



COUNCIL POLICY

Council Remuneration and Expense Reimbursement

Policy Title	Council Remuneration and Expense Reimbursement		
Policy Number	100	Approved Date	1999/02/01
Department	Legislative Services	Last Amended	2024/12/02
Mayor Signature	"J. Clayton" (signed)	Last Reviewed	2024/12/02
		Signature Date	2024/12/02

1. Policy Statement

The City of Grande Prairie (City) is committed 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.

2. Purpose

- 2.1. 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.
- 2.2. 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 Professional Development 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.

3. Definitions

In this policy:

- 3.1. **"Benefits Package"** means the City will provide a combination of insurance, extended health care and dental coverage to current Mayor and Councillors.
- 3.2. **"City"** means the municipal corporation of The City of Grande Prairie, having authority under the *Municipal Government Act*, RSA 2000 C. M-26 and other applicable legislation. Where context requires, City also means the area included within the municipal boundaries of the City.



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- 3.3. **"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 Discretionary Events are paid.
- 3.4. **"Discretionary Costs"** means all costs incurred by the Mayor or Councillors for the purpose of attending a Discretionary Event.
- 3.5. **"Professional Development and 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.
- 3.6. **"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.
- 3.7. **"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.
- 3.8. **"Local Region"** means the City and surrounding area to a maximum distance of 50 km, one way, beginning at the City Hall.
- 3.9. **"Mandatory Costs"** means all costs incurred by Mayor or Councillors for the purpose of attending a Mandatory Professional Development and Event while conducting City business.
- 3.10. **"Mandatory Professional Development and Event"** means all Professional Development and Events as listed in Schedule "A" of this Policy.
- 3.11. **"Discretionary Event"** means any Professional Development and Event that is not identified as a Mandatory Professional Development and Event.
- 3.12. **"Remuneration – Salary"** means an annual amount, paid by-weekly to the Mayor and Councillors.

4. Remuneration Review Committee

- 4.1. The Council Remuneration Review Committee will be established as set out in Schedule "A" of the **Boards and Committees Bylaw C-1422**. 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.
- 4.2. 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.



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5. General Principles

- 5.1. 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:
 - 5.1.1. Regular and Special meetings of Council, including Public Hearings, Quasi-Judicial Hearings and Committees of the Whole;
 - 5.1.2. Boards, Commissions and Committees as appointed within the Local Region;
 - 5.1.3. Annual Strategic Planning workshops, Budget deliberations and regional sessions/meetings regarding Intermunicipal Collaborative Framework projects;
 - 5.1.4. Conventions, conferences, seminars or workshops within the Local Region;
 - 5.1.5. Attendance at City of Grande Prairie functions including employee recognition, Municipal Government Day, cultural celebrations and festivals; and
 - 5.1.6. Attendance at ceremonies, grand openings, social functions, fundraisers for which ticket/expenses are paid by the City.

6. Salary & Benefits

- 6.1. Salary
 - 6.1.1. 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.
 - 6.1.2. 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.
 - 6.1.3. Salaries for the Mayor and Councillors are provided in the table below.

Position	Base Salary*
Mayor	\$126,678.43
Councillor	\$ 67,245.35

*Current 2024 amount paid (2023 CPI adjustment made).



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6.2. Benefits

6.2.1. 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%

7. Flexible Spending Allowance

- 7.1. The Flexible Spending Allowance is calculated at 6.25% of the individual Mayor or Councillor's approved base salary, calculated annually, on January 1.
- 7.2. The Mayor and Councillors, individually, may choose one (1) of the following options for pay out:
 - 7.2.1. 100% on the second (2nd) pay period of each fiscal year;
 - 7.2.2. In equal monthly instalments, paid on the second (2nd) pay period of each month;
 - 7.2.3. In equal quarterly instalments, paid on the second (2nd) per pay period of each quarter (January, April, July, and October); OR
 - 7.2.4. 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.
- 7.3. 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.



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8. Per Diems

- 8.1.** A per diem shall be paid to the Mayor and Councillors to attend an approved Professional Development and Event occurring outside of the Local Region on behalf of the City, at the individual's discretion, as follows:
 - 8.1.1.** **"Half Day"** means less than or equal to four (4) continuous hours and paid a total of \$150.00.
 - 8.1.2.** **"Full Day"** means greater than four (4) continuous hours and paid a total of \$300.00.
- 8.2.** All per diems shall be paid through the City's payroll system and are subject to applicable CRA regulations.
- 8.3.** 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 Professional Development and Event.

9. Transition Subsidy

- 9.1.** 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.
- 9.2.** The Mayor or Councillor is eligible for the transition subsidy if:
 - 9.2.1.** They have served a minimum of two (2) consecutive terms of office; and
 - 9.2.2.** They have been defeated in the most recently held municipal election.OR
 - 9.2.3.** They have served a minimum of two (2) consecutive terms of office; and
 - 9.2.4.** They choose not to run in the next municipal election.
- 9.3.** The transition subsidy will be calculated at 12.5% of the current Base Salary.

10. Vehicle Allowance

- 10.1.** 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.
- 10.2.** The Mayor vehicle allowance will be paid monthly, through the City payroll system, and is set at \$500.00 per month.
- 10.3.** The Councillors vehicle allowance will be paid monthly, through the City payroll system, and is set at \$200.00 per month.



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- 10.4.** 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.

11. Professional Development and Event Attendance

11.1. Attendance Eligibility

- 11.1.1.** A serving Council member of the City of Grande Prairie is eligible to attend Professional Development and Events, subject to the Professional Development and Event meeting standards as set out in this policy and subject to available funding.

11.2. Mandatory Professional Development and Event:

- 11.2.1.** Annually, Council will review Schedule "A" being the Mandatory Professional Development and Event listing.
- 11.2.2.** Council members will make every effort to attend the identified Mandatory Professional Development and Event. The Mayor or Council may grant a Council members' request to decline attendance for the following reasons:
- a.** Past Council experience is sufficient as to make the contents of the training redundant;
 - b.** Serious personal or family illness where attendance would cause undue hardship;
 - c.** Conflicting event scheduling, where one event is deemed more pertinent or where attendance would create undue personal hardship.
- 11.2.3.** Expenses incurred during attendance at a Mandatory Professional Development and Event will be recognized as a non-discretionary cost for reporting purposes and will be paid using Council's General Operating Budget. Per diems will be paid for Mandatory Professional Development and Event attendance.
- 11.2.4.** The Mayor may specifically appoint Council members, as City representatives, to attend an event that contains particularly relevant or timely information. Costs incurred to attend such events will be considered non-discretionary for the appointed Council members and will be paid using Council's General Operating Budget. Per diems will be paid for appointed attendance. Costs will be recorded as costs for reporting purposes.
- 11.2.5.** The Mayor will make every effort to provide fair and equitable opportunities for professional development to all members of Council.
- 11.2.6.** Council may identify other events as Mandatory Professional Development and Events, by resolution.



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11.3. Discretionary Events:

11.3.1. Any or all members of Council may attend Discretionary Events or other events they deem to be pertinent to their role as a member of City Council 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.

11.3.2. Generally, any event a Council member may attend that does not fall under the Mandatory Professional Development and Event category will be considered a Discretionary Event.

11.4. Council Professional Development And Event Summary:

11.4.1. Discretionary 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 Discretionary Event. The Council Professional Development And 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 Discretionary Event.

12. Expenses

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

12.2. 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.

13. Reimbursement – Rates & Allowances

13.1. The Mayor and Councillors will complete the Expense Claim Form, provided in Schedule "C" of this Policy, and submit it to the City Manager's office for review. The City Manager's office will submit the form to Oracle on behalf of the Mayor or Councillor. The claim will be approved by the Chief Financial Officer in Oracle and then sent to the Accounts Payable department for review and approval for payment.

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

13.2.1. Ticket/electronic ticket (for travel via bus, plane, or train); and



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13.2.2. Payment receipt (for accommodation, meals, travel via taxi, limousine, or other car service).

13.3. Air Travel and Ground Transportation Costs:

13.3.1. Air Travel will be reimbursed at economy rates by the most direct route;

13.3.2. Ground Transportation including vehicle rental, limousine, taxi, on-demand pick-up, train, shared mobility services (e.g., scooters and bikes), and/or bus will be reimbursed at cost; and/or

13.3.3. Use of Personal Vehicle for travel outside the Local Region will be reimbursed at the current Government of Canada rates.

13.4. Accommodation and Subsistence Rates:

13.4.1. 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.

13.4.2. Where meals are not provided as part of the Professional Development and 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.

14. Use of Personal Technology

14.1. 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.

15. Ineligible Expenses

15.1. Ineligible expenses include:

15.1.1. Alcohol;

15.1.2. Costs incurred for spouses, partners, companions attending workshops, seminars, conferences, conventions, or educational opportunities; and

15.1.3. Costs incurred due to absences - Mayor or Councillors who do not attend a Professional Development and 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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16. External Associations

- 16.1. Council Members will obtain approval, by resolution of Council, for a nomination or appointment to office for an external association, where the expenses are expected to be covered by the City. Once appointed, costs will be managed as outlined for Mandatory Professional Development and Events.
- 16.2. The City will pay expenses and per diems required for Council members to fulfill an approved appointment to the Board of Directors of an association or to a committee of an association, where the Council member is not paid expenses and per diems by the association or committee of an association.

17. Related Information

- 17.1. The City will reimburse Council members for eligible personal expenses incurred to attend conferences, workshops, seminars, and educational opportunities in accordance with this policy.
- 17.2. Receipts are required for registration fees for conferences, conventions, seminars, and training sessions/courses.
- 17.3. Gratuities are reimbursed to a maximum of 15%.
- 17.4. 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.
- 17.5. Appropriate miscellaneous expenses (parking) will be reimbursed (Note: Fines for parking and traffic violations will not be reimbursed).
- 17.6. 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.
- 17.7. 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.
- 17.8. When personal credit cards are used for business expenses, the City will not reimburse annual fees and interest charges.

18. Responsibilities

- 18.1. City Council will review and approve any revisions to this Policy.
- 18.2. City Manager will review and approve any procedures related to this Policy.
- 18.3. City Administration will carry out the policy based on established procedures.



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19. Legislative Authority & Other Reference

19.1. *Municipal Government Act, RSA 2000, c M-26*

20. Version History

Action	Date	Description
New Policy	1999/02/01	
Revision	2000/10/30	
Revision	2002/07/02	
Revision	2008/03/24	
Revision	2012/06/25	
Revision	2016/10/03	
Revision	2017/09/18	
Revision	2020/08/20	
Revision	2021/10/25	
Revision	2022/10/03	
Revision	2024/12/02	Updated to new template. Combined policy and procedure. "Optional" changed to "Discretionary" and "Event" changed to "Professional Development and Event". Updates to salaries. Update to the process in 13.1.



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Schedule "A": Mandatory Professional Development and Events

1. Alberta Municipalities (AB Munis) - 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 Professional Development and Events.

* The Mayor or delegate may attend and shall designate up to two (2) Councillors per session to attend as a Mandatory Professional Development and 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.



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Schedule "B": Council Professional Development And 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.

Highlights

- Highlight specific components of the professional development and event that you feel would be valuable to Council.
-

Cost of Event

Registration Fees	
Additional Workshop/Sessions Fees:	
Other:	

Recommendations

Future Attendance by Council Recommended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If future attendance is not recommended, provide an explanation.



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Schedule "C": Councillor's Travel Expenses

Councillor's Travel Expenses	
Councillor's Name	
Professional Development or Event Attending	
Date of Professional Development or Event	
Expenses	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total of Expenses	\$
Mileage (# of kilometers)	
Per Diem (how many days)	
Signature	