

	City of Wetaskiwin Policy:	Council Remuneration and Expense
Policy # 1103	Approved Res. No.: Date: February 10, 2014	Revised Res. No: 318/15 Date: September 14, 2015

Policy Reviewed: December 12, 2016

Policy Statement

This policy will establish process for the remuneration and expense reimbursement of the Mayor and Council of the City of Wetaskiwin.

Definitions

None

Standards

Remuneration

Remuneration will be based on the following:

1. The annual remuneration for the Mayor and each Councillor shall be as set out in the Council Remuneration Schedule.
2. Councillors, while acting in the capacity of Deputy Mayor, shall receive additional payment, as set out in the Council Remuneration Schedule.
3. Remuneration is in consideration of:
 - the general day to day activities of the Mayor and Council;
 - Regular and Special Council Meetings;
 - Planning and Training Meetings;
 - informal meetings or discussions related to City business;
 - attendance at local functions such as grand openings, charity functions or community events;
 - any and all other activities undertaken while representing the City as a Member of Council other than those listed in 7. Per Diems.
4. Remuneration shall be adjusted annually by inflation as defined by the Alberta Consumer Price Index identified by Statistics Canada for June of the prior year.

Benefits

5. Members of Council shall be eligible to receive the following benefits, some of which require a contribution by the member.

<u>Mandatory</u>	<u>Employer</u>	<u>Member of Council</u>
Life Insurance	100%	0%
Accidental Death & Disability	100%	0%

RRSP Contribution Plan (Based on employer Local Authorities Pension Plan contribution rates). To receive these funds the member must establish a locked in RRSP bank account into which the funds may be directly deposited on a monthly basis. If the member is not able to establish an RRSP Bank account due to age, then equivalent funds may be deposited into the bank account of his/her choice and would be reported as 100% taxable income.

Optional

Extended Health Care	90%	10%
Dental Plan	90%	10%

6. Benefit coverage will remain in effect for the duration of the member's Term of Office subject to the payment of the member's portion of the premiums.

Per Diems

7. Members of Council may claim per diems as listed in the Council Remuneration Schedule, as compensation for attending
- Approved conferences or training events.
 - Budget meetings.
 - Strategic Planning Sessions.
 - Formal Committee, board, foundation, or society meetings, as the designated council representative. Formal meetings are defined as those meetings for which formal minutes are kept for each meeting and approved by motion of the committee, board, foundation, or society at subsequent meetings.

8. If, as a designated member of a committee, board, foundation, or society, the member elects to take on additional duties, such as participating in an organizing committee, or taking on other work for the committee, the member may not claim per diems for those additional activities unless the additional duties are approved by Council.
9. A single claim may be made for each calendar day the person was representing the City at an official function in accordance with clauses 19(a).
10. Per diem payment will be considered 2/3 for fees and 1/3 for expenses as per the Canada Revenue Agency regulations.
11. No per diem shall be awarded to any member of Council until after a report has been submitted informing the group on the conference or committee meeting attended.

General Reimbursement of Expenses

12. Registration fees and expenses for eligible activities will be paid or reimbursed by the City subject to submission of completed expense claim forms with receipts (including sales tax details) attached.
13. All expense claims of Council are to be verified and approved by the Mayor prior to submission to the Finance Department. Expense claims for the Mayor shall be reviewed and verified by the Deputy Mayor.
14. The City shall not reimburse expenses which are covered by another Agency, Board, Commission, or Authority.
15. Expenses will not be reimbursed until the Member has submitted a report (verbal or written) summarizing the event or activity and reporting about the major topics discussed and/or decisions made.
16. All travel by Members of Council outside of the Province of Alberta, for City of Wetaskiwin business, require Council approval prior to registration or travel arrangements being made.
17. When a member of Council attends a banquet, in their official capacity representing the City, the cost of the Member and the Member's partner at the banquet will be eligible for reimbursement by the City.

18. If a Member of Council confirms attendance at an event, and the City purchases a ticket for the member, the Member must reimburse the City for the costs of the Member and/or his/her partner either do not attend the event. In exceptional circumstances the Mayor may remove the requirement to reimburse funds for a specific event.

Transportation Costs

19. All travel shall be by the most direct route and the most economical means of transportation, with the normal mode of travel being by automobile, air, taxi, or shuttle.
20. Mileage will be reimbursed while on City business outside of the City of Wetaskiwin, at the current Canada Revenue Agency automobile allowance rate.

Meal Costs

21. Meals may be claimed while attending eligible events if meals are not included in the event program or registration costs.
22. Meals may be claimed when traveling to eligible events when travel occurs within the following hours.

Breakfast – travel beginning prior to 7:00 a.m.

Lunch – travel between the hours of 12:00 p.m. and 1:00 p.m.

Dinner – travel between the hours of 5:00pm and 7:00pm.

23. Meal costs must be kept reasonable based on the location of the event and available options.
24. Gratuities may be claimed as an eligible expense to a maximum of 18%.

Other Business Expenses

25. Expenses for telephone calls, including cell phone calls, may be claimed for the direct costs incurred for calls relating to City business.
26. Expenses may be claimed based on receipts submitted for entertainment, secretarial services, photocopying, or other similar activities, if pertaining to City business.

Conferences

27. Attendance at the annual Federation of Canadian Municipalities (F.C.M.) Conference will be limited to three members of Council one of which shall be the Mayor. All members of Council will be given the opportunity to attend the F.C.M. conference at least once during their term and when the conference is in Alberta, all members will be given the opportunity to attend.
28. All members of Council will be given the opportunity to attend the annual Alberta Urban Municipalities Association (AUMA) conference each year.
29. Expenditures at other conferences by Members of Council, that are to be reimbursed by the City, require prior approval by Council.

ORIGINAL SIGNED

Mayor

ORIGINAL SIGNED

Interim City Manager

Council Remuneration Schedule (2017)

Annual Remuneration for Mayor

To be adjusted annually by ACPI of previous year, unless otherwise directed by Council.

\$ 38,675.79 per annum for fees and
\$ 19,337.84 per annum for expenses
\$ 58,013.63

Annual Remuneration for Councillor

To be adjusted annually by ACPI of previous year, unless otherwise directed by Council.

\$ 18,564.34 per annum for fees and
\$ 9,282.19 per annum for expenses
\$ 27,846.53

Deputy Mayor Remuneration

\$325.00 / Month while Acting in that capacity

Per Diem Rates

\$ 50.00 for up to two hours
\$ 100.00 for two to four hours
\$ 200.00 for full day