



POLICY

POLICY NO:	100	APPROVAL DATE:	February 1, 1999
TITLE:	Council Remuneration and Expense Reimbursement	REVISION DATE:	August 10, 2020
		EFFECTIVE DATE:	October 25, 2021
SECTION:	Administration	LAST REVIEWED:	October 3, 2022
DEPARTMENT:	Legislative Services	PAGE 1 OF 7	

POLICY STATEMENT

The City of Grande Prairie (“City”) commits to providing a fair and equitable level of remuneration for time and compensation including expenses incurred by the Mayor and Councillors while conducting business on behalf of the City.

REASON FOR POLICY

To establish the rate of remuneration for the Mayor and Councillors, including rules for the reimbursement of expenses, to become effective after the Municipal Election for the four (4) year term of the next Council.

In support of Council’s Strategic Priorities that enable and enhance trust and transparency, all approved expenses related to Mayor and Councillors’ accommodation, travel, meals and event tickets are reported in the unaudited financial statements for the City on a quarterly basis and disclosed to the public on the City’s website.

DEFINITIONS

Benefits Package means the City will provide a combination of insurance, extended health care and dental coverage to current Mayor and Councillors.

Council Professional Development Account means the discretionary spending account assigned individually to Mayor and Councillors and funded annually to a maximum of \$20,000.00 for the Mayor and \$10,000.00 per Councillor from which all Discretionary Costs for Optional Events are paid.

Discretionary Costs means all costs incurred by the Mayor or Councillors for the purpose of attending an Optional Event.

Event(s) means conferences, workshops, seminars, social functions and educational or training opportunities in support of Council duties and responsibilities while serving as Mayor or Councillor for the City.

Flexible Spending Allowance means an annual amount provided as additional remuneration to current Mayor and Councillors. The Flexible Spending Allowance will have a range of payment options to choose from.

General Expenditures means an amount paid to a current Mayor or Councillors upon presentation of receipts or other supporting documentation for reimbursement of eligible expenditures incurred in the regular course of duties as an elected official for the City.

Local Region means the City and surrounding area to a maximum distance of 50 km, one way, beginning at the City Hall.

Mandatory Costs means all costs incurred by Mayor or Councillors for the purpose of attending a Mandatory Event while conducting City business.

Mandatory Event means all Events as listed in Schedule “A” of this Policy.

Optional Event means any Event that is not identified as a Mandatory Event.

Remuneration - Salary means an annual amount, paid by-weekly to the Mayor and Councillors.

REMUNERATION REVIEW - COMMITTEE

The Council Remuneration Review Committee will be established as set out in Schedule “A” of [Bylaw C-1422 Boards and Committees](#). The Committee will begin its work in January of the third year of the current Council term and will provide its final recommendations to Council no later than September of that year.

Council will approve the overall annual remuneration for the Mayor and Councillors in the third year of the current Council term, to become effective after the General Municipal Election for the four (4) year term of the next Council.

GENERAL PROVISIONS

The annual salary and benefits are paid to the Mayor and Councillors for their attendance and performance of regular duties associated with the following responsibilities:

1. Regular and Special meetings of Council, including Public Hearings, Quasi-Judicial Hearings and Committees of the Whole;
2. Boards, Commissions and Committees as appointed within the Local Region;
3. Annual Strategic Planning workshops, Budget deliberations and regional sessions/meetings regarding Intermunicipal Collaborative Framework projects;
4. Conventions, conferences, seminars or workshops within the Local Region;
5. Attendance at City of Grande Prairie functions including employee recognition, Municipal Government Day, cultural celebrations and festivals; and
6. Attendance at ceremonies, grand openings, social functions, fundraisers for which ticket/expenses are paid by the City.

SALARY & BENEFITS

An annual salary cost of living adjustment will be applied equal to the Alberta Consumer Price Index, as reported by [Statistics Canada](#), for the previous year and will take effect January 1. If the Alberta Consumer Price Index reflects a negative value, the value will revert to zero (0) for the purpose of this calculation.

All salaries will be paid through the City’s payroll system, on a bi-weekly basis and subject to applicable Canada Revenue Agency (“CRA”) regulations.

POSITION	BASE SALARY
Mayor	\$ 109,917.48
Councillor	\$ 58,348.05

Benefits:

Benefit rates are established by the service providers. The following benefits will be available to Mayor and Councillors:

Benefit	Premium - Member Paid	Premium - City Paid
Group Life Insurance	100%	0%
Accidental Death & Dismemberment	0%	100%
Dependent Insurance	0%	100%
Extended Health & Dental Care	0%	100%
Employee & Family Assistance Plan	0%	100%
Healthcare Spending Account (subject to CRA Regulations) (\$500.00)	0%	100%

FLEXIBLE SPENDING ALLOWANCE

The Flexible Spending Allowance is calculated at 6.25% of the individual Mayor or Councillor’s approved base salary, calculated annually, on January 1.

The Mayor and Councillors, individually, may choose one (1) of the following options for pay out:

1. 100% on the second (2nd) pay period of each fiscal year;
2. In equal monthly instalments, paid on the second (2nd) pay period of each month;
3. In equal quarterly instalments, paid on the second (2nd) per pay period of each quarter (January, April, July and October); OR
4. As a direct contribution to a registered retirement savings plan, the Mayor or Councillor will have an existing plan and will be required to provide the City payroll department with the appropriate forms from their financial institution to initiate the transfer. This option is subject to available contribution room for each individual, subject to applicable CRA regulations.

Flexible Spending Allowance will be prorated for the newly elected Mayor and Councillors in an election year and paid out on the second (2nd) pay period of November.

PER DIEMS

A Per Diem shall be paid to the Mayor and Councillors to attend an approved Event occurring outside of the Local Region on behalf of the City, at the individual's discretion, as follows:

“Half Day” means less than or equal to four (4) continuous hours and paid a total of \$150.00.

“Full Day” means greater than four (4) continuous hours and paid a total of \$300.00.

All Per Diems shall be paid through the City's payroll system and are subject to applicable CRA regulations.

Per Diem shall not apply, nor be paid for an absence from a Council or Standing Committee meeting when the absence is a result of another Event.

TRANSITION SUBSIDY

The Mayor and Councillors may be entitled to a transition subsidy, paid out as a lump sum payment on their last day as an elected official.

The Mayor or Councillor is eligible for the transition subsidy if:

1. They have served a minimum of two (2) consecutive terms of office; and
2. They have been defeated in the most recently held municipal election.

OR:

1. They have served a minimum of two (2) consecutive terms of office; and
2. They choose not to run in the next municipal election.

The transition subsidy will be calculated at 12.5% of the current Base Salary.

VEHICLE ALLOWANCE

An amount paid monthly to the current Mayor and Councillors of the City will be paid for the use of their private vehicle for the purpose of conducting business on behalf of the City within the Local Region.

The Mayor vehicle allowance will be paid monthly, through the City payroll system, and is set at \$500.00 per month.

The Councillors vehicle allowance will be paid monthly, through the City payroll system, and is set at \$200.00 per month.

Note: The established vehicle allowance is intended to cover all costs incurred by the Mayor and Councillors for use of their vehicle for City business and includes but is not limited to; fuel, business insurance, repairs and maintenance.

EVENT ATTENDANCE

Expenses incurred for attending Mandatory Events will be paid from Council's General Operating Budget. The Mayor or Council may specifically appoint a Councillor to attend an Event containing relevant and timely information. This is considered a Mandatory Event and any expenses incurred as a result of attendance will be paid from Council's General Operating Budget.

Mandatory Events:

Annually, Council will review Schedule "A" being the Mandatory Events listing.

Optional Events:

Any or all members of Council may attend Optional Events at their discretion, subject to available funds allocated through their Council Professional Development Account. Any applicable Per Diems claimed will be paid from the Council Professional Development Account, subject to CRA regulations.

Council Professional Development Event Summary:

Optional Events that incur expenses greater than \$2,000.00 shall require the attendee to provide Council with a brief summary of the information obtained from attending the Optional Event. The Council Professional Development Event Summary - Schedule "B" of this Policy, shall be provided during Council Round Table at a regular City Council meeting no later than 15 days from the date of the Optional Event.

EXPENSES

The City will reimburse the Mayor and Councillors for reasonable expenses incurred while conducting business on behalf of the City.

The Mayor and Councillors are encouraged to use the most economical method of travel available. In order to promote this value, reimbursement for travel will be on the most economical travel option available for each specific trip.

REIMBURSEMENT - RATES & ALLOWANCES

Payment will be made through the City's Accounts Payable department upon submission of a completed Expense Claim form, approved by the Chief Financial Officer or designate, provided in Schedule "C" of this Policy.

Unless otherwise indicated in this Policy, all expenses claimed for reimbursement must include supporting documentation that includes:

1. Ticket/electronic ticket (for travel via bus, plane or train); and
2. Payment receipt (for accommodation, meals, travel via taxi, limousine, or other car service).

Air Travel and Ground Transportation Costs:

1. Air Travel will be reimbursed at economy rates by the most direct route;
2. Ground Transportation including vehicle rental, limousine, taxi, on-demand pick-up, train and/or bus will be reimbursed at cost; and/or
3. Use of Personal Vehicle for travel outside the Local Region will be reimbursed at the current Government of Canada rate.

Accommodation and Subsistence Rates:

1. Accommodation will be reimbursed for:
 - a. actual hotel or other room rental costs based upon single room occupancy; and
 - b. the amount of \$50.00 per overnight stay for private accommodation. Receipts are not required to submit a claim.
 - c. Where meals are not provided as part of the Event, the maximum amounts (including gratuities) that may be claimed, without receipts, for breakfast, lunch and dinner, are at the current Government of Canada rates.
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USE OF PERSONAL TECHNOLOGY

The Mayor and Councillors who choose to use their own cell phone for conducting City business are eligible to submit a request for an allowance, to be paid monthly, through the City's payroll system, at an amount equal to the allowance set for City employees.

INELIGIBLE EXPENSES

Ineligible expenses include:

1. Alcohol;
 2. Costs incurred for spouses, partners, companions attending workshops, seminars, conferences, conventions or educational opportunities; and
 3. Costs incurred due to absences - Mayor or Councillors who do not attend an Event for which a registration fee, ticket, airfare, hotel accommodation or other associated cost has been purchased on their behalf will be required to reimburse the City for the costs.
(**Note:** This may be waived due to emergent/extenuating circumstances if approved by the City Manager.)
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RELATED INFORMATION

1. Receipts are required for registration fees for conferences, conventions, seminars and training sessions/courses;
2. Gratuities are reimbursed to a maximum of 15%;
3. Foreign exchange rate costs for approved travel or other business purpose will be reimbursed, where applicable, at the actual cost in Canadian funds as indicated on credit card or other statement. Proof of current exchange rate charged must be provided;

4. Appropriate miscellaneous expenses (parking) will be reimbursed;
(**Note:** Fines for parking and traffic violations will not be reimbursed.)
 5. When the Mayor or a Councillor, as a representative of the City is attending a local social Event, banquet or fundraiser the cost of their spouse or partner's ticket for that Event will be reimbursed at actual cost;
 6. When the Mayor or a Councillor, as a representative of the City is attending a conference or convention, and the banquet is a ticketed Event, the cost of their spouse or partner's ticket for the banquet will be paid by the City; and
 7. When personal credit cards are used for business expenses, the City will not reimburse annual fees and interest charges.
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RESPONSIBILITIES

City Council will review and approve any revisions to this Policy.

City Manager will review and approve any Procedures related to this Policy.

City Administration will carry out this Policy based on established Procedures.

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SCHEDULE “A”

Mandatory Events

1. Alberta Municipalities (AM) - Annual Fall Convention;
2. Alberta Municipalities - Municipal Leaders Caucus - Spring/Summer/Fall/Winter Sessions*
3. Alberta Municipalities - President’s Summit*
4. Elected Officials Education Program;
5. Federation of Canadian Municipalities (FCM) - Annual Conference**;
6. Rural Municipalities of Alberta (RMA) - Annual Spring/Fall Conventions*;
7. Economic Developers Alberta Conference - Annual Conference*;
8. Growing the North Conference;
9. Alberta Recreations & Parks Association (ARPA) - Annual Conference*;
10. Family & Community Support Services Association of Alberta (FCSSAA) - Annual Conference*;
11. Alberta Community Crime Prevention Association (ACCPA) - Annual Conference* and
12. Council appointed to Boards, Commissions and Committees that require attendance outside the Local Region.

The Mayor and Councillors will make every effort to attend Mandatory Events.

* The Mayor or delegate may attend and shall designate up to two (2) Councillors per session to attend as a Mandatory Event per year. Costs for any other Councillor that chooses to attend will be identified as Discretionary Costs.

** The Mayor or delegate with up to four (4) other Councillors shall be designated to attend the event(s) every year. Costs for any other Councillor that chooses to attend will be identified as Discretionary Costs.

Policy 100 - Schedule "B"

Councillor's Travel Expenses

Councillor's Name

Event attending

Date of event

Expenses

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

Total of Expenses

\$

Mileage (#of kilometers)

Per Diem

(how many days)

Signature

Council Professional Development Event Summary

Date:

Event Name:

Attendee:

Summary of Training Provided

Summaries of training sessions provided by the facilitator can be attached to this report for information.

Highlight specific components of the event that you feel would be valuable to Council.

If future attendance is not recommended, provide explanation.

Cost of Event

Registration Fees:

Additional Workshops/Sessions Fees:

Other:

Recommendations

1. Future attendance by Council recommended? Yes or No

