels in the Benchmark Communities showed that the per capita ratio remunerations recommended to COV Mayor and Council in 2018 by our Committee, resulted in our Mayor and Council being "at market". Some of the Mayors in the smaller cities were paid at a higher ratio, and a couple of the larger cities paid Mayors at a lower per capita rate, but a much larger absolute salary. The cities closest in population to Vernon tended to be closest in total remuneration, but the overall remuneration rates in the 10 communities were useful in our deliberations.

Our recommendation is that the COV Mayor and Council remuneration is appropriate and future increases be applied to the Mayor's salary by using the annual BC Cost of Living (COLA) index.

However, economic conditions are very unstable and uncertain at present, and one role of good government is to reduce the shocks that uncertainty can impose on its citizens. We suggest that the COV Mayor and Council assist with this, by using the average BC COLA of the previous 4 years when applying this annual increase to the Mayor's salary calculation. That will help smooth out the financial implications to our taxpayers, even though the total salary costs of the mayor and council are a tiny percentage of the COV annual budget.

We see that the most recent 2021 census shows Vernon's population at 44,519, which is approximately a 10% increase from our 2018 population numbers.

We continue to recommend that the latest population figure be used as the base number, to be multiplied by the previously recommended per capita salary for November 2021, of \$2.44 plus COLA, with the rolling most recent 4 year average annual BC COLA, applied annually in November, to calculate the Mayor's compensation. The salary in each subsequent year should be the cumulative increases in COLA as recommended.

Benefits

The committee recommends the continuation of present practice.

Committee Meeting Pay

The Committee recommends the continuation of present practice.

Summary

Mayor

- Remuneration increased annually over the 4 year term by applying the average of the previous 4 year annual BC COLA to the base calculation of the Nov 2021 salary, using the most recent census data.
- Continue benefits present practise
- Continue present Council committee remuneration policy

Council

- Remuneration at 37% of Mayor's salary with the same annual BC Cost of Living Index annual increase applied
- Continue benefits package present practise
- Continue present Council Committee remuneration policy

BY-LAW NO. 7220

BEING A BY-LAW of the City of Brandon to provide for the remuneration of members of Council for the year 2019 and for each year thereafter.

WHEREAS The Municipal Act, S.M. 1996 CAP. M225 PART 3, DIVISION 6, provides authority for members of a municipal council to receive an indemnity and other remuneration;

AND WHEREAS it is deemed expedient and in the best interest of the corporation to provide for the payment of indemnities and other remuneration incidental to the discharge of such duties as a member of Council;

NOW THEREFORE the Council of the City of Brandon, in open session assembled, enacts as follows:

1. MAYOR

(a) Indemnity

The total annual indemnity for the Mayor shall be the sum of Ninety Thousand Six Hundred and Seventy-Five Dollars (\$90,675.00) and such indemnity shall be payable in twenty-six (26) bi-weekly payments of Three Thousand Four Hundred and Eighty Seven Dollars and Fifty Cents (\$3,487.50).

(b) Benefits

The Mayor shall be provided with a benefit package comprised of:

- (1) dental insurance coverage approximately equivalent to the employee plan, life insurance, accidental death and dismemberment at two times the Mayor's annual salary, an indemnity to cover brief absences from work due to illness or injury and long term disability, with total costs to be split equally between the City of Brandon and the Mayor; and
- (2) at the Mayor's discretion, a registered retirement savings plan (RRSP) to which the Mayor would contribute up to the allowable rate of the Mayor's salary whereby the cost of purchasing the RRSP shall be shared equally between the City and the Mayor provided the City's contribution does not exceed seven per cent (7%) of the total annual cost.

(c) Vehicle Allowance

A vehicle allowance in the amount of Three Hundred and Seventy-Five Dollars (\$375.00) per month shall be provided to the Mayor for the use of his/her private vehicle while conducting City business within the corporate limits of the City.

2. DEPUTY MAYOR AND COUNCILLORS

(a) Indemnities

(1) Deputy Mayor

The total annual indemnity for the Deputy Mayor shall be approximately equal to 25% greater than a Councillor's total annual indemnity whereby it shall be the sum of Twenty-Six Thousand Three Hundred and Fifty Dollars (\$26,350.00) and such indemnity shall be in twenty-six (26) equal bi-weekly payments of One Thousand Thirteen Dollars and Forty-Six Cents (\$1,013.46).

(2) Councillors

The total annual indemnity for each Councillor shall be approximately equal to 25% of the Mayor's total annual indemnity whereby it shall be the sum of Twenty-One Thousand One Hundred and Twenty-Five Dollars (\$21,125.00) and such indemnity shall be payable in twenty-six (26) equal bi-weekly payments of Eight Hundred Twelve Dollars and Fifty Cents (\$812.50).

(b) Benefits

- (1) The Deputy Mayor and each Councillor shall be provided with a benefit package comprised of life insurance, accidental death and dismemberment at two times their annual salaries and long term disability with the costs of the plan to be shared equally between the City and the Deputy Mayor and between the City and each Councillor.**
- (2) A member of Council seventy (70) years of age or older shall be provided with the option of obtaining life insurance coverage as could be provided for an amount equivalent to 1% of the member's annual salary at the City's expense or an equivalent amount in cash in lieu of such contribution.**

3. WORK OR SERVICE

Work or service on behalf of the City shall mean in this by-law, all time spent by members of Council representing the City, whereby members of Council shall be entitled to reimbursements of expenses incurred in accordance with the Council Expenses Policy.

4. PER DIEM AND EXPENSE ALLOWANCE

The Deputy Mayor and each Councillor may, in a calendar year, claim a maximum allowance of Two Thousand One Hundred and Seventy Dollars (\$2,170.00) as a per diem indemnity and for reimbursement of expenses incurred while performing work or service on behalf of the City whereby:

- (a) a maximum of One Thousand Three Hundred and Sixty Dollars (\$1,360.00) may be claimed as per diem indemnity and any unclaimed portion of the maximum per diem indemnity may be applied toward reimbursement of expenses however, no portion of the allowance for reimbursement of expenses shall be applied toward the per diem indemnity;**
- (b) One Hundred and Seventy Dollars (\$170.00) shall be paid per actual meeting day which shall mean a meeting of more than three and a half hours in duration and Eighty-Five Dollars (\$85.00) per half meeting day which shall mean a meeting of three and a half hours or less in duration;**
- (c) per diems and expenses incurred due to attendance at meetings of Council other than regular meetings, and attendance at meetings of boards and committees to which the Deputy Mayor or a Councillor is appointed by Council may be claimed and shall be deducted from the Deputy Mayor's or Councillor's annual per diem indemnity and expense allowance;**
- (d) per diems and expenses incurred due to an assigned attendance at the Federation of Canadian Municipalities' annual convention, attendance at the Association of Manitoba Municipalities' annual convention, the annual Municipal Officials Seminar, or any work or service performed beyond City limits on behalf of the City as requested by the Mayor or authorized by Council may be claimed and shall not be deducted from the Deputy Mayor's or Councillor's annual per diem indemnity and expense allowance;**
- (e) expenses incurred by a member of Council while performing work or service on behalf of the City, inclusive of mileage, travel expenses, living expenses, registration and tuition fees, the costs of materials for a meeting, conference or course, and out-of-pocket expenditures shall be reimbursed in accordance with the Council Expenses Policy; and**
- (f) a record of the per diem indemnity paid to and reimbursement of expenses incurred by the Mayor, Deputy Mayor and each Councillor shall be maintained and made public by the City Clerk annually.**

5. ANNUAL ADJUSTMENTS IN INDEMNITIES, PER DIEMS AND ALLOWANCES

Commencing in 2020, the total annual indemnities for the Mayor, Deputy Mayor and each Councillor, inclusive of the annual per diem and expense allowance, shall be adjusted on January 1 of each year based on the average of the monthly Consumer Price Index for Manitoba (CPI) for previous twelve month period ending October 31.

6. REVIEW OF SALARIES AND BENEFITS

The salaries and benefits provided to the Mayor, Deputy Mayor and Councillors as set out herein shall be reviewed by no later than the end of the first quarter of the last year of each term of Council.

7. REPEAL

By-law No. 6830 of the City of Brandon be and the same is hereby repealed effective December 31, 2018.

8. EFFECTIVE DATE

This by-law shall come into full force and take effect on January 1, 2019.

DONE AND PASSED by the Council of the City of Brandon duly assembled this 15th day of October A.D. 2018 .


"R. Chrest"
MAYOR

"H. Ewasiuk"
CITY CLERK

Read a first time this 1st day of October A.D. 2018.
Read a second time this 15th day of October A.D. 2018.
Read a third time this 15th day of October A.D. 2018.

I, Heather Coreen Ewasiuk, Clerk of the City of Brandon, DO HEREBY CERTIFY the above within to be a true and correct copy of By-law No. 7220.

Original Signed By
H. Ewasiuk
H. Ewasiuk, City Clerk

	CORPORATE POLICY COUNCIL REMUNERATION	Policy No: 5,016 (Revised)
		Approved By: Council
		Effective Date: September 1, 2015
		Resolution No.: 272-15 Department: Corporate Services – City Clerk’s Section

COUNCIL REMUNERATION POLICY

POLICY STATEMENT

The City of Spruce Grove has a duly elected Council comprised of local residents who represent the interests of the City and govern its operations. This policy sets out equitable compensation and benefits for all the work involved in holding public office in the City of Spruce Grove.

1. PURPOSE

This policy is intended to clarify the benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

2. DEFINITIONS

“City” means the City of Spruce Grove

3. RESPONSIBILITIES

N/A

4. REMUNERATION

- 4.1 The salary for the Mayor and Aldermen will be adjusted annually to reflect current economic conditions. This will be done in conjunction with the annual cost of living review conducted by the Human Resource Department of the City.
- 4.2 Each Alderman shall receive a set salary adjustment during their term as Deputy Mayor in compensation for additional duties. This adjustment will be reviewed in conjunction with sections 4.1 and 4.3.
- 4.3 Administration will be responsible for conducting a comprehensive review of salaries, honorariums and expenses every Council term. This review may be conducted through striking a task force comprised of

	CORPORATE POLICY COUNCIL REMUNERATION	Policy No: 5,016 (Revised)
		Approved By: Council
		Effective Date: September 1, 2015
		Resolution No.: 272-15 Department: Corporate Services – City Clerk’s Section

residents of the City. A report with recommendations will be presented to Council no later than June, prior to the election.

5. BENEFITS

- 5.1 Members of Council may participate in City initiated benefit programs where eligible. Benefits include but are not limited to:
- a. Extended Health benefits
 - b. Dental benefits
 - c. Life Insurance
 - d. Health and Wellness benefit
 - e. Canada Savings Bond contribution deductions
 - f. Self-directed RRSP contribution deductions
 - g. Tax Free Savings Account contribution deductions
 - h. Computer Purchase Program
 - i. Employee Family Assistance Program

6. HONORARIUM

- 6.1 Members of Council will receive an honorarium when their attendance is required as an official representative of the City. Honoraria will be paid on either a full day or a half day basis.
- 6.2 Honoraria will not be paid for attendance at the following:
- a. Regular Council Meetings, Special Meetings of Council, Committee of the Whole Meetings and City Budget Meetings
 - b. In-house education or workshop events put on by the City
 - c. Meetings where honoraria are paid by an organization other than the City
 - d. Golf Tournaments
 - e. Ceremonial events such as openings or anniversaries for local businesses
 - f. General public appearances
 - g. Community events such as National Aboriginal Day, Canada Day, Remembrance Day, and Christmas in Central Park.
 - h. Other purely social events
 - i. Attendance at political party functions of any type

	CORPORATE POLICY COUNCIL REMUNERATION	Policy No: 5,016 (Revised)
		Approved By: Council
		Effective Date: September 1, 2015
		Resolution No.: 272-15 Department: Corporate Services – City Clerk’s Section

6.3 ½ Day is defined as a minimum of two (2) hours and a maximum of four (4) hours, and Full Day is defined as in excess of four (4) hours

6.4 Honoraria rates will be updated every January in conjunction with the annual cost of living review conducted by the Human Resource Department of the City.

7. TRAVEL AND SUBSISTENCE

7.1 There exists a continuing requirement for members of Council to attend conferences and conventions as part of their professional development.

7.2 A separate financial account entitled Alderman’s and/or Mayor’s Expense is established to provide the necessary funding for members of Council to attend events such as:

- a. The Federation of Canadian Municipalities (FCM) Annual Convention, and
- b. The Alberta Urban Municipalities Association (AUMA) Annual Convention, and
- c. Other educational or professional development conferences, conventions and seminars.

7.3 All out of Province travel must be pre-approved by the Mayor.

7.4 Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual member’s Alderman’s and/or Mayor’s Expense Budget.

7.5 The City will pay the reasonable expenses of its delegation including:

- a. Overnight lodging
- b. Travel by the lowest possible economy fare
- c. Meals (not covered by registration costs)
- d. Registration Costs
- e. Reasonable entertainment / hosting costs e.g. meals / beverages for guest(s)

	CORPORATE POLICY COUNCIL REMUNERATION	Policy No: 5,016 (Revised)
		Approved By: Council
		Effective Date: September 1, 2015
		Resolution No.: 272-15 Department: Corporate Services – City Clerk’s Section

- 7.8 Costs incurred when traveling to conferences, conventions and other training sessions, as well as meeting with representatives of other governments (including transportation, meals, hotels, communication and other costs) will be reimbursed at the actual rate of the expense or in accordance with the Business Travel and Expense Policy, 9,053CM should receipts not be provided.
- 7.9 Members of Council using their personal automobile for out of town City business shall be compensated in accordance with the Business Travel and Expense Policy, 9,053CM.
- 7.10 Members of Council will be provided a monthly allowance for travel within the municipality.
- 7.11 The City will continue the practice of providing an accountable, recoverable travel advance and a Corporate Credit Card to members of Council.
- 7.12 Members of Council will not be reimbursed for attending a political party function or fundraiser.

8. SPOUSES/PARTNERS

- 8.1 If a spouse/partner accompanies a member of Council to an out of town conference/convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense except as noted in sections 8.2 and 8.3.
- 8.2 Where the spouse/partner is invited through a conference to accompany the member of Council to banquets/receptions, their tickets for these banquets/receptions may be charged to the Alderman’s and/or Mayor’s Expense budget. If the cost of conference registration for a spouse/partner includes banquet/reception tickets and is less than or equal to the cost of banquet/reception tickets purchased separately, the registration fee for the spouse/partner may be charged to the Alderman’s and/or Mayor’s Expense budget.

	CORPORATE POLICY COUNCIL REMUNERATION	Policy No: 5,016 (Revised)
		Approved By: Council
		Effective Date: September 1, 2015
		Resolution No.: 272-15
		Department: Corporate Services – City Clerk’s Section

8.3 When a member of Council is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Alderman’s and/or Mayor’s Expense budget.

9. EXPENDITURE TRACKING

In order that Council may track expenditures, Administration shall provide Council with a monthly statement covering their individual Alderman’s and/or Mayor’s Expense Budget. Aldermen shall be accountable to the Mayor for the management of their individual budgets.

10. RETIREMENT SAVINGS PLAN

Members of Council may participate in a retirement savings program. An annual matching contribution of up to 4% of a member of Council’s annual salary will be deposited into a Registered Retirement Savings Plan or Retirement Savings Plan in their name for each year of elected service to the City.

11. MOBILE DEVICES

The City shall provide Council with mobile devices, as set out in policy 5,018CM Council Device Policy, in order to support their work on City of Spruce Grove Council business.

RELATED DOCUMENTS

Business Travel and Expense Policy, 9,053CM
Council Device Policy, 5,018CM

<p>APPROVAL</p> <p>Mayor: <u>Original signed by Stuart Houston</u> Date: <u>July 17, 2015</u></p>

CITY OF SASKATOON COUNCIL POLICY

NUMBER C01-031

POLICY TITLE <i>Leaves of Absence for Members of City Council</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>February 1, 2022</i>
ORIGIN/AUTHORITY <i>City Council – Item 11.2.1 – City Solicitor’s Report – January 31, 2022</i>	CITY FILE NO. <i>CK 4690-0</i>	PAGE NUMBER <i>1 of 7</i>

POLICY STATEMENT

The Cities Act restricts the number of consecutive meetings from which a Member of Council can be absent, unless the absence is authorized by a resolution of Council or a leave of absence policy is adopted by Council. The City wishes to encourage and promote diversity and inclusion on Council and encourage the well-being of its employees and Members of Council. To achieve these goals, this policy is intended to allow for leaves of absence by Members of Council in situations defined by this policy without authorization by resolution of Council.

1. PURPOSE

The purpose of this policy is to provide for:

- a) maternity and parental leaves for Members of Council;
- b) medical leaves for Members of Council; and
- c) supports for Members of Council during a leave to ensure the public continues to be represented.

2. DEFINITIONS

- 2.1 “Authorized Leave of Absence”: means a leave of absence defined by this Policy as maternity leave, parental leave or medical leave, which does not require a resolution of Council authorizing the leave.
- 2.2 “City Manager”: means the person appointed as the administrative head of the City of Saskatoon pursuant to Section 84 of *The Cities Act*.

- 2.3 “Communications and Constituency Relations Allowance”: means the allowance provided to Members of Council and as described in the *Communications and Constituency Relations Allowance Policy C01-027*.
- 2.4 “Council”: means the Council of the City of Saskatoon.
- 2.5 “Mayor”: means the person elected as Mayor of the City of Saskatoon.
- 2.6 “Member”: means an elected member of Council, including the Mayor.

3. SCOPE

- 3.1 This Policy applies to authorized leaves of absence. A Member of Council may still request a resolution of Council to authorize a leave of absence not defined by this Policy in accordance with the provisions of *The Cities Act*.
- 3.2 Unless otherwise provided, this Policy does not apply to leaves of absence of less than three months as defined in Section 120 of *The Cities Act*.

4. AUTHORIZED LEAVES OF ABSENCE

4.1 Maternity Leave

A Member of Council who has given birth or who is about to give birth, or a Member of Council who has adopted a child and will be the primary caregiver of that child, may take maternity leave for a period of up to eighteen (18) weeks, but the leave shall not extend beyond the Member's term of office.

4.2 Parental Leave

4.2.1 A Member of Council whose spouse or partner has given birth, or who has adopted a child and who is not the primary caregiver, may take parental leave for a period of up to twenty-six (26) weeks, but the leave shall not extend beyond the Member's term of office.

4.2.2 A Member of Council who has taken maternity leave pursuant to Section 4.1 may also take parental leave. The combined maternity leave and parental leave shall not exceed twenty-six (26) weeks or extend beyond the Member's term of office.

4.3 Medical Leave

A Member of Council who has an illness or injury and has provided a medical certificate from a qualified medical professional may take medical leave for a period of up to twenty-six (26) weeks, but the leave shall not extend beyond the Member's term of office.

5. SALARY AND BENEFITS DURING A LEAVE OF ABSENCE

5.1. A Member of Council shall continue to receive their salary during an authorized leave of absence.

5.2. A Member of Council shall continue to receive their benefits, including the Communications and Constituency Relations Allowance, during an authorized leave of absence.

6. IMPLEMENTING A LEAVE OF ABSENCE

6.1 Notice

6.1.1 Prior to taking an authorized leave of absence, a Member of Council shall provide four (4) weeks' written notice to the Mayor and City Manager of their intention to take the leave unless circumstances do not make that possible.

6.1.2 The written notice must include:

- a) the start date of the leave;
- b) the anticipated length of the leave;

- c) a medical certificate from a qualified medical professional for a medical leave; and
- d) if the Member was unable to provide four (4) weeks' notice, the general nature of the circumstances that prevented the four (4) weeks' notice.

6.2 Duties During a Leave

- 6.2.1 A Member of Council who takes an authorized leave of absence is not required to attend Council meetings, Council Committee meetings or the meetings of other bodies to which they are appointed by Council or to undertake other duties as required by *The Cities Act*. In accordance with Section 120(1)(c)(ii) of *The Cities Act*, a Member of Council is not disqualified from Council by being absent from Council meetings during an authorized leave of absence.
- 6.2.2 A Member of Council who takes an authorized leave of absence continues to exercise all rights and privileges of office.

6.3 Management of Duties During a Leave

- 6.3.1 Prior to commencing an authorized leave of absence, a Member of Council must submit the form attached as Schedule "A" to the Mayor and City Manager for review and feedback.
- 6.3.2 This form is a written plan, which includes:
 - a) the arrangements the Member of Council has made to ensure the public will be represented during the leave; and
 - b) any duties that the member of Council will continue to perform during the leave.
- 6.3.3 If another Member of Council will be providing coverage during the leave, written authorization must be provided by the other Member of Council to confirm the Member's acceptance of responsibilities on behalf of the Member of Council taking a leave.

6.3.4 A Member of Council may revise their written plan at any time during their leave by submitting a revised form to the Mayor and City Manager for review and feedback.

6.3.5 If circumstances do not allow a Member of Council to complete a written plan prior to taking a leave, the City Manager, in conjunction with another Member of Council, will complete the form and share it with the Member of Council taking a leave for approval as soon as circumstances allow.

6.4 Notice to Public and Council

6.4.1 Information regarding the written plan provided by a Member of Council taking an authorized leave of absence will be provided to the remainder of Council for information.

6.4.2 This Policy and any information received in accordance with this Policy is subject to *The Local Authority Freedom of Information and Protection of Privacy Act*.

6.5 Mayor

When the Member of Council taking the authorized leave of absence is the Mayor, the Mayor will submit any documents required pursuant to this Policy to the City Manager.

7. **SUPPORTS DURING A LEAVE OF ABSENCE**

A Member of Council taking an authorized leave of absence shall, in addition to their salary and benefits, be entitled to:

- administrative support; and
- reimbursement for childcare expenses, subject to a cumulative maximum of \$15,000 per Member of Council per term of office.

7.1 Administrative Support

Each Member of Council taking an authorized leave of absence shall be entitled to \$300 a week to hire additional administrative support to provide any assistance they require to manage their duties during an authorized leave of absence.

7.2 Childcare Expenses

During the period of time when a Member of Council is entitled to take a maternity or parental leave, a Member of Council may be reimbursed for reasonable childcare expenses incurred while on City business including meetings, conferences, events or anything related to their duties as a Member of Council.

7.3 Reimbursements

Members of Council must provide the City Clerk's Office with receipts of expenses incurred under part 7 (seven) of this policy in order to be reimbursed.

8. RESPONSIBILITIES

8.1 The Member of Council taking an authorized leave of absence shall submit all required information and documentation in advance of and during the course of their leave.

8.2 Council is responsible for:

- a) approving updates to this policy; and
- b) approving alternate appointments to Council Committees and other bodies as required.

8.3 The Mayor is responsible for:

- a) reviewing and providing feedback with respect to the forms provided by Members of Council taking an authorized leave of absence; and
- b) considering whether the duties of other Members of Council need to be adjusted due to an authorized leave of absence by a Member of Council.

8.4 The City Manager is responsible for:

- a) reviewing and providing feedback with respect to the forms provided by Members of Council taking an authorized leave of absence; and
- b) drafting a form for a Member of Council in circumstances that do not allow a Member of Council to draft the form.

8.5 The City Clerk is responsible for:

- a) reviewing supporting documentation for expenses and processing payments for expenses; and
- b) contacting the Chair of the Advisory Committees or other bodies as required to determine if changes are required as a result of the authorized leave of a Member of Council.

Schedule "A"

Leave of Absence – Plan for Coverage of Council Member's Duties During Leave

Name of Council Member: _____

Type of Leave: Maternity Parental Medical Leave

Proposed Start Date: Click or tap to enter a date.

Anticipated Length of Leave: _____ weeks

Part I – Proposed Duties During Leave

During an authorized leave of absence Members of Council are not required to participate in any meetings or undertake their duties but depending on the leave may wish to do so. If so, in this section describe what meetings you wish to continue to attend, and the other duties you will continue during your leave.

Part II – Appointments

List the Council Committees on which you as a Member of Council sit:

- No further action required by Member of Council.

List the Advisory Committees on which you as a Member of Council sit:

- No further action required by Member of Council.

List the other Boards on which you as a Member of Council sit:

- No further action required by Member of Council.

Part III – Council Member Correspondence and Coverage for Public

What is the plan for coverage of constituents during leave?

- Provide details below. For example, who will be checking email and responding to constituents? Who should be directed to attend community events on your behalf? Who should correspondence to the Member of Council be directed to? Who will be answering your phone?
- Councillor Assistant duties for each Member of Council will continue during leave (Phones may be forwarded to a Councillor Assistant during a Leave of Absence)
- Do you plan on hiring additional administrative support during the leave? The Policy provides for financial support to hire additional staff.
 - Do you want assistance from the City Clerk’s Office to hire staff?
 - Have you already retained your own staff to provide coverage? If so, detail contact information.
 - Please detail what work this staff will do during the leave of absence

Is there other assistance you need during your leave of absence?

Will another Member of Council be providing coverage during the leave? If so, what?
Please attach a written authorization from this Member of Council agreeing to undertake these duties. An email is sufficient.

Council Member Signature: _____

Date: Click or tap to enter a date.



CITY OF MOOSE JAW

Parental Leave for Elected Members Bylaw, 2021

Bylaw No. 5649

Date of Passage July 12, 2021
(effective date July 12, 2021)

Disclaimer:

This information has been provided solely for research convenience. Official bylaws are available at the Office of the City Clerk and must be consulted for purposes of interpretation and application of the law.

BYLAW NO. 5649

PARENTAL LEAVE FOR ELECTED MEMBERS BYLAW, 2021

The Council of the City of Moose Jaw in the Province of Saskatchewan, enacts as follows:

Title

- 1 This Bylaw shall be referred to as the "Parental Leave for Elected Members Bylaw, 2021".

Purpose

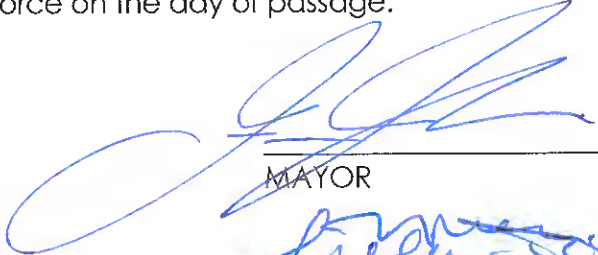
- 2 The purpose of this Bylaw is to establish a policy to ensure parental leave for Members of Council without the need for Council to pass a motion approving each absence in accordance to section 120(1)(c) of *The Cities Act*.

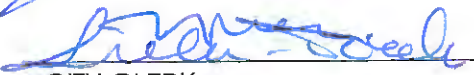
Parental Leave for Elected Members Policy

- 3 Members of Council and City Administration are responsible for adhering to the parameters of the Parental Leave for Elected Members Policy, attached as Schedule A, to this Bylaw.

Coming into Force

- 4 This Bylaw comes into force on the day of passage.



MAYOR


CITY CLERK

READ A FIRST TIME the 12th day of July 2021.

READ A SECOND TIME the 12th day of July 2021.

READ A THIRD TIME the 12th day of July 2021.



SCHEDULE A
City of Moose Jaw
POLICY

POLICY:	PARENTAL LEAVE FOR ELECTED MEMBERS	POLICY NO.:	CCL-001-2021 POY
POLICY Owner	City Clerk's Office	Approved on:	
Approved by:	City Council Resolution #2021-07-12-796 Bylaw No. 5649, Parental Leave for Elected Members Bylaw, 2021	Effective Date:	July 12, 2021
Last Reviewed:		Next Review:	January 3, 2024

1. Purpose

- 1.1 This Policy provides guidance on Pregnancy and/or Parental Leaves for Members of Council in a manner that respects a Member's statutory role as an elected representative.
- 1.2 The purpose of this Policy is to establish the procedure for declaring the leave and to identify the remuneration package and other administrative matters.

2. Application

- 2.1 This Policy applies to any Member of Council who is absent from meetings of Council for twenty (20) consecutive weeks or less as a result of the Member's pregnancy, the birth of the Member's child, the adoption of a child by the Member, or parental leave by the Member.

3. Definitions

- 3.1 "Act" means *The Cities Act* and amendments thereto.
- 3.2 "City" means the Corporation of the City of Moose Jaw.
- 3.3 "City Clerk" means the person duly appointed as City Clerk as per the City's Administration Bylaw, or the designate of the City Clerk.
- 3.4 "Mayor" means the chief elected official. If the Mayor takes Parental Leave, any references in this policy to the Mayor shall be deemed to refer to the Deputy Mayor.
- 3.5 "Member of Council" means an elected member duly elected pursuant to the provisions of *The Local Government Election Act, 2015* and includes the Mayor.
- 3.6 "Parental Leave" means a period of time during which an elected Member of Council may be absent from all Council and Council Committee meetings, and any other duties assigned to the Councillor by Council.
- 3.7 "Parental Leave Agreement" means a written commitment described in Section 7.

- 3.8 "Remuneration" means salaries, indemnities, honourariums, and allowances paid to a Member of Council.

4. Scope

- 4.1 The City will support Pregnancy and/or Parental Leaves of Members of Council in accordance with the following principles and provisions:
- a. A Member of Council is elected to represent the interests and well-being of the municipality and their constituents.
 - b. A Member's Leave does require Council approval, acknowledging the Member's twenty (20) weeks of Leave; however, their office cannot be declared vacant as a result of the Leave.
 - c. A Member on Leave shall continue to receive all remuneration and continue to have expenses paid in accordance with any Council expense policy.
 - d. The Member is entitled to continue to receive communication from Council (Council packages, email, meeting invitations), as if the Member were not on Leave, in accordance with the wishes of the Member.
 - e. A Member on Leave reserves the right to participate as a Member at any time during their Leave.
 - f. Members of Council on Leave may participate in events, conferences, committee meetings, constituent meetings or respond to communications at the level they determine, utilizing an out of office email feature to identify they are on leave, the level of service offered and an alternate contact if required.
 - g. Legislative and administrative matters requiring action during a Member's Leave should be addressed in a manner that is consistent with the Member's wishes subject to normal practices and policies.
 - h. Council may make temporary appointments to fill any vacancies created by the Leave of the Member.
 - i. At any point during a Member's Leave, the Member will provide written notice to the City Clerk and Mayor if they wish to return to such appointments. Any temporary appointments will be revoked, effective the date of return of the Member, allowing the member to resume exercising their statutory role in this regard.
 - j. A Member on Leave has the right to exercise his or her delegated authority at any time during their Leave.
 - k. A Member of Council shall be entitled to two (2) twenty (20) consecutive weeks Leave per Term of Council.
 - l. If a Member of Council is absent from a meeting due to pregnancy and/or parental leave, the City Clerk will record the reason for the absence in the minutes of the meeting.

5. Length and Period of Leave

- 5.1 Parental Leave taken under this policy shall not exceed twenty (20) consecutive weeks.
- 5.2 Parental Leave may commence prior to or after the birth or adoption of the Council member's child, but must commence no earlier than six (6) weeks prior to the estimated date of delivery or adoption of the child, and no later than twelve (12) weeks after the day that the child is born or adopted by the Council member.
- 5.3 The request for an extended Leave is deemed outside the scope of this Policy. An extension to the approved Parental Leave may be granted with the support of the majority of Council by resolution.

6. Notice of Parental Leave

- 6.1 Unless exigent circumstances exist, a Member of Council must provide six (6) weeks' written notice to the City Clerk and Mayor advising that they intend to take Parental Leave.
- 6.2 The written notice required must include:
 - a. The start date of Parental Leave.
 - b. The anticipated length of Parental Leave, including date of return.
 - c. If the Council member was unable to provide six (6) weeks' written notice, the general nature of the exigent circumstances.

7. Terms of Parental Leave

- 7.1 After providing written notice required by Section 6, and before commencing Parental Leave, the Member of Council must submit a signed Parental Leave Agreement to the City Clerk and Mayor that includes:
 - a. The tasks and duties, if any, that the Member of Council intends to continue to perform during all or part of the Parental Leave as set out in Section 4.
 - b. Describe how tasks and duties that the Member of Council does not intend to continue to perform during Parental Leave will be performed during the Parental Leave, which may involve, without limiting the generality of the foregoing, certain tasks or duties being performed by another Council member.
 - c. Any workplace accommodations requested for the duration of the leave or following the leave.

- 7.2 A Member of Council may revise their Parental Leave Agreement during Parental Leave by submitting a revised Parental Leave Agreement to the City Clerk and Mayor.
- 7.3 A Member of Council shall comply with their Parental Leave Agreement.

8. Representation of the City

- 8.1 If a Member of Council taking Parental Leave is a Council appointed member of a committee, board or other body, and the Council Member's Parental Leave Agreement does not provide that the Council Member will continue to serve as a member of the committee, board, or other body during Parental Leave, Council shall, subject to any restrictions in the governing documents of the committee, board, or other body, appoint an alternate representative to the committee, board or other body during the Council Member's Parental Leave.

9. Remuneration and Benefits

- 9.1 During the first six (6) weeks of Parental Leave, a Member of Council shall receive the full remuneration that the Member would have otherwise received.
- 9.2 For the remaining time period of the Leave, a Member of Council shall receive a percentage of the remuneration that the Member would have otherwise received as follows:
- a. 0% if the Member does not perform any duties during Parental Leave.
 - b. 30% if the Member prepares for and attends, either in person or using a communication facility, all Council meetings.
 - c. 25% if the Member prepares for and attends, either in person or using a communication facility, all Standing Committees.
 - d. 25% if the Council member prepares for and attends, either in person or using another form of electronic communication, all committees, boards, or other body meetings that the Member has been appointed to represent Council.
 - e. 20% if the Member attends constituency events and regularly responds to constituency matters by telephone or electronic mail.
- 9.3 For the purposes of Section 9.2, a Council member may perform some or all of the duties described in subsections (a) through (e), and shall receive remuneration for each duty performed for each week the duties are performed.

10. City Clerk's Role

- 10.1 The City Clerk may delegate any power, duty or function under this Policy.
- 10.2 On request, the City Clerk will provide assistance to a Member of Council to prepare a Parental Leave Agreement required under Section 7 and as attached to this Policy.
- 10.3 For the limited purpose of confirming that the Member of Council is performing duties in order to receive partial remuneration during all or part of the Parental Leave, the City Clerk may make reasonable inquiries of the Council member during Parental Leave.
- 10.4 The City Clerk's Office shall publish a written description of the Parental Leave Agreement on the City's website.

11. Data Protection

- 11.1 When managing a Members maternity, paternity, shared parental or adoption leave request, the Council Member's personal data collected in accordance the *Local Authority and Freedom of Information and Protection of Privacy Act (LA FOIP)*[Section 23] from the point the request is received is held securely and accessed by, and disclosed to individuals only for the purposes of managing the request. Inappropriate access or disclosure of shall constitutes a data breach and will be reported immediately to the Member of Council on Leave and the Office of the Saskatchewan Information and Privacy Commissioner. It may also constitute a disciplinary offence which will be dealt with under the City's Code of Conduct policies.

12. Review


- 12.1 This Policy shall be brought forward for review at the beginning of January in the year that an municipal election is being held, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of Council.
- 12.2 The Administrative Review Officer may investigate complaints against Members related to this Policy.

13. Severability

- 13.1 If any portion of this Policy is declared invalid by a court of competent jurisdiction, then the valid portion must be severed and the remainder of the Policy is deemed valid.

14. Effective Date

- 14.1 This Policy shall come into force and effect when it receives final approval by City Council.

A APPROVED
City Manager's Signature: 

MEMBER OF COUNCIL REQUEST FOR LEAVE OF ABSENCE

While completing this form, please refer to Parental Leave for Elected Members Policy CCL-001-2021 POY if the request for a leave is as a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

1. PREGNANCY OR PATERNITY LEAVE UP TO 20 WEEKS

Complete this section of the Leave of Absence if the Leave is for less than 20 consecutive weeks.

Member of Council Name: _____

Leave Begin Date: _____

Expected Date of Return: _____

2. EXTENDED LEAVE OF ABSENCE

Complete this section if the Leave of Absence will be for more than 20 consecutive weeks. Please note, a leave request of more than 20 weeks will be brought to Council for consideration in a staff report prepared by the City Clerk.

Member of Council Name: _____

Leave Begin Date: _____

Expected Date of Return: _____

3. LEAVE ADMINISTRATION

a. Please indicate the tasks and duties, if any, you are intending to continue to perform during all or part of the Parental Leave.

- Attend City Council meetings in-person or by video conferencing.
- Attend Standing Committee meetings in-person or by video conferencing.
- Attend all committee, boards or other body meetings as appointed to as Council's representative.
- Attend some committee, boards or other body meetings as appointed to as Council's representative. Please indicate which committees, boards or other body meetings intending to continue to represent during the Leave.

Attend constituency events as available.

I will not be attending any of the above.

b. Would you like to continue to receive all Council, Standing Committee and Advisory Committee agendas while on leave?

Yes No

c. Will you initiate an out of office message during the leave? If yes, indicate Member of Council or staff person to be identified as alternate contact for out of office message.

Yes No Alternate Contact: _____

d. Do you wish to continue to receive mail and event invitations during the leave? If yes, all mail and invitations will be scanned and sent electronically to the preferred email address.

Yes No Preferred Email Address: _____

e. Will you require workplace accommodations during or following the Parental Leave?

Yes No

If Yes, please indicate the workplace accommodations that will be required.

I, the undersigned, have read and understand the terms of the **Parental Leave for Elected Members Policy CCL-001-2021 POY** and agree to abide by those terms. I also agree that the City Clerk's Office may publish a written description of the Parental Leave Agreement on the City's website, subject to the exemptions applied under Section 23 of the *Local Authority and Freedom of Information and Protection of Privacy Act (LA FOIP)*.

Member of Council

Date

Mayor

City Clerk

**THE CITY OF EDMONTON
BYLAW 18243
PARENTAL LEAVE FOR COUNCILLORS BYLAW**

Edmonton City Council enacts:

PART I - PURPOSE AND INTERPRETATION

- | | | |
|--------------------|---|--|
| PURPOSE | 1 | The purpose of this bylaw is to permit Councillors to take leave prior to or after the birth or adoption of their child. |
| DEFINITIONS | 2 | <p>(1) Unless otherwise specified, words used in this bylaw have the same meaning as defined in the Municipal Government Act, including its regulations.</p> <p>(2) In this bylaw:</p> <ul style="list-style-type: none">(a) “City” means The City of Edmonton;(b) “Council” means the City’s council;(c) “Councillor” means a City councillor and includes the Mayor;(d) “City Manager” means the City’s chief administrative officer or delegate;(e) “Mayor” means the City’s chief administrative officer;(f) “Municipal Government Act” means the <i>Municipal Government Act</i>, RSA 2000, c M-26;(g) “parental leave” means a period of time during which a Councillor may be absent from all Council, Standing Committee, and Council Committee meetings, and any other duties assigned to the Councillor by Council;(h) “remuneration” includes salaries, indemnities, honorariums, and allowances paid to a Councillor; and(i) “Standing Committee” has the same meaning as defined in the Council Committees Bylaw, Bylaw 18156. |

RULES FOR INTERPRETATION

3

The following interpretation rules apply to this bylaw:

- (a) marginal notes and headings in this bylaw are for ease of reference only; and
- (b) if the Mayor takes parental leave, any references in this bylaw to the Mayor will be deemed to refer to the deputy Mayor.

PART II - PARENTAL LEAVE

PARENTAL LEAVE

4

Subject to this bylaw, a Councillor may take parental leave prior to or after the birth or adoption of their child.

LENGTH OF LEAVE

5

Parental leave permitted by this bylaw may not exceed 26 weeks.

NOTICE OF LEAVE

6

- (1) Unless exigent circumstances exist, a Councillor must provide 6 weeks' written notice to the Mayor and City Manager that the Councillor intends to take parental leave.
- (2) The written notice required by subsection (1) must include:
 - (a) the start date of the parental leave;
 - (b) the anticipated length of parental leave; and
 - (c) if the Councillor was unable to provide 6-weeks written notice, the general nature of the exigent circumstances.

PART III - TERMS OF LEAVE

WRITTEN COMMITMENT

7

After providing written notice as required by section 6, and before commencing parental leave, a Councillor must submit a signed written commitment to the Mayor and City Manager that includes:

- (a) the processes that will be implemented to ensure the Councillor's constituents are represented during parental leave, which may include another Councillor providing coverage or any other process that the Councillor taking parental leave determines appropriate;
- (b) the duties, as described in section 12(1), that the

Councillor intends to continue to perform and receive remuneration for during all or part of the parental leave; and

- (c) any workplace accommodations requested by the Councillor to balance their role as a parent with their responsibilities as a Councillor during or following parental leave.

- 8 (1) If the Councillor's written commitment required by section 7 includes another Councillor providing coverage during parental leave, the written commitment must also be signed by the Councillor providing coverage to confirm that Councillor's acceptance of responsibilities on behalf of the Councillor taking parental leave.
- (2) If the Councillor's written commitment required by section 7 includes workplace accommodations, the written commitment must also be signed by the City Manager to confirm the City Manager is able to provide such accommodations.

REVISIONS

- 9 A Councillor may revise their written commitment during parental leave by submitting a revised written commitment, including signatures of another Councillor or the City Manager, if required, to the Mayor and City Manager.

PUBLIC VIEWING

- 10 (1) At any time after a written commitment is given to the Mayor and City Manager until the end of a parental leave, any person may request to view the written commitment during regular business hours in the presence of the City Manager.
- (2) The City Manager may publish a written commitment received pursuant to this bylaw on the City's website.

PART IV - REMUNERATION

**FULL
REMUNERATION**

- 11 During the first 10 weeks of parental leave, a Councillor will receive the full remuneration that the Councillor would have otherwise received.

**PARTIAL
REMUNERATION
FOR DUTIES
PERFORMED**

- 12 (1) For any weeks following the first 10 weeks of parental leave, a Councillor will receive a percentage of the remuneration that the Councillor would have otherwise received as follows:
 - (a) 0% if the Councillor does not perform any duties during

parental leave;

- (b) 30% if the Councillor prepares for and attends, either in person or using a communication facility, all meetings of Standing Committees that the Councillor is a member;
 - (c) 30% if the Councillor prepares for and attends, either in person or using a communication facility, all Council meetings;
 - (d) 25% if the Councillor attends constituency events and regularly responds to constituency matters by telephone or electronic mail; and
 - (e) 15% if the Councillor prepares for and attends meetings of all City agencies, boards, or commissions, or Council initiatives, that the Councillor has been assigned to by Council.
- (2) For the purposes of subsection (1), a Councillor may perform some or all of the duties described in clauses (b)-(e), and will receive remuneration for each duty performed for each week the duties are performed.

PART V - CITY MANAGER ROLE

DELEGATION	13	The City Manager may delegate any power, duty, or function under this bylaw.
PROVIDING ASSISTANCE	14	On request, the City Manager will provide assistance to a Councillor to prepare the written commitment required by section 7.
VERIFICATION	15	For the limited purpose of confirming that the Councillor is performing duties in order to receive partial remuneration during all or part of the parental leave, the City Manager may make reasonable inquiries of the Councillor during parental leave.

READ a first time this 23rd day of January 2018;

READ a second time this 23rd day of January 2018;


READ a third time this 23rd day of January 2018;

SIGNED AND PASSED this 23rd day of January 2018.

THE CITY OF EDMONTON



MAYOR



CITY CLERK

THE CITY OF SPRUCE GROVE

BYLAW C-1072-19

PARENTAL LEAVE FOR COUNCILLORS BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a municipality may provide for extended councillor parental leave through enacting a parental leave bylaw;

AND WHEREAS, the City of Spruce Grove wishes to support parental leave for Councillors;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called “the Parental Leave for Councillors Bylaw”.

2. DEFINITIONS

- 2.1 “Act” means the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto.
- 2.2 “Benefits” means a benefit plan which provides payment for, but is not limited to, health, dental, and life insurance-related issues.
- 2.3 “Constituency Event” means an event that a Councillor attends in their capacity as a member of Council, outside of their regular duties of attending Council, Board or Committee meetings. Constituency Events include, but are not limited to Tri-Region meetings, ceremonial events, openings or anniversaries for local businesses, community events such as National Aboriginal Day, Canada Day or Remembrance Day, or other social events in which the Councillor is interacting with constituents.
- 2.4 “City” means the City of Spruce Grove.
- 2.5 “Councillor” means a city official duly elected pursuant to the provisions of the *Local Authorities Election Act*, RSA 2000, cL-21.
- 2.6 “Mayor” means the chief elected official.

- 2.7 "Parental Leave" means a period of time during which a Councillor may be absent from all Council and Council Committee meetings, and any other duties assigned to the Councillor by Council.
- 2.8 "Parental Leave Agreement" means a written commitment described in section 6.
- 2.9 "Remuneration" means salaries, indemnities, honourariums, and allowances paid to a Councillor.

3. MAYORAL PARENTAL LEAVE

- 3.1 If the Mayor takes Parental Leave, any references in this bylaw to the Mayor shall be deemed to refer to the Deputy Mayor.

4. LENGTH AND PERIOD OF LEAVE

- 4.1 Parental Leave taken under this bylaw shall not exceed twenty-six (26) consecutive weeks.
- 4.2 Parental Leave may commence prior to or after the birth or adoption of the Councillor's child, but must commence no earlier than twelve (12) weeks prior to the estimated date of delivery or adoption of the child, and no later than twelve (12) weeks after the day that child is born or adopted by the Councillor.
- 4.3 An extension to the approved Parental Leave may be granted with the support of the majority of Council.

5. NOTICE OF PARENTAL LEAVE

- 5.1 Unless exigent circumstances exist, a Councillor must provide six (6) weeks' written notice to the Mayor and City Manager that the Councillor intends to take Parental Leave.
- 5.2 The written notice required by section 5.1 must include:
- (a) the start date of Parental Leave;
 - (b) the anticipated length of Parental Leave, including a date of return; and
 - (c) if the Councillor was unable to provide six (6) weeks' written notice,

the general nature of the exigent circumstance.

6. TERMS OF PARENTAL LEAVE

- 6.1 After providing written notice required by section 5, and before commencing Parental Leave, a Councillor must submit a signed Parental Leave Agreement to the Mayor and the City Manager that:
- (a) includes the tasks and duties, if any, that the Councillor intends to continue to perform during all or part of the Parental Leave as set out in section 8;
 - (b) describes how tasks and duties that the Councillor does not intend to continue to perform during Parental Leave will be performed during the Parental Leave, which may involve, without limiting the generality of the foregoing, certain tasks or duties being performed by another Councillor; and
 - (c) any workplace accommodations requested for the duration of the leave or following the leave.
 - (d) if a Councillor's Parental Leave Agreement contemplates another Councillor performing certain tasks and duties during Parental Leave, the Parental Leave Agreement must also be signed by the Councillor providing coverage to confirm that Councillor's acceptance of the responsibilities in question.
 - (e) a Councillor may revise their Parental Leave Agreement during Parental Leave by submitting a revised Parental Leave Agreement, including signatures of another Councillor, if required, to the Mayor and City Manager.
 - (f) a Councillor shall comply with their Parental Leave Agreement.

7. REPRESENTATION OF THE CITY

- 7.1 During a period of Parental Leave, the Councillors not taking Parental Leave shall continue to represent the City at-large in their capacity as Councillors.
- 7.2 If a Councillor taking Parental Leave is a Council appointed member of a committee, board, or other body, and the Councillor's Parental Leave Agreement does not provide that the Councillor will continue to serve as a member of the committee, board, or other body during Parental Leave,

Council shall, subject to any restrictions in the governing documents of the committee, board or other body, ensure that an alternate representative is appointed to the committee board or other body during the Councillor's Parental Leave.

8. REMUNERATION AND BENEFITS

- 8.1 During the first ten (10) weeks of Parental Leave, a Councillor shall receive the full Remuneration that the Councillor would have otherwise received.
- 8.2 For the remaining time period, a Councillor shall receive a percentage of the Remuneration that the Councillor would have otherwise received as follows:
- (a) 0% if the Councillor does not perform any duties during Parental Leave;
 - (b) 40% if the Councillor prepares for and attends, either in person or using a communication facility, all Council meetings;
 - (c) 20% if the Councillor prepares for and attends, either in person or using a communication facility, all meetings of boards or committees that the Councillor has been appointed to by Council;
 - (d) 20% if the Councillor prepares for and attends, either in person or using a communication facility, all Council Committee of the Whole meetings; and
 - (e) 20% if the Councillor attends Constituency Events and regularly responds to constituency matters by telephone or electronic mail.
- 8.3 For the purposes of section 8.2, a Councillor may perform some or all of the duties described in subsections (a) through (e) and shall receive Remuneration for each duty performed for each week the duties are performed.
- 8.4 If a Councillor continues to perform any duties during the Parental Leave, full Benefits will continue to be provided on behalf of the City.
- 8.5 If a Councillor does not perform any duties during the Parental Leave the Councillor will be responsible for the cost of continuing Benefits after the first 30 days of the Parental Leave, unless the Councillor chooses to opt out of receiving Benefits.

9. CITY MANAGER ROLE

- 9.1 The City Manager may delegate any power, duty, or function under this bylaw.
- 9.2 On request, the City Manager will provide assistance to a Councillor to prepare a Parental Leave Agreement required under section 6.
- 9.3 For the limited purpose of confirming that the Councillor is performing duties in order to receive partial Remuneration during all or part of the Parental Leave, the City Manager may make reasonable inquiries of the Councillor during Parental Leave.
- 9.4 The City Manager may publish a written description of the Parental Leave Agreement on the City's website.

10. REVIEW

- 10.1 This bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of Council.

11. SEVERABILITY

- 11.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

12. EFFECTIVE DATE

- 12.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried 15 July 2019

Second Reading Carried 9 September 2019

Third Reading Carried 21 October 2019

Date Signed 28 October 2019

Mayor

City Clerk

UNCERTIFIED COPY

BY-LAW NO. 7330

BEING A BY-LAW OF The City of Brandon to prescribe certain matters concerning the use of municipal resources before a general election or by-election.

WHEREAS Section 93.18.1 of *The Municipal Act*, RSM 1996, c.M225 provides that a council must pass a by-law establishing rules and procedures for the use of municipal resources during the forty-two (42) day period before a general election or a by-election;

NOW THEREFORE the Council of The City of Brandon in regular session assembled, enacts as follows:

TITLE

1. This by-law shall be known as the "Use of Municipal Resources in an Election By-law".

DEFINITIONS

2. In this by-law,

"Candidate" means an individual who has been registered under section 93.3 of *The Municipal Act*.

"Election Communication" means a communication that is a campaign expense incurred by a registered candidate under City of Brandon By-law No. 6974, as amended.

"Municipality" means the City of Brandon.

"Municipal Resources" means:

- a. any resource owned or controlled by the Municipality, including but not limited to:
 - i. property, facilities, infrastructure and equipment,
 - ii. websites, social media accounts and other communication tools or media,
- b. employees or volunteers in the course of their employment or volunteer service, including any full-time, part-time, casual or contract employees, and volunteers, whether or not the volunteer receives reasonable compensation or expense money from the municipality for their voluntary service,
- c. events or functions organized by the Municipality,
- d. the municipal logo, seal, or other identifying marks associated with the Municipality,
- e. any information collected or controlled by the Municipality that is not available to the general public.

"Restricted Period" means the period beginning 42 days before a municipal general election or by-election, and ending after polls close on the date of the municipal general election or by-election.

RESTRICTIONS ON USE OF TITLE IN ELECTION COMMUNICATIONS

3. A registered candidate who is a member of Council must not use their incumbent position as their title in an election communication.

RESTRICTIONS ON CANDIDATES' USE OF MUNICIPAL RESOURCES

4. Subject to Section 6, during the Restricted Period, a Candidate or a person acting on their behalf may only use a Municipal Resource for an election-related purpose if:
 - a. The Municipal Resource is normally made available to the general public without the general public needing to seek permission or authorization for its use; and
 - b. The Candidate's use of the Municipal Resource does not unreasonably interfere with use of the Municipal Resource by other members of the public.

RESTRICTIONS ON MUNICIPAL ACTIVITIES

5. Subject to Section 6, during the Restricted Period, the Municipality and any person acting on its behalf is restricted from using:
 - a. Municipal Resources in communicating information about the Municipality's programs or services, if the communication may reasonably be seen as providing an electoral advantage to a Candidate; and
 - b. The name, voice or image of a member of council in municipal communications.

EXCEPTIONS

6. Restrictions in Sections 4 and 5 do not apply to:
 - a. any use of Municipal Resources that may be necessary in respect of an emergency or dangers to property or health;
 - b. any event where all Candidates are invited and provided equivalent opportunities with respect to any election-related purpose;
 - c. any use of Municipal Resources by the Municipality to educate and inform the public about the election process, as long as no Candidate is promoted, supported or opposed;
 - d. the preparation of any document, notice or communication that is required by legislation, and any subsequent distribution that is normally made by the Municipality, such as posting council meeting minutes online;
 - e. the preparation of any documents or communications of a strictly administrative nature required for the usual functioning of the Municipality, such as members of council signing payments;
 - f. any method of providing public access to council meetings;
 - g. any Candidate declared elected by acclamation during the Restricted Period, after such declaration is made.

INSPECTION AND ENFORCEMENT

- 7. Any person appointed or designated to enforce the Municipality’s by-laws may determine compliance with and enforce this by-law, and in the course of this activity may request access to records and make any inspection they deem necessary.
- 8. Any person who contravenes or violates any of the provisions of this by-law shall receive a verbal warning, and shall be required to mitigate the results of the contravention by removing any offending statement, images, etc. if applicable. Failure to do so within twenty-four (24) hours or subsequent contraventions will cause that person to be liable on summary conviction to a fine of not less One Hundred Dollars (\$100.00).

ENACTMENT

- 9. This by-law shall come into full force and effect on the date following its final passage.

DONE AND PASSED by the Council of the City of Brandon in regular session assembled this 19th day of April, A.D. 2022.

“R. Chrest”
MAYOR

“H. Ewasiuk”
CITY CLERK

Read a first time this	4 th	day of	April	A.D. 2022
Read a second time this	19 th	day of	April	A.D. 2022
Read a third time this	19 th	day of	April	A.D. 2022

I, Heather Coreen Ewasiuk, Clerk of the City of Brandon, DO HEREBY CERTIFY the above within to be a true and correct copy of By-law No. 7330.

Original Signed by
H. Ewasiuk

H. Ewasiuk, City Clerk



Category:	Governance
Title:	Use of Corporate Resources Policy
Policy Number:	GOV-120
Approved by:	Recommendation CW403-2017 / Council Resolution C356-2017
Administered by:	City Clerk's Office
Effective:	January 1, 2018

1. Background

Section 88.18 of the *Municipal Elections Act, 1996* (MEA) now requires municipalities and local boards, before May 1 of an election year, to establish rules and procedures with respect to the use of municipal or board resources during the election campaign period.

The MEA specifies that a municipality or local board cannot make a contribution to a municipal election candidate (Section 88.8 (4)) or a registered third party (Section 88.12 (4) as of April 1, 2018).

A “contribution” includes:

- a) money, goods and services given to and accepted by or on behalf of a person for his or her election campaign (Section 88.15 (1))
- b) money, goods and services given to and accepted by or on behalf of an individual, corporation or trade union in relation to third party advertisements (Section 88.15 (2) as of April 1, 2018).

Since a “contribution” may take the form of money, goods or services, any use of the Corporation’s resources for an election campaign by a Member of Council who is a candidate, or by any candidate or any registered third party, would be a contribution by the City.

It is recognized that Members of Council are holders of their office until the end of their term. Nothing in this Policy shall preclude a Member of Council from performing their job, nor inhibit them from representing the interests of the constituents who elected them.

2. Purpose

The purpose of this policy is to provide a consistent approach and direction regarding the use of corporate resources during an election campaign.

3. Application and Scope

This Council Policy applies to Members of Council, candidates, registered third parties in a municipal election and staff during a campaign period.

Exceptions:

- 3.1 Municipal information prepared, posted and maintained by the City, names and photographs of Members of Council, their contact information, and a list of current representation on committees that is prepared, posted and maintained by the City.
- 3.2 Agendas and minutes of Council and Committee meetings.
- 3.3 Media releases and City materials that describe inter-governmental activities of the Mayor in the capacity as Head of Council and Chief Executive Officer of the City.

4. Outcomes

This policy is intended to:

1. Ensure compliance with the *Municipal Elections Act, 1996*, in regards to the role of the City contributing to a municipal and trustee election campaign.
2. Ensure candidates and registered third parties are treated fairly and consistently within the municipality.
3. Ensure the integrity of the election process is maintained at all times.
4. Establish the appropriate use of resources during an election period, in order to:
 - a. protect the interests of Members of Council, candidates, registered third parties, staff and the Corporation, and
 - b. ensure accountable and transparent election practices.

5. Policy Statement(s)

5.1 Candidates, Registered Third Parties and Members of Council

In accordance with the MEA, Members of Council, candidates and/or registered third parties in a campaign period are not permitted to:

- (a) Use equipment, supplies, services, staff or other resources of the municipality for any campaign or campaign related activities;
- (b) Use City funds to acquire any resources for any campaign or campaign related activities, including ordering of stationery and office supplies.
- (c) Use City facilities or property for campaign events, unless the facility or property is rented in accordance with municipal agreements and the appropriate rates are paid;

Note: Such rental must be paid from the campaign account of the candidate or registered third party.

- (d) Use City funds to print or distribute any material that makes reference to, or contains the names or photographs, or identifies candidates or registered third parties;
- (e) Make reference to and/or identify any individual as a candidate, political party, registered third party or a supporter or opposer of a question on a ballot during an election, on any social media sites, blogs, and other new media created and managed by City employees. *(see also Addendum at end of this policy)*
- (f) Use the City brand, logo, crest, coat of arms, slogan or corporate program identifiers on any election campaign related material, either printed or on a campaign website; and

Note: This provision includes the Municipal Election logo and any related identifiers.

- (g) Use corporate Information Technology (IT) assets, infrastructure, or data (e.g. computers, wireless devices, portals, corporate email, web pages, blogs, telephone) to communicate election related messages.

Note: Any online Candidate's or Registered Third Parties' lists shall be the only area of the City of Brampton's websites where links to external election campaign contacts, websites and/or social media will be posted during the Campaign Period.

5.2 Advertising and Publications

The following services will be discontinued for Members of Council who are candidates as of the end of Nomination Day:

- (a) All forms of advertising, including municipal publications (e.g. paper or web-based); and
- (b) All printing services, including printing, photocopying and distribution of publications, such as newsletters and ward reports, with the exception of communications specifically related to an authorized or scheduled City event (e.g. Public Meeting).

If a compelling corporate need arises between Nomination Day and Voting Day, a Member of Council who is a candidate may use corporate resources to advise or contact their constituents, in keeping with this policy, with the consent of the City Clerk.

5.3 Candidate and Registered Third Party Conduct

- (a) Candidates and registered third parties who attend City organized events (e.g. Canada Day, Brampton Day) are permitted to campaign (e.g. distribute campaign material). The designated City staff responsible for organizing the City event may request that a candidate or registered third party desist if such campaigning is disruptive to the City event;
- (b) A Member of Council attending an event as a representative of City Council is not to campaign while conducting City business. A Member of Council may speak at an event, as a representative of City Council, but is not permitted to use the event as an opportunity to campaign; and
- (c) Candidates or registered third parties are not permitted to engage in campaign activities directed at City employees while those employees are at their workplace or engaged in work for the City.

5.4 City Staff Conduct

- (a) City staff shall not perform any work in support of a candidate or registered third party (e.g. campaign), during hours in which a person is receiving any compensation from the City, except during scheduled time off (e.g. scheduled vacation time). Staff shall not post or distribute campaign material on behalf of a candidate or registered third party at City facilities or on City property.

6. Roles and Responsibilities

The City Clerk's Office is responsible for communicating this policy to candidates and registered third parties.

Chiefs, Commissioners, Directors, Managers and Supervisors are responsible for communicating this policy to their staff and to investigate reported contraventions to ensure that there is compliance.

Members of Council, election candidates, registered third parties and staff are accountable to comply with this policy.

7. Monitoring and Compliance

The City Clerk's Office, Chief Administrative Office shall ensure this policy is reviewed on a regular basis (not to exceed three years) and remains relevant to the

needs of the Corporation, in accordance with legislative requirements and good business practices.

Contact: Senior Coordinator of Elections and Special Projects, 905.874.3481

8. Definitions

Campaign Period	For candidates, the date on which the Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed) For registered third parties, the date on which the Notice of Registration as a third party advertiser is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed)
Candidate	Person who has filed a Nomination Form as a candidate in the municipal election
Corporation	The Corporation of the City of Brampton
Municipal Publications	Any City publication
Nomination Day	4th Friday in July in the year of the election, as prescribed in the <i>Municipal Elections Act, 1996</i> (MEA)
Registered Third Party	An individual, corporation or trade union that has filed a Notice of Registration as a third party advertiser in the municipal election
Social Media	Online technologies and practices used to share opinions, insights, experiences, and perspectives through words, pictures, music, videos and audio. Social media can take many different forms, including but not limited to internet forums, web logs (blogs), social blogs, messaging, wikis, podcasts, pictures, video, music sharing, rating and bookmarking.
Staff	All full-time, part-time and contract employees of the Corporation

9. References and Resources

External references

- [Municipal Elections Act, 1996](#)

References to related bylaws, Council policies, and administrative directives

- [Council Code of Conduct](#)
- [Employee Code of Conduct](#) and [Handbook](#)

Revision History

Date	Description
2017/11/22	Approved by Council Resolution C356-2017
2021/09/01	Next Scheduled Review

Addendum (May 30, 2018):

In order to maintain consistency with the City’s policy, Members of Council have two (2) options to choose from if engaging in election campaign activities via social media:

1. Establish separate and distinct social media accounts for election purposes that are clearly labelled election accounts and not identified as Member accounts that use municipal resources; or
2. Use existing elected official social media accounts as election campaign accounts, subject to Members:
 - 1) removing all reference to the City and official duties (e.g., logos, telephone and email contacts),
 - 2) refraining from using any City resources in relation to the account (e.g., City staff, funds, assets, pictures/images taken by or the property of the municipality), and
 - 3) expressly notifying followers that the account will be used for election purposes and providing an alternate source of information for elected official constituency information (i.e., establish a new elected official social media account).

This approach allows consistency with the City’s Use of Corporate Resources Policy during the election period.

Use of City Resources During an Election	City Clerk – Election Office
	Policy No. EO-02-21
	Revision Date: November 1, 2021
	Effective Date: December 15, 2021

1. Policy Statement

This policy establishes provisions respecting the use of City of Hamilton facilities, resources, assets, infrastructure and personnel for election purposes to maintain the independent and non-partisan functions of municipal government. This policy has been developed to adhere to the legislative requirements of section 88.18 of the *Municipal Elections Act, 1996 S.O. 1996, c. 32, Sched* (the “MEA”), to adopt and maintain a policy respecting the use of corporate resources as it relates to municipal elections.

In compliance with the MEA, public funds are not to be used for any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office. Section 29(1) of the *Election Finances Act, R.S.O. 1990, c. E7* and Section 363(1) of the *Canada Elections Act S.C. 2000, c.9* further prohibit municipal corporations from contributing to any candidate, constituency association, nomination contestant, leadership contestant, or political party.

2. Purpose

The purpose of the Use of City Resources During an Election Policy (the “Policy”) is to meet the City of Hamilton’s responsibilities under the *Municipal Elections Act, 1996*, the *Election Finances Act* and the *Canada Elections Act*, by outlining the requirements and restrictions relating to the use of city resources and city financial or in kind contributions to election campaigns for candidates, third parties, City of Hamilton employees, and members of the community.

3. Application

3.1 This Policy applies to Members of Council and its Local Boards, candidates for elected office, third parties and Staff during a campaign period.

3.2 The following exceptions apply to this policy:

- (a) Municipal information prepared, posted and maintained by the City, names and photographs of Members of Council, their contact information, and a list of current representation on committees that is prepared, posted and maintained by the City.
- (b) Agendas and minutes of Council and Committee meetings.
- (c) Media releases and City materials that describe inter-governmental activities of the Mayor, in the capacity as Head of Council, and Chief Executive Officer of the City.

4. Authority/Legislative reference(s)

- Municipal Elections Act, 1996 S.O. 1996, c. 32, Sched
- Municipal Act, 2001, S.O. 2001, c. 25
- Election Finances Act, R.S.O. 1990, c. E.7
- Canada Elections Act, S.C. 2000, c.9
- Council Code of Conduct By-Law 16-290
- Election Sign By-Law (Under Review)
- Commercial Advertising and Sponsorship Policy
- Policy and Guidelines for Eligible Expenses for Elected Officials: Budget for the Office of the Mayor, Legislative Budget and Councillor Ward Office Budget
- City of Hamilton Code of Conduct for Employees Policy

5. Definitions

- Campaign** shall mean any campaign related to an election or by-election at the municipal, provincial and federal level of government, or a campaign related to the submission of a question on the ballot to the electors.
- Campaign Period** For a municipal and school board election, beginning May 1 in the year of an election, and ending on voting day.
- For a provincial election, beginning on the date the writ is issued and ending on voting day.
- For a federal election, beginning on the date the writ is issued and ending on voting day.
- For a ballot question, beginning the date on which Council passes the necessary by-law and ending on voting day.

For a by-election, beginning the first date that nominations can be submitted and ending on voting day.

Campaign Related Activities

This can include, but is not limited to; events, canvassing, fundraising, research, purchasing, postering and social media posting, related to a candidate, political party or a question on the ballot in a municipal, provincial or federal election.

Candidate

means a Person whose nomination to run in a Municipal, Provincial or Federal election, including school board elections, has been certified or confirmed by the necessary Election official as required by the governing legislation

City

The City of Hamilton and its local boards.

City-Organized Event

Events that are funded and organized through the City. This may include events that are jointly organized with community organizations or with external sponsors only where the City is involved as a primary partner.

City Resources

includes tangible assets, (such as buildings, equipment, financial resources, and materials); intangible assets (such as technology, intellectual property); and staff of the municipality.

Local Board

a school board, municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof; (“conseil local”) (*Municipal Act, 2001*, as amended)

Third Party

Any individual, corporation or trade union registered in accordance with Section 88.6 of the Municipal Elections Act, 1996 Section 37.5 of the Election

Finances Act, R.S.O. 1990, c.E.7, or Section 353 of the Canada Elections Act, S. C. 2000, c. 9.

Staff

All regular full and part time, temporary and contract employees, volunteers, students and interns at the City of Hamilton.

6. Policy

6.1 General

6.1.1 The City shall not provide city resources or financial or in-kind contributions to election campaigns for candidates or third parties in municipal, provincial or federal elections.

6.1.2 Members of Council must abide by the City of Hamilton's Council Code of Conduct, including the provisions of section 7;

(a) No Member shall use facilities, equipment, supplies, services or other resources of the City for any election campaign or campaign-related activities, except on the same basis (including paying a fee if any) as such resources are normally made available to members of the public.

(b) No Member shall use their newsletter or website linked through the City's website, for any election campaign or campaign-related activities.

(c) No Member shall use the services of any City employee for any election campaign or campaign-related activities during hours in which those City employees receive any compensation from the City.

6.1.3 During a campaign period, Members of Council, candidates, and third parties are not permitted to:

(a) Use equipment, assets, supplies, services, staff or other resources of the City for any campaign or campaign related activities;

(b) Use City funds to acquire any resources for any campaign or campaign related activities, including ordering of stationery and office supplies;

(c) Use City facilities or property for campaign events unless the facility or property is rented in accordance with approved corporate policies and procedures;

- (d) Use City funds to print or distribute any material that makes reference to, or contains the names or photographs, or identifies candidates or third parties;
- (e) Use a City brand, logo, crest, coat of arms, chain of office, slogan or corporate program identifiers, including the Municipal Election logo, on any election campaign related material, either printed or on a campaign website;
- (f) Use City Information Technology (IT) assets, infrastructure, or data (e.g. computers, wireless devices, portals, corporate email, web pages, blogs, telephone) to communicate election related messages. Links to the City's website are permitted from a candidate's election website for the purpose of obtaining information about the election or sharing program/service information;
- (g) Use distribution lists or contact lists developed and/or paid for using corporate resources or funding; and
- (h) Use photographic images or videos produced for and owned by the City of Hamilton for any election purposes.

6.2 Advertising and Communications

- 6.2.1 Campaign-related signs or materials shall not be displayed at or in City-owned or leased facilities, unless permitted under the Election Sign By-law and/or the Commercial Advertising and Sponsorship Policy.
- 6.2.2 Materials produced or prepared by Staff or Members of Council, shall not contain campaign-related materials and messaging.
 - (a) Notwithstanding section 6.2.2, City owned or produced material or websites prepared for the purposes of public education during an Election or for the administration of an election are permitted.
 - (b) Notwithstanding section 6.2.2, Members of Council are not prohibited from engaging with constituents on ward or city-related matters.
- 6.2.3 The following services will be discontinued for Members of Council who have been certified as a candidate in municipal election, as of August 31:

- (a) All forms of advertising, including municipal publications (e.g. paper or web-based); and,
- (b) All printing services, including printing, photocopying and distribution of publications, such as newsletters and ward reports, with the exception of communications specifically related to an authorized or scheduled City event (e.g. Public Meeting).

6.2.4 No Member of Council, including candidates for election and those acclaimed to office, may distribute newsletters following August 31 of an election year in adherence to the Policy and Guidelines for Eligible Expenses for Elected Officials: Budget for the Office of the Mayor, Legislative Budget and Councillor Ward Office Budget; and

6.2.5 Notwithstanding section 6.2.3 and 6.2.4, communications from Members of Council to constituents and use of city resources in response to a declared emergency are permitted with the approval of the City Manager in consultation with the City Clerk.

6.3 Member of Council, Candidate and Third Party Conduct

6.3.1 Candidates and third parties may attend City-organized events but are not permitted to campaign or disseminate election-related campaign materials at such events;

6.3.2 A Member of Council attending an event as a representative of City Council is not permitted to campaign while in attendance at the event; and,

6.3.4 Members of Council, staff, candidates and third parties are not permitted to engage in campaign related activities directed at City employees while those employees are at their workplace or engaged in work for the City.

6.4 Staff Involvement in Election Campaigns

6.4.1 Staff shall adhere to the Code of Conduct for Employees Policy and associated Schedule D: Outside Employment and Activity. Under these policies, City staff must ensure that their employment with the City is separate and distinct from any involvement in campaign related activities;

6.4.2 Staff shall not perform any work in support of a candidate or third party (e.g. campaign), during hours in which a person is receiving any compensation from the City, except during scheduled time off (e.g. scheduled vacation time);

- 6.4.3 Staff shall not post or distribute campaign material on behalf of a candidate or third party at a City facility or while on City property;
- 6.4.4 Staff shall not use equipment, assets, supplies, services, staff or other resources of the City to support any campaign or campaign related activities;
- 6.4.5 Staff shall not make reference to and/or identify any individual as a candidate, political party, third party or a supporter or opposition of a question on a ballot during an election, at any meeting or any social media sites, blogs, and other new media created and managed by City employees; and
- 6.4.6 Staff must comply with all applicable City policies, including those pertaining to fee structures, advertising, and service levels. For greater clarity, Staff shall adhere to the requirements of their role and not provide greater or lesser service or support to candidates or third-parties than is normally provided to all clients.

7. Roles and Responsibilities

- 7.1.1 The City Clerk's Office is responsible for communicating this policy to Members of Council, Staff, candidates and third parties.
- 7.1.2 People Leaders at the City of Hamilton are responsible for communicating this policy to their staff in advance of Nomination day. People Leaders are responsible for investigating reported contraventions of this policy by their staff to ensure compliance.
- 7.1.3 The City Clerk is authorized and directed to take such action as necessary to give effect to this policy, including investigating alleged contraventions of this policy and resolving any issues arising from the allegations. The Clerk may consult with the Integrity Commissioner regarding allegations made against Members of Council.
- 7.1.4 Where a breach of this policy has been verified by the City Clerk, parties who are responsible for the breach will be required to repay costs associated with the unauthorized use of city resources, as identified by established user fees, market rate, or as determined by the City Clerk.
- 7.1.5 Following the election, the City Clerk will report all verified breaches of the Use of City Resources During an Election.

8. Revision History

Date	Description
April 25, 2018	Policy approved by Council (General Issues Committee Report 18-009 - April 18, 2018)
October 2021	Review and Revisions to Policy
December 8, 2021	Reviewed at General Issues Committee
December 15, 2021	Council Approved