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| Department: County Manager | Section: GS - Government Services |
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GS-02 Councillor Fees and Expenses

Policy Statement

To provide for the payment to the members of the Council or remuneration for attending the meetings of the Council and the Committees thereof, or for assuming or performing any related duties (which may include meeting preparation time, for research of matters, and for liaison/communication with residents, media and others).

Policy Intent

To provide compensation and/or reimbursement of expenses when conducting County business.

Service Level/Objectives

In accordance with the Municipal Government Act Section 275.1(1)(2) and Revenue Canada's provisions for Municipal Elected Officials, one third of the remuneration paid in 1999 and later years by a municipality to a councillor is deemed to be an allowance for expenses that are incidental to the discharge of the councillor's duties. The remaining two-thirds (2/3) is income from elected or appointed office, and is therefore subject to income taxation and considered as earnings.

1. **Remuneration**

- a) Elected Officials be compensated an annual salary as determined by Council in the annual County budget;
- b) an additional remuneration, calculated on the annual salary, of 20% for the Mayor and 5% for the Deputy Mayor be approved;
- c) any monies forthcoming from boards and commissions that Councillors sit on go directly to the Councillors with the proviso that they be accounted for in the Annual Statement;
- d) to include in the Annual Report the annual total of the number of half day/evening attendance by councillors at meetings/events plus the average costing per half day/evening; and
- e) that consideration of an annual cost of living adjustment to Councillor remuneration be similar to that granted to staff.

2. **Council Retirement Allowance** (Motion No. 705-13)

That Council Members receive an RRSP and/or retirement allowance of 5% taxable earnings payable on an annual basis (2014 maximum of \$2,500/Council Member).

3. **Remuneration – Board/Committee Public Members**

To provide the remuneration to the Public Members appointed to all County Boards, in accordance with the Terms of Reference established for each Board/Committee, at the rate established by County Council at the annual Organizational meeting.

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4. Travel Expense Reimbursement

- a) by private (passenger) vehicle
- b) by air - actual cost

Travel reimbursement consideration will include most economical means.

5. Accommodation and Other Expense Reimbursement for Convention/ Seminar Attendance

For attendance at conventions, seminars, workshops, institutes, etc., of more than one days duration (except where travel requires an additional day). Note that receipts for expenses are to be retained and submitted for reimbursement.

- a) Room - on an actual or reasonable cost basis
- b) Alternative Lodging (effective May 1, 2001)

On occasion, there are limited or minimal accommodations available at or near the site for the Provincial Agriculture Service Boards Summer Tour. The County will provide reimbursement to Council members and staff for alternative lodging based on the cost for the nearest lodging available three months in advance of the tour. Additionally, if it is applicable, return mileage between that available accommodation and the location of the event would be included in the reimbursement.

6. Meals

That effective August 1, 2007 Leduc County follow the Treasury Board of Canada Secretariat meal allowance rates as follows, and further that the County rate be automatically adjusted as the Treasury Board adjusts their rates.

7. Other

- a) Cab Fare and Parking – actual cost
- b) Gratuities – up to 15%

8. Rental Cars

Generally speaking, rental cars would only be obtained when the function being attended by Councillors cannot be achieved less expensively by another means of transport. Common sense would prevail when making a decision to rent vs. using another form of transportation.

Expense Claims

Leduc County will reimburse Council Members for reasonable travel and accommodation costs, incurred in the course of conducting County business, and in the case of mileage to certain common destinations, in accordance with the current Mileage rate.

Council Members be required to submit claims for reimbursement of expenses within sixty (60) days of being incurred.

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County Mileage Rate

That Leduc County follows the National Joint Council mileage rate, and further that the County rate be automatically adjusted as the National Joint Council adjusts their mileage rate.

That all County distance related mileage business be officially conducted in kilometres instead of miles.

Communication Devices for Councillors

Leduc County will provide electronic devices required by a Council member to carry out business for the County. Leduc County will assume responsibility for all costs associated with the acquisition and use of Communication Devices approved for conducting corporate business. Hardware and software support is provided to devices that are County owned.

When a Communication Device (including accessories) is damaged, lost or stolen, the Councillor shall report it to the County Manager/Mayor who will notify Corporate Services. The Councillor is responsible for the damages or lost device if the cause is carelessness. Any excessive or inappropriate use of a Communication Device must be reported to the County Manager/Mayor for review.

Monthly recaps of device charges will be made publicly available and are self monitored by Council Members.

Home Internet Service

The Mayor and Councillors will be reimbursed, upon submission of an invoice, to a maximum of \$60.00 per month for home internet service (effective October 1, 2012).

This will be self monitored by Council Members.

Councillor Timesheets and Conference Expense Claims

That photocopies of all Councillors time sheets be provided to each Council Member subject to requirements for editing of personal/private information pursuant to F.O.I.P. and the Municipal Government Act.”

That the Mayor and County Manager continues review of Councillor Timesheets.

A public reading be set up for the public to review the County’s policy manuals, guidelines and other information available to the public. Councillor remuneration, staff expense claims, Councillor expense claims and other documents as identified will be made available to the public when properly processed and reviewed.

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Councillor Business and Protocol Expense Accounts (B & P Account)

Intended to provide guidance in determining what expenses will be covered by the municipality and what expenses are considered to be personal expenses. Events listed are for guidance only and are not intended to be an exhaustive list of covered events. Council/Councillors include Mayor, Councillors and County Manager.

1. Community Events, Charitable and Non-Profit Fundraisers

Tickets and registration fees

Council invited by a charitable and non-profit organization may attend regional charitable or non-profit fundraisers and their tickets/registration fees will be covered by their B & P account.

Examples: Gala Auctions and Dinners, Fire Fighter's Ball, R.C.M.P. Regimental Balls, etc.

Donations

Council may donate door prizes or auction items for community events, charitable and non-profit fundraisers as per current policy.

2. Federal Political Events

The Federal Elections Act, as amended, provides that no person or entity other than an individual who is a citizen or permanent resident shall make a contribution to a registered party, a registered association, a candidate, a leadership contestant or a nomination contestant. A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal registered party, registered association, a candidate, a leadership contestant or a nomination contestant are personal expenses of a member of Council.

a) Provincial Political Events

The Provincial Election Finances and Contributions Disclosure Act, RSA 2004, c. E-2 ("the Act") provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate. A "contribution" is defined as any money or real or personal property that is provided:

- (i) to a political party, constituency association or candidate, or
- (ii) for the benefit of a political party, constituency association or candidate with it's or the candidate's consent, without compensation from that political party, constituency association or candidate.

Fundraisers

Under the Act, a "fund-raising function" includes any social function held for the purpose of raising funds for a registered party, registered constituency association or registered candidate by whom or on whose behalf the function is held. Any contribution to a registered party, registered constituency association or registered candidate as determined below is a personal expense of a Councillor. Any amount deemed to be allowed for expenses as determined below may be paid out of a Councillors' B & P account.

If an individual charge by the sale of tickets or otherwise is made for a fund-raising function held by or on behalf of a registered party, registered constituency association or registered candidate, then, for the purposes of the Act,

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- i) if the individual charge is \$50 or less, it shall not be considered as a contribution unless the person who pays the charge specifically requests that it be so considered, in which case 1/2 shall be allowed for expenses and 1/2 shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be, and
- ii) if the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.

Examples: The Premier’s Dinner, MLA Breakfasts or Luncheon meetings, constituency fundraisers (including golf tournaments).

Donations

Door prizes or auction items for political fundraisers may not be charged to the public budget. Any such items are considered to be contributions and are therefore personal expenditures.

Political Conventions

Costs for political conventions are considered to be personal expenses.

- b) Spouses/Partners
 - i) 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.
 - ii) Where the spouse/partner is invited through a conference to accompany the Councillor to banquets/receptions, their tickets for these banquets/receptions may be charged to the Council Member’s B & P account. 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 Council Member’s B & P account.
 - iii) When a Council member is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the Councillor member, the ticket for the spouse/partner may be paid from the Council Member’s B & P account.
- c) Meals

Councillors are authorized to use their B & P account to pay for the meals (not including alcohol) of County clients in the conduct of County business.
- d) Business Expense Budgets

Business and Protocol expenses must remain within the individual budget of a Councillor. Expenses exceeding budget amounts must be authorized by Council resolution prior to the expenditure being made.
- e) Golf Tournaments

Councillors are authorized to charge one-half (1/2) of registration fees to their B & P account when attending as representatives of the County.

Example: Black Gold Charity Classic, Nisku Oilmen’s, R.C.M.P., Capital Region, EIA, etc.

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- f) Councillor Open House
A Councillor may hold two open houses per year and charge expenses for facility rental and light refreshments to their B & P account.

- g) Elected Official Education Program
That Council Members may participate in the Elected Official Education Program (a jointly owned subsidiary of the AAMDC & AUMA) or other educational program, with reimbursement up to a maximum of \$1,000.00 per year for program registration fees.

Monitoring & Updating

This policy will be reviewed annually at Council’s Organizational Meeting.

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