



## **Governance, Agenda and Priorities (GAP) Standing Committee**

Chair: Mayor Melissa Blake

Council Chamber  
9909 Franklin Avenue, Fort McMurray

Tuesday, September 03, 2013  
3:30 p.m.

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### **Agenda**

#### **Call To Order**

#### **Adoption of Agenda**

#### **Minutes of Previous Meetings**

1. GAP Standing Committee Meeting - April 18, 2013

#### **New and Unfinished Business**

2. Review and Consideration of Council Policies
  - Elected Official – Administration Communication Policy
  - Elected Officials' Remuneration, Travel, Expense and Support Policy

#### **Adjournment**



**Unapproved Minutes of a Governance, Agenda and Priorities (GAP) Standing Committee held in the Council Chambers at the Municipal Offices in Fort McMurray, Alberta, on Thursday, April 18, 2013, commencing at 11:30 AM**

Present: Mayor M. Blake  
Councillor C. Burton, Chairperson  
Councillor D. Kirschner  
Councillor J. Stroud

Absent: Councillor A. Vinni

Administration: G. Laubenstein, Chief Administrative Officer  
A. Rogers, Senior Legislative Officer  
A. Hawkins, Legislative Officer

**Call To Order**

Deputy Mayor Burton called the meeting to order at 11:54 a.m.

**Adoption of Agenda**

Moved by Councillor Stroud that the agenda be adopted as presented.  
CARRIED UNANIMOUSLY

**Minutes of Previous Meetings**

**1. Minutes of January 17, 2013**

Moved by Councillor Stroud that the Governance, Agenda and Priorities Standing Committee Minutes of January 17, 2013 be adopted as presented.  
CARRIED UNANIMOUSLY

**New and Unfinished Business**

**2. Discussion regarding possible development of an Aboriginal Consultation Policy (Maggie Farrington, Director, Aboriginal, Rural and Citizen Relations)**

Discussion occurred relative to the drivers behind such a policy and what would or should be included within the policy. Reference was made to initiatives within Industry and it was questioned whether or not the Municipality could actually put similar processes in place, such as policy for aboriginal hiring. It was suggested the Municipality should develop an overall strategy of what diversification means to the Municipality and what the organization does about it. Due to the complexity and variety of components within this subject matter, it was suggested that a task force be established for further investigation.

It was agreed that administration (Aboriginal, Rural and Citizen Relations and Employee Development and Support Services) will come back to speak to the Committee about what the Municipality currently has in place relative to diversification and consultation and how the process works.

Moved by Councillor Stroud that the Directors of Aboriginal, Rural and Citizen Relations and Employee Development and Support Services report back to the GAP Standing Committee prior to Council's Summer Recess to provide an overview of the proposed task force and its mandate, and identify basic principles of the future policy.

CARRIED UNANIMOUSLY

### **3. Elected Official – Administration Communication Protocols**

It was agreed that the Communication Protocols include the following:

- Chief Administrative Officer will update Council members immediately in the case of a sensitive or urgent matter; and
- Information requested by individual Councillors will be shared with all Council members.

A break occurred from 12:20 p.m. to 12:59 p.m. at which time Mayor Blake joined the meeting.

Moved by Councillor Stroud:

that the amended Elected Official - Administration Communication Protocols as outlined in Attachment 1, dated April 18, 2013 form the basis of a Council Policy; and

that Administration prepare the Elected Official-Administration Communication Policy for consideration at the next Governance, Agenda and Priorities Standing Committee meeting.

CARRIED UNANIMOUSLY

### **4. Discussion regarding recommendations from November 2012 Governance Workshop (Councillor Kirschner) and Continuation of Discussion - Priorities - GAP Committee**

Discussion occurred regarding a governance review as well as the possibility of or interest in conducting an operational review. It was noted that if necessary, an operational review could be commissioned to report to the new Council for their consideration. It was suggested this matter can be presented at an Administrative Briefing to understand the basis for conducting such a review and determining whether or not the concerns justify the cost and time and expense in doing such a review.

Moved by Councillor Kirschner that an external consultant be hired to review Council's policies prior to the 2013 municipal election and identify what basic Council governance policies are required or could be deleted for Council's protection and that of the Municipality.

CARRIED UNANIMOUSLY

It was suggested the analysis be submitted to the new Council for consideration and action if required.

**Adjournment**

Moved by Councillor Stroud that the meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 1:19 p.m.

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Mayor

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Chief Legislative Officer



**Subject: Review and Consideration of Council Policies**

- Elected Official – Administration Communication Policy
- Elected Officials' Remuneration, Travel, Expense and Support Policy

**APPROVALS:**

Audrey Rogers, Senior Legislative Officer

**Administrative Recommendations:**

1. THAT the Council report entitled Elected Officials – Administration Communication Policy, dated October 22, 2013, be approved as presented and forwarded for consideration at the September 10, 2013 Council meeting.
2. THAT the Elected Officials' Remuneration, Travel, Expense and Support Policy, dated October 22, 2013, be approved as presented and forwarded for consideration at the September 10, 2013 Council meeting.

**Summary:**

The proposed Elected Official-Administration Communication Policy and the proposed revisions to the Elected Officials' Remuneration, Travel, Expense and Support Policy require the support of the Governance, Agenda and Priorities (GAP) Standing Committee prior to being submitted for Council's consideration.

**Background:**

The proposed Elected Official-Administration Communication Protocols were reviewed at the April 18, 2013 Governance, Agenda and Priorities Standing Committee Meeting, and Administration was directed to finalize those protocols into a Council Policy for further consideration. That Policy is now presented to the GAP Committee for review, along with a request that the policy be submitted to Council for consideration.

Prior to each general election, the Elected Officials' Remuneration, Travel, Expense and Support Policy is reviewed for effectiveness. In conducting the 2013 review, which began in April 2013, no significant amendments are required; however, some very minor administrative changes are recommended to provide clarity and consistent interpretation.

**Rationale for Recommendation:**

The Municipal Government Act provides for the setting of Council Policy by way of a Council resolution. As the GAP Committee has already supported, in principle, the content of Elected

Official-Administration Communication Policy and only minor administrative changes are recommended to the Elected Officials' Remuneration, Travel, Expense and Support Policy, it is respectfully requested that the GAP Committee give favourable consideration to moving both reports forward to the September 10, 2013 Council meeting, which is the final meeting of the 2010-2013 Council term of office.

**Attachments:**

1. Draft Council Report – Elected Official-Administration Communication Policy
2. Draft Council Report – Elected Officials' Remuneration, Travel, Expense and Support Policy



**Subject: Elected Official – Administration Communication Policy****APPROVALS:**\_\_\_\_\_  
Director\_\_\_\_\_  
Chief Operating Officer\_\_\_\_\_  
Chief Administrative Officer**Administrative Recommendation:**

THAT Elected Official - Administration Communication Policy LEG-170, dated September 10, 2013, be approved.

**Summary:**

In response to an expressed desire to ensure the effective and accurate communication of information between Elected Officials and Administration, Council, through the Governance, Agenda and Priorities (GAP) Standing Committee requested that a policy be developed to establish protocols that are to be applied in day-to-day interactions between Elected Officials and Administration.

**Background:**

Consistency in communication between Elected Officials and Administration is essential to ensure that members of Council seeking information and clarification regarding emerging issues, as well as daily municipal matters, are provided with accurate and timely information. Protocol principles were first presented to GAP Committee on April 18, 2013 and Administration was directed to formalize them into a policy.

The Municipality is a very fast-paced organization with continually changing staff. Over time, this has resulted in inconsistency in interactions between Elected Officials and Administration. An Elected Official-Administration Communication Policy will facilitate the accurate and timely provision of information to Elected Officials by directing all communication through the Director level and above.

**Rationale for Recommendation:**

Formalization of a policy will ensure the accurate and timely channeling of information between Elected Officials and Administration, ultimately assisting Elected Officials in responding to resident inquiries, positioning them to better represent their constituents, and be fully informed to communicate municipal matters.

**Attachment:**

1. Elected Official - Administration Communication Policy

# Council Policy

Policy Name: Elected Officials – Administration Communication  
Department Name: Council and Legislative Services  
Policy No.: LEG-170  
Effective Date: September 10, 2013

Review Date: September 2016

## **STATEMENT:**

The Regional Municipality of Wood Buffalo operates in a dynamic, fast-paced environment, of which accelerated staff turnover is often a side effect; therefore, it is critical that accurate and up-to-date information is shared in a consistent fashion. Communication protocols are necessary to provide for the accurate and timely communication of information and interaction between Elected Officials and Administration.

## **PURPOSE AND OBJECTIVE:**

The objective of this policy is to provide the necessary procedures to ensure that the most knowledgeable staff member is providing complete, accurate and timely information, without otherwise restricting communication between Elected Officials, Administration and staff.

## **PROCEDURES:**

### **1. Definitions**

- 1.1. Administration – means municipal employees appointed at or above a Director level position within the Municipality.
- 1.2. Chief Administrative Officer or CAO – means the individual appointed, by Council, to the position of Chief Administrative Officer, or his designate.
- 1.3. Detailed inquiry – means an inquiry which requires detailed information, research, explanation and discussion.
- 1.4. Elected Officials – means the individual members of Council.
- 1.5. General inquiry – means an inquiry which results in a simple question and answer.
- 1.6. Staff – means all administrative levels below the position of Director.

### **2. Responsibilities**

- 2.1. Elected Officials to:
  - 2.1.1. Forward general inquiries to the designated staff member in the Office of the CAO who is responsible for Council inquiries.
  - 2.1.2. Engage members of Administration from the Director's level and above only.
  - 2.1.3. Forward detailed inquiries directly to the Chief Administrative Officer.

2.2. Chief Administrative Officer to:

- 2.2.1. Delegate authority and responsibility within the organization in response to daily matters and emerging issues.
- 2.2.2. Advise who the appropriate staff member for continued discussion on a detailed inquiry will be.

2.3. Administration to:

- 2.3.1. Ensure that all inquiries received at the departmental level, as well as responses, are forwarded, for tracking purposes, to the designated staff member in the Office of the CAO who is responsible for Council Inquiries.
- 2.3.2. Endeavour to provide a response as soon as responsibly possible, ideally within 24 hours of receiving an inquiry, with the exception of weekends, when only urgent or safety-related matters will be addressed.

2.4. Designated staff member responsible for Council Inquiries to:

- 2.4.1. Send confirmation of request from Elected Officials as soon as possible upon receipt
- 2.4.2. Acknowledge receipt of inquiries and ensure that the inquiry is forwarded to the appropriate Director within 24 hours of receipt, with the exception of weekends.
- 2.4.3. Advise Elected Officials of the expected timeline where a response is anticipated to take longer than 24 hours.
- 2.4.4. Forward both the inquiry and response to all Elected Officials to ensure that all Council Members are aware of the matter and able to communicate consistently and accurately.
- 2.4.5. Record the inquiry and response in the Council and Citizen Inquiry database for future reference.

2.5. Staff to:

- 2.5.1. Ensure that inquiries are addressed through the appropriate chain of command (ie: Supervisor - Manager – Director – Executive Director – Chief Operating Officer – Chief Administrative Officer), prior to engaging in discussion with any Elected Official on the matter. . Exceptions include the Chief Legislative Officer and staff within the Legislative Services Branch who interact and support Elected Officials on a daily basis.
- 2.5.2. If approached by an Elected Official:
  - 2.5.2.1. If the matter applies to the department’s area of responsibility, respectfully request that the Elected Official re-direct the inquiry to the Director of the Department for appropriate handling and response.

- 2.5.2.2. If the matter does not apply to the department's area of responsibility, respectfully request that the Elected Official re-direct the inquiry to the designated staff member in the Office of the Chief Administrative Officer who is responsible for Council inquiries for appropriate handling and response.

### **3. General Principles:**

- 3.1 Elected Officials set municipal policy and Administration carries out municipal operations under the direction of the CAO. It is important to recognize the distinction between the roles of Elected Officials and Administration, and recognize that the activities of Elected Officials as well as Administration ultimately reflect on Council and the municipality as a whole. Following established communication protocols for both parties lessens the risk of public embarrassment due to miscommunication or communication of incorrect or incomplete information.
- 3.2 Council, as a governing body, directs the CAO. An individual Elected Official does not have the authority to direct the CAO or any member of Administration.
- 3.3 As identified in the Municipal Government Act, the CAO is the only direct report to Council. The CAO delegates authority and responsibility within the organization on a regular basis at his or her discretion in response to daily matters and emerging issues.
- 3.4 The provisions of this policy are not intended and should not be interpreted as a means of preventing interaction between Elected Officials, Administration and staff.

### **APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council  
Approval Date: September 10, 2013

Revision Approval Dates:  
Review Due: September 2016

Policy Manager: Director, Council and Legislative Services  
Department Contact: Director, Council and Legislative Services

Legal References:  
Cross References:

\_\_\_\_\_  
Melissa Blake, Mayor

\_\_\_\_\_  
Surekha Kanzig, Chief Legislative Officer

\_\_\_\_\_  
Date



## **Subject: Elected Officials' Remuneration, Travel, Expense and Support Policy**

### **APPROVALS:**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Chief Operating Officer

\_\_\_\_\_  
Chief Administrative Officer

### **Administrative Recommendation:**

THAT Elected Officials' Remuneration, Travel, Expense and Support Policy LEG-050, dated June 8, 2010, be rescinded and replaced with Elected Officials' Compensation Policy LEG-160, dated October 22, 2013, and Elected Officials' Travel and Expense Policy LEG-050, dated October 22, 2013.

### **Summary:**

The Elected Officials' Remuneration, Travel Expense and Support Policy is reviewed and updated prior to each general election. Although the proposed changes are strictly administrative in nature and have no impact on salaries and benefits, Council approval is required to facilitate any change to this Policy.

### **Background:**

The Elected Officials' Remuneration, Travel, Expense and Support Policy was last reviewed in Spring 2010, with changes being approved in June 2010 and coming into effect following the 2010 general election.

The Policy is reviewed approximately six months prior to each general election to ensure that it is adequately meeting the needs of Council and individual Elected Officials. The process of conducting the review, which commenced in April 2013, involved gathering information about salaries and policies in other similarly sized municipalities, along with soliciting feedback from current Elected Officials. While no concerns were raised by Elected Officials, some very minor administrative adjustments are recommended to add clarity and ensure the consistent application of the Policy. These adjustments are detailed below:

- The current policy combines salaries and travel, which can lead to confusion. It is recommended that separate policies be established to deal with salaries/benefits/allowances, and travel/ expenses.
- Clarity is required with respect to which expenses are to be reported on in order to ensure consistent reporting. Recommended categories are business travel, conference (training) travel and public relations;

- The current policy provides for rates and allowances to be adjusted annually and rounded up to the nearest dollar; however, some of these adjustments are very minimal, which , when subjected to rounding up, could lead to rates inflating very quickly. In these cases, it is recommended that the adjustment be tied to the term of office as opposed to being reviewed and updated annually. Examples include the technology allowance, private accommodations and meals.
- The current policy provides no mechanism for dealing with an expense claim that does not meet all provisions of the policy. It is recommended that the Governance, Agenda and Priorities (GAP) Standing Committee be responsible for reviewing any potentially non-compliant expenses and authorizing payment.

No changes are recommended in the area of salaries and benefits.

**Budget/Financial Implications:**

All budgets will continue to be reviewed on an annual basis to ensure that they are adequately addressing the needs of Council and individual Elected Officials. Any budgetary changes would be addressed annually through the operating budget.

**Rationale for Recommendation:**

The creation of two separate policies will allow for more effective administration of the provisions. While no changes are recommended with respect to salaries and benefits, a resolution of Council is required to create a separate policy dealing with compensation matters. The balance of recommended changes will add clarity without impacting the overall provisions or intent of the original policy, and will also promote its consistent interpretation and application.

**Attachments:**

1. Elected Officials’ Compensation Policy (proposed)
2. Elected Officials’ Travel and Expense Policy (proposed)
3. Elected Officials’ Remuneration Travel, Expense and Support Policy (current, blackline version)

# Council Policy

## Attachment 1

Policy Name: Elected Officials' Compensation  
Department Name: Council and Legislative Services  
Policy No.: LEG-160  
Effective Date: October 22, 2013

Review Date: October, 2016

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### **STATEMENT:**

Elected Officials must be compensated at levels which recognize differences in effort and responsibility, and to help attract citizens as candidates for public office. Elected Officials will be supported with staff and technology in the performance of their duties.

### **PURPOSE AND OBJECTIVE:**

The purpose and objectives of the Elected Officials' Compensation Policy are to:

1. Provide fair, consistent and adequate compensation for Elected Officials at a level that will also attract citizens as candidates for public office.
2. Recognize the uniqueness of the Regional Municipality of Wood Buffalo, because of its blend of urban and rural communities, vast growth, economic climate, and geographic size.
3. Support Elected Officials with staff and technology so that they can perform their duties efficiently and effectively.

### **PROCEDURES:**

#### **1. Definitions**

- 1.1. Allowances – are funds provided to Elected Officials for a specific purpose and may be accountable or non-accountable, as determined by the Canada Revenue Agency.
- 1.2. Chief Administrative Officer or CAO – is the individual appointed to the position of Chief Administrative Officer, or his/her designate.
- 1.3. Council – is the collective group of Elected Officials who govern the Municipality.
- 1.4. Councillors – are the Elected Officials of the Municipality, excluding the Mayor.
- 1.5. Elected Officials – are the Mayor and Councillors.
- 1.6. Mayor – is the Chief Elected Officer as defined in the Municipal Government Act.
- 1.7. Municipality – is the Regional Municipality of Wood Buffalo.
- 1.8. Service – is the total period of time spent serving as an Elected Official of the Municipality.

## 2. Responsibilities

### 2.1. Council to:

- 2.1.1. Approve any amendment to this policy.
- 2.1.2. Appoint a committee of citizens or engage a consultant (if required at any time) to review the policy in accordance with the terms of reference that are specified by Council; however, any review and subsequent Policy amendment must be completed at least six months prior to a General Municipal Election in Alberta.

### 2.2. Council and Legislative Services to:

- 2.2.1. Prepare separate budgets annually for Elected Officials to address remuneration, benefits, allowances, supplies, technology, and other direct costs.
- 2.2.2. Monitor Statistics Canada data and update rates in keeping with the provisions of this Policy.

## 3. General

### 3.1. Salary

#### *Rates*

- 3.1.1. As of January 1, 2010, the Mayor's salary is \$112,000\* per year.
- 3.1.2. As of January 1, 2010, Councillors' salary is \$32,983\*per year.

*\*Salary rates were established in 2001 using an open, transparent process conducted by an independent consultant. The rates reflected in subsections 3.1.1 and 3.1.2 are reflective of the adjustments that have occurred since 2001 in keeping with this Policy. Full details of the annual adjustments since 2001 shall be appended to this Policy.*

- 3.1.3. When serving as Deputy or Acting Mayor during a scheduled or unscheduled absence of the Mayor, a Councillor may claim additional remuneration in the form of a per diem. The per diem will be applied to any period of uninterrupted service, excluding the first full day of service. The per diem rate is based on the difference between the then annual remuneration of the Mayor and the Councillor multiplied by 0.75, and then divided by 248 workdays and rounded up to the nearest dollar.

#### *Annual Adjustments*

- 3.1.4. The annual salary for the Elected Officials will be adjusted on January 1<sup>st</sup> of each calendar year based on the same percentage increase or decrease in the Alberta Average Weekly Earnings, as reported in the Statistics Canada survey of employment payroll and hours for the immediately preceding year.
- 3.1.5. In the event that that Statistics Canada discontinues or significantly changes the



measurement of Alberta Average Weekly Earnings, Council shall decide the appropriate mechanism for automatically adjusting the remuneration.

### *Payment*

3.1.6. Remuneration shall be paid to Elected Officials during the term that they hold office:

3.1.6.1. from the beginning of the organizational meeting of Council following a General Municipal Election to immediately before the beginning of the organizational meeting of Council after the next General Municipal Election; or

3.1.6.2. in the case of a vacancy that is filled, from the taking of the oath of office to immediately before the beginning of the organizational meeting of Council following a General Municipal Election; or

3.1.6.3. in the case of a resignation, from the taking of the oath of office or from the beginning of the organizational meeting of Council following a General Municipal Election to the date on which the written resignation is received by the CAO;

whichever is applicable.

3.1.7. Remuneration shall be paid bi-weekly to each Elected Official.

3.1.8. One-third of the remuneration for Elected Officials will be treated as tax exempt under the regulations of the Canada Revenue Agency.

3.1.9. Elected Officials shall immediately advise the CAO, or designate, of any changes in their personal banking arrangements so that their remuneration is deposited to the correct accounts.

## 3.2. Benefits

### *Participation*

3.2.1. Elected Officials have the option of participating in the Municipality's employee benefit programs during their term of office, with the exception of pension plans, short-term (weekly indemnity) and long-term disability. Elected Officials also have the option of participating on either an individual or family basis, depending on the program.

3.2.2. Participation by the Elected Officials in the benefit programs will:

3.2.2.1. start in the month of taking the oath of office when a vacancy is filled; and

3.2.2.2. continue in the month of the General Municipal Election or until the end of the month of the organizational meeting of Council after the next General Municipal Election or until the end of the month that the CAO receives a resignation.

- 3.2.3. Upon leaving office, Elected Officials shall have the option of converting life and dependent life insurance to personal coverage at their cost and expense, in accordance with the terms and conditions of the group life insurance policy.
- 3.2.4. Elected Officials shall immediately advise the CAO, or designate, of any personal or family changes that may impact or change their participation in the benefit programs.

#### *Transition Allowance*

- 3.2.5. As of the 2001 General Municipal Election, Elected Officials shall be eligible to receive a transition allowance in an amount equal to two weeks salary for each year served. The allowance recognizes service with the Municipality, and provides some funding for retirement or transition purposes that is payable only upon conclusion of services as an Elected Official.
- 3.2.6. The transition allowance will be paid at the option of the Elected Official, and may be:
  - 3.2.6.1. paid in a lump sum less the requisite income tax and other deductions;
  - 3.2.6.2. transferred directly to a registered retirement savings plan for the elected official; or
  - 3.2.6.3. partially and directly transferred to a registered retirement savings plan for the elected official, with the remaining balance paid to the elected official in a lump sum less the requisite deductions.
- 3.2.7. Elected Officials shall have the option of receiving the transition allowance by January 31<sup>st</sup> or March 31<sup>st</sup> of the next year. In the event of death, the transition allowance, less the requisite deductions, will be paid to the estate of the Elected Official.

#### *Registered Retirement Savings Plan*

- 3.2.8. Elected Officials are eligible to receive a matching contribution to a registered retirement savings plan (RRSP) of their choosing. The maximum value of the contribution to be made by the Municipality shall be no greater than 7.5% of eligible remuneration.

### 3.3. Office Support and Technology

#### *Technology*

- 3.3.1. The Municipality will provide each Elected Official with a tablet, laptop computer and/or printer at the time of election to office. The Municipality may provide other equipment on an as-needed or requested basis.
- 3.3.2. Immediately following the 2010 General Municipal Election, each Councillor will be provided with a monthly taxable technology allowance, in the amount of \$250, a portion of which shall be utilized to maintain a high-speed Internet connection at

their place of residence. The Councillor may choose to allocate the balance of the technology allowance in the manner that best serves his/her needs. Examples of such uses may include cellular telephones, fax machines, and additional telephone lines.

- 3.3.3. Beginning in 2013, the technology allowance will be adjusted immediately following each general municipal election based on the same percentage increase or decrease in the all items consumer price index for Alberta throughout the immediately preceding term of office, as reported by Statistics Canada.
- 3.3.4. Each Councillor will be reimbursed for the cost of one electronic communication device (i.e., fax machine, cellular telephone, personal data assistant, etc.) during their term of office. The Councillor will assume responsibility for all costs related to maintenance, repair, upgrade and usage of the device, as per subsection 3.3.2
- 3.3.5. At the time of leaving office, Elected Officials shall have the option of purchasing the equipment identified in section 3.3.1 from the Municipality on an as-is basis. The cost to the Elected Official will equal the purchase price paid by the Municipality less 40% per year on a declining balance basis to the end of the term of service by the Elected Official. All records and information that is the property of the Municipality shall be removed from the laptop at the time of purchase by the Elected Official.

### **APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council  
Approval Date:

Revision Approval Dates: June 2010  
Review Due: October, 2016

Policy Manager: Director, Council and Legislative Services  
Department Contact: Manager, Legislative Services Branch

Legal References:  
Cross References: Income Tax Act (1985, c.1 [5<sup>th</sup> Supp.]

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Melissa Blake, Mayor

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Surekha Kanzig, Chief Legislative Officer

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Date

## Summary of Adjustments – Elected Officials' Compensation

YEAR	MAYOR		COUNCILLORS				
	Annual Salary	% Increase	Annual Salary	Deputy Mayor Per Diem	% Increase	Technology Allowance	% Increase*
2010	\$112,000		\$32,983	\$239		\$250	
2011	\$117,096	4.55%	\$34,484	\$250	4.55%	\$250	n/a
2012	\$119,216	1.81%	\$35,109	\$255	1.81%	\$250	n/a
2013	\$123,353	3.47%	\$36,328	\$264	3.47%	\$262	4.5%
2014							n/a
2015							n/a
2016							n/a
2017							

\*NOTE: Technology Allowance adjustment becomes effective immediately following a general election in the noted calendar year.

# Council Policy

## Attachment 2

Policy Name: Elected Officials' Travel and Expenses  
Department Name: Council and Legislative Services  
Policy No.: LEG-050  
Effective Date: October 22, 2013

Review Date: October, 2016

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### **STATEMENT:**

Elected Officials must be reimbursed for reasonable costs incurred during the conduct of Council business.

### **PURPOSE AND OBJECTIVE:**

The purpose and objectives of the Elected Officials' Travel and Expenses Policy are to:

1. Ensure that Elected Officials do not personally incur the costs of conducting Council business; and
2. Recognize the uniqueness of the Regional Municipality of Wood Buffalo, because of its blend of urban and rural communities, vast growth, economic climate, and geographic size.

### **PROCEDURES:**

#### **1. Definitions**

- 1.1. Allowances – are funds provided to Elected Officials for a specific purpose and may be taxable or non-taxable, as determined by the Canada Revenue Agency.
- 1.2. Chief Legislative Officer – is the individual named as the Director of the Council and Legislative Services Department.
- 1.3. Council – is the collective group of Elected Officials who govern the Municipality.
- 1.4. Council Business – refers to the activities conducted by Council in keeping with the provisions of the Municipal Government Act. Examples of Council business may include attendance at Council and committee meetings, municipally-sanctioned events, meetings with the CAO, meetings with constituents, and social events.
- 1.5. Councillors – are the Elected Officials of the Municipality, excluding the Mayor.
- 1.6. Elected Officials – are the Mayor and Councillors.
- 1.7. Expenses – are the costs incurred by Elected Officials when conducting Council business.
- 1.8. GAP Committee – means the Governance, Agenda and Priorities Standing Committee, as established by Bylaw No. 10/016, or any successor legislation.

- 1.9. Hosting – means occasions when an Elected Official chooses to pay for the expenses of a third party incurred while conducting Council business.
- 1.10. Local Travel – means travel that occurs within the boundaries of the Regional Municipality of Wood Buffalo.
- 1.11. Mayor – is the Chief Elected Officer as defined in the Municipal Government Act.
- 1.12. Municipality – is the Regional Municipality of Wood Buffalo.
- 1.13. Out-of-Town Travel – means travel that occurs outside the boundaries of the Regional Municipality of Wood Buffalo.
- 1.14. Receipt – is the original documentation provided by a vendor which provides detail about the item(s)/services(s) received and the amount of GST paid. Debit and/or credit card slips are not considered receipts, and are not sufficient for reimbursement purposes.

## **2. Responsibilities**

### **2.1. Council to:**

- 2.1.1. Approve any amendment to this policy.

### **2.2. GAP Committee to:**

- 2.2.1. Review all expense claims that do not fully comply with the provisions of this Policy, and may, by resolution, authorize payment of said expenses.

### **2.3. Councillor to:**

- 2.3.1. Complete a Cheque Requisition form a minimum of 10 working days in advance of the date of travel if an advance is required.
- 2.3.2. Inform Council, in writing, a minimum of 10 working days in advance of the proposed date of departure for any travel outside of Canada.
- 2.3.3. Obtain the necessary vouchers, receipts and/or other required documents to substantiate expenditures while on travel status. Only detailed, itemized receipts with GST number (if applicable) will be accepted; debit and credit card receipts do not provide sufficient information to substantiate expenditures.
- 2.3.4. Complete the Council Expense Claim form (Appendix II) within 10 days of return, and submit the completed form to Council and Legislative Services for processing.
- 2.3.5. Reimburse the Municipality for advances in excess of the expenses paid. The excess funds are payable upon submission of the Travel Expense Claim.

#### 2.4. Council and Legislative Services to:

- 2.4.1. Review and budget sufficient funds on an annual basis to enable Council and individual Elected Officials to carry out their respective duties.
- 2.4.2. Review all Council Expense Claims for accuracy and compliance with this Policy, and authorize payment of such claims.
- 2.4.3. Coordinate travel, accommodation, and conference/training activities of the Elected Officials to benefit from group rates or discounts to the extent feasible and practical.
- 2.4.4. Prepare quarterly expense reports relative to the business travel, conferences (including training) and public relations budgets for each Elected Official for review at a public Council meeting.
- 2.4.5. Forward all expense claims that consist of deviations to this Policy to the GAP Committee for review, consideration and direction.
- 2.4.6. Advise impacted Councillor(s) of any expenses which are deemed as being ineligible for reimbursement.

#### 2.5. Finance Department to:

- 2.5.1. Review all expense claims and advance requests for mathematical inconsistencies.
- 2.5.2. Reimburse all authorized expense claims, and contact approving authority regarding claims or parts of claims that do not meet the requirements of this Policy.
- 2.5.3. Provide adequate explanation to approving authority for any claims or parts of claims that do not meet the requirements of this Policy.

### 3. General Procedures

#### 3.1. Budgets

- 3.1.1. The annual budget for each Elected Official will include a provision for spousal travel and expenses for one conference, convention or other similar event when deemed appropriate or necessary. Additional funds may be included in the Mayor's budget for other events where the presence of the Mayor's spouse is deemed necessary or appropriate.
- 3.1.2. Budgets shall be prepared in consultation with the Elected Officials and any guidelines established by Council, and are subject to Council approval.
- 3.1.3. A resolution of Council is required to authorize any expenditure in excess of the total individual budget allocation.

- 3.1.4. A separate budget allocation will be established for the travel of Elected Officials who represent Council on committees affiliated with municipal associations, such as the Federation of Canadian Municipalities and Alberta Urban Municipalities Association, and any other federal or provincial committee to which they may be appointed as Council's representative.

### 3.2. Expenditures

#### *Authority*

- 3.2.1. Each Elected Official is authorized to utilize the budgeted funds for fulfilling the duties of the position at his/her discretion with the objective of performing duties effectively, consistent with relevant statutes or bylaws, policies and procedures of the Municipality. This includes spousal travel on the basis indicated in Section 3.1.1.
- 3.2.2. Administration will prepare quarterly expense reports relative to the business travel, conference travel and public relations budgets for each Elected Official for review at a public Council meeting.

#### *Coordination of Travel, Accommodation and Expenses*

- 3.2.3. The Travel Expense Claim form will be completed by each Elected Official within 10 days of return, and forwarded to Council and Legislative Services with the requisite vouchers, receipts or other documents to support the expenditure claim.
- 3.2.4. Travel and expenses of the Elected Officials will be reviewed by Council and Legislative Services for accuracy and compliance with the policies and practices of the Municipality. Any expense claim that is not fully compliant with this Policy will be forwarded to the GAP Committee for resolution.

### 3.3. Travel

#### *Transportation*

- 3.3.1. As of January 1, 2010, the Mayor may choose one of the following alternatives, with the maximum cost not exceeding \$1,809\* monthly:
  - 3.3.1.1. a vehicle may be leased by the Municipality with lease, insurance and operating costs paid by the Municipality, plus the option of personally buying the vehicle at a pre-determined residual value at the end of the lease; or
  - 3.3.1.2. an allowance to cover the capital and operating costs of a vehicle that is purchased or leased by the Mayor.

*\*Rate was established in 2001 using an open, transparent process conducted by an independent consultant. The rate reflected in subsection 3.3.1 is reflective of the adjustments that have occurred since 2001 in keeping with this Policy. Full details of the annual adjustments since 2001 will be appended to this Policy.*



- 3.3.2. Immediately following the 2010 General Municipal Election, each Councillor shall be provided a taxable monthly allowance of \$250 for the use of a personal vehicle to conduct Council business. The allowance will be used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totaling less than 20 kilometres in distance.
- 3.3.3. The rates identified in subsections 3.3.1 and 3.3.2 will be adjusted on January 1<sup>st</sup> of each calendar year by the same percentage increase or decrease in the transportation component of the all items Consumer Price Index for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.
- 3.3.4. Travel by Elected Officials on Council business will occur via the most direct route possible to the travel destination, utilizing economy transportation that is convenient, timely and safe. This shall also apply if personal business of an Elected Official is combined with Council business that results in travel on longer routes.
- 3.3.5. Elected Officials shall be reimbursed for the cost of a rental vehicle while conducting Council business; however, the cost of a rental vehicle may not be reimbursed when used in conjunction with another mode of ground transportation (ie: private vehicles, taxi). The physical damage waivers (extra insurance) must be purchased.
- 3.3.6. Elected Officials may elect to travel by private vehicle, but in such instances will only be reimbursed to the equivalent of the lowest economical airfare and resulting taxi or airport shuttle fares for the same destination, if applicable.
- 3.3.7. Reimbursement rates for private vehicle use shall be set at the maximum non-taxable rate allowed by the Canada Revenue Agency for the Province of Alberta for the current calendar year.
- 3.3.8. Elected Officials must have motor vehicle insurance to use their personal vehicle for municipal business, including travel, and are responsible for verifying with their insurance provider that their insurance will cover the intended municipal business travel/use.

#### *Accommodation*

- 3.3.9. Elected Officials should, whenever possible, access government rates at hotels or motels which are reasonable, comfortable, safe and conveniently located for relatively short stays.
- 3.3.10. Elected Officials may choose to utilize private arrangements for accommodation while travelling on Council business. Elected Officials may claim \$50 for each night spent in private accommodations without requiring a receipt. Rates shall be adjusted at the beginning of each term of office, beginning in 2013, by the same percentage increase in the shelter component of the all items Consumer Price Index for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.

*Meals*

- 3.3.11. Elected Officials may decide what to spend on meals, gratuities and the number of meals per day when conducting Council business, provided that the expenditures are reasonable and within budget for each Elected Official. Detailed receipts must be provided.
- 3.3.12. Notwithstanding subsection 3.3.11, Elected Officials may claim a per diem rate of \$75.00 for each twenty-four (24) hour period spent in travel status without requiring receipts. When an Elected Official is on travel status for a portion of a day, the following meal allowances may be claimed without a receipt:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
\$15.00	\$20.00	\$30.00

- 3.3.13. Meal allowances may not be claimed when:
- 3.3.13.1. Breakfast – The departure time is later or the arrival time is earlier than 0600 hours (6:00 a.m.).
  - 3.3.13.2. Lunch – The departure time is later or the arrival time is earlier than 1300 hours (1:00 p.m.).
  - 3.3.13.3. Dinner – The departure time is later or the arrival time is earlier than 1930 hours (7:30 p.m.).
  - 3.3.13.4. Meals are included in travel fares or as part of a registration fee for conferences, etc.
- 3.3.14. Meal allowance rates shall be adjusted at the beginning of each term of office, beginning in 2013, by the same percentage increase in the food component of the all items Consumer Price Index for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.
- 3.3.15. Incidental expenses of \$10.00 may be claimed for a period of 12 hours or more spent in travel status, but shall not exceed \$10.00 per 24-hour period. Receipts are not required.
- 3.3.16. Liquor shall not be reimbursed except as provided for in section 3.4 of this Policy.

*Other Expenses – Out-of-Town Travel*

- 3.3.17. Elected Officials will be reimbursed for the reasonable cost of laundry, dry cleaning, local and long-distance telephone charges (excluding personal calls), in-room Internet charges and sundry expenses for out-of-town travel when conducting Council business. Receipts are required.

## 3.4. Public Relations

- 3.4.1. Where applicable, Elected Officials may utilize their public relations budget allocation for hosting purposes, which may include the purchase of tables and/or

provision of gifts.

- 3.4.2. When deemed appropriate for the Elected Official's spouse to accompany him/her to a local event, the public relations budget may be utilized to offset the cost of the spouse's attendance. This provision shall apply only to spouses.
- 3.4.3. All public relations Receipts must clearly identify the name of the event, group and/or individuals who are impacted.
- 3.4.4. Hosting expenses, including alcohol, may only be reimbursed when supported by an explanation of the business conducted and list of attendees, and accompanied by properly itemized receipts.
- 3.4.5. In addition to the hosting activities of individual Councillors, the Mayor may, on behalf of Council and at his/her discretion, utilize budgeted funds for hosting purposes. Examples of eligible expenses may include, but is not limited to, the purchasing of tables and/or provision of gifts at community and charitable events or fundraising initiatives (i.e., Keyano College Gala, Festival of Trees, RCMP Regimental Ball, etc.).

### **APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council  
Approval Date:

Revision Approval Dates: June 2010  
Review Due: October, 2016

Policy Manager: Director, Council and Legislative Services  
Department Contact: Manager, Legislative Services Branch

Legal References:  
Cross References: Income Tax Act (1985, c.1 [5<sup>th</sup> Supp.]

\_\_\_\_\_  
Melissa Blake, Mayor

\_\_\_\_\_  
Surekha Kanzig, Chief Legislative Officer

\_\_\_\_\_  
Date

### Elected Officials' Travel and Expenses - Summary of Adjustments

YEAR	Vehicle Allowance			YEAR	Private Accommodation		Meals				
As of January 1	Mayor	Councillors	% Increase	Following General Election	Rate	% Increase	P/D	B	L	D	% Increase
2010	\$1809	\$250		Election 2010	\$50		\$75	\$15	\$20	\$30	
2011	\$1860	\$257	2.8%	2011		n/a	\$75	\$15	\$20	\$30	n/a
2012	\$1953	\$270	5.0%	2012		n/a	\$75	\$15	\$20	\$30	n/a
2013	\$1989	\$275	1.8%	Election 2013	\$52	3.4%	\$80	\$16	\$22	\$32	6.2%
2014				2014		n/a					n/a
2015				2015		n/a					n/a
2016				2016		n/a					n/a
2017				Election 2017							



# Council Policy

Policy Name: Elected Officials Compensation, Travel, Expense and Support Policy

Policy No.: LEG-050

Effective Date:

## **STATEMENT:**

Elected Officials must be compensated at levels which recognize differences in effort and responsibility, and to help attract citizens as candidates for public office. Elected Officials must also be reimbursed for reasonable costs incurred during the conduct of Council business, and will be supported with staff and technology in the performance of their duties.

## **PURPOSE AND OBJECTIVE:**

The purpose and objectives of the Elected Officials Compensation, Travel, Expense and Support Policy are to:

- provide fair, consistent and adequate compensation for Council members at a level that will also attract citizens as candidates for public office;
- recognize the uniqueness of the Regional Municipality of Wood Buffalo, because of its blend of urban and rural communities, vast growth, economic climate, and geographic size;
- ensure that Council members do not personally incur the costs of conducting Council business; and
- support Council members with staff and technology so that they can perform their duties efficiently and effectively.

## **POLICY GUIDELINES AND PROCEDURES**

### **PROCEDURE:**

#### **01     Definitions**

- 01.01 *Allowances* are funds provided to Council for a specific purpose and may be accountable or non-accountable, as determined by the Canada Revenue Agency.
- 01.02 *Chief Administrative Officer* or *CAO* is the individual appointed to the position of Chief Administrative Officer, or his/her designate.
- 01.03 *Council* is the collective group of Elected Officials who govern the Municipality.
- 01.04 *Council Business* refers to the activities conducted by Council in keeping with the provisions of the Municipal Government Act. Examples of Council business may include attendance at Council and committee meetings, municipally-sanctioned events, meetings with the CAO, meetings with constituents, and social events.
- 01.05 *Councillors* are the Elected Officials of the Municipality, excluding the Mayor.
- 01.05 *Elected Officials* are the Mayor and Councillors.

01.06 *Expenses* are the costs incurred by Elected Officials when conducting Council business.

01.07 *GAP Committee* – means the Governance, Agenda and Priorities Standing Committee, as established by Bylaw No. 10.016, or any successor legislation.

01.07 *Hosting* means occasions when an Elected Official chooses to pay for the expenses of a third party incurred while conducting Council business.

01.08 *Local Travel* means travel that occurs within the boundaries of the Regional Municipality of Wood Buffalo.

01.09 *Mayor* is the Chief Elected Officer as defined in the Municipal Government Act.

01.10 *Municipality* is the Regional Municipality of Wood Buffalo.

01.11 *Out-of-Town Travel* means travel that occurs outside the boundaries of the Regional Municipality of Wood Buffalo.

01.12 *Receipt* is the original documentation provided by a vendor which provides detail about the item(s)/services(s) received and the amount of GST paid. Debit and/or credit card slips are not considered receipts, and are not sufficient for reimbursement purposes.

01.13 *Service* is the total period of time spent serving as an Elected Official of the Municipality.

## **02 Responsibilities**

### **02.01 Council to:**

- (a) Approve any amendment to this policy.
- (b) Appoint a committee of citizens or engage a consultant (if required at any time) to review the policy in accordance with the terms of reference that are specified by Council, however, any review must be completed at least six months prior to a General Municipal Election in Alberta.

### **02.02 ~~Mayor to~~ GAP Committee to:**

- (a) Review all expense claims that do not fully comply with the provisions of this Policy and may, by resolution, authorize payment of said expenses.
- ~~(a) Carry out duties of approving authority for travel of all Councillors.~~
- ~~(b) Review and authorize all acceptable and reasonable claims that consist of deviations to this Policy.~~
- ~~(c) Advise impacted Councillor(s) of any expenses which are deemed as being ineligible for reimbursement.~~

### **02.03 Councillor to:**

- (a) Complete a Cheque Requisition form~~Request for Travel Authority and Travel~~

~~Advance form (Appendix I)~~ a minimum of 10 working days in advance of the date of travel if an advance is required.

~~(a)(b)~~ Inform Council, in writing, a minimum of 10 working days in advance of the proposed date of departure for any travel ~~-or if travelling~~ outside of Canada.

~~(b)(c)~~ Obtain the necessary vouchers, receipts and/or other required documents to substantiate expenditures while on travel status. Only detailed, itemized receipts with GST number (if applicable) will be accepted; debit and credit card receipts do not provide sufficient information to substantiate expenditures.

~~(e)(d)~~ Complete the Council Expense Claim form ~~Travel and Sundry Expense Claim Voucher (Appendix II)~~ within 10 days of return, and submit the completed form to Council and Legislative ~~and Legal~~ Services for processing.

~~(d)(e)~~ Reimburse the Municipality for advances in excess of the expenses paid. The excess funds are payable upon submission of the Council Expense Claim. ~~Travel and Sundry Expense Claim Voucher (Appendix II)~~.

#### 02.04 Council and Legislative ~~and Legal~~ Services to:

~~(a)~~ Prepare separate budgets annually for Elected Officials to address remuneration, benefits, allowances, supplies, technology and other direct costs.

~~(b)~~ Review and budget sufficient funds on an annual basis, ~~in consultation with Council,~~ to enable Council and individual Elected Officials to carry out their respective duties.

~~(a)(c)~~ Monitor Statistics Canada data and update rates in keeping with the provisions of this Policy.

~~(b)(d)~~ Review all Council Expense Claims for accuracy and compliance with this Policy, and authorize payment of such ~~claims that fully comply with the provisions of this Policy. Expense Claims that do not fully comply with the provisions of this Policy shall be forwarded to the Mayor for payment authorization.~~

~~(e)~~ Prepare separate budgets annually for the Mayor, Deputy/Acting Mayor and Councillors to address remuneration, benefits, allowances, supplies, technology, and other direct costs. A summary of annual budget adjustments shall be appended to this Policy as Appendix III.

~~(d)~~ Prepare separate individual budgets for the Mayor, Deputy/Acting Mayor and Councillor positions to address travel expenses, training and development, hosting, and vehicle travel or allowances.

~~(e)(b)~~ Coordinate travel, accommodation, and conference/training ~~and development~~ activities of the Elected Officials to benefit from group rates or discounts to the extent feasible and practical.

~~(c)~~ Prepare quarterly expense reports relative to the business travel, conferences

~~(including training) and public relations budgets -expenses, including hosting, and training and development budgets~~ for each Elected Official for review at a public Council meeting

Forward all expenses claims that consist of deviations to this Policy to the GAP Committee for review, consideration and direction.

~~(d)~~ Advise impacted Councillor(s) of any expenses which are deemed as being ineligible for reimbursement.

#### **02.04 Finance Department to:**

(a) Review all expense claims and advance requests for ~~deviations from this Policy, as well as for~~ mathematical inconsistencies.

~~(b)~~ Reimburse all authorized expense claims, and contact approving authority regarding claims or parts of claims that do not meet the requirements of this Policy.

(c) Provide adequate explanation to approving authority for any claims or parts of claims that do not meet the requirements of this Policy.

### **03 General**

#### **03.01 Budgets**

(a) The annual ~~training and development~~ budget for each Elected Official will include a provision for spousal travel and expenses for one conference, convention or other similar event when deemed appropriate or necessary. Additional funds may be included in the Mayor's budget for other events where the presence of the Mayor's spouse is deemed necessary or appropriate.

(b) Budgets shall be prepared in consultation with the Elected Officials and any guidelines established by Council, and are subject to Council approval.

(c) A resolution of Council is required to authorize any expenditure in excess of any annual budget allocation.

(d) A separate budget allocation will be established for the travel of Elected Officials who represent Council on committees affiliated with municipal associations, such as the Federation of Canadian Municipalities and Alberta Urban Municipalities Association, and any other federal or provincial committee to which they may be appointed as Council's representative.

#### **03.02 Remuneration**

##### *Rates*

(a) As of January 1, 2010, the Mayor's remuneration is \$112,000\* per year.

(b) As of January 1, 2010, Councillors' remuneration is \$32,983\*per year.



*\*Salary rates were established in 2001 using an open, transparent process conducted by an independent consultant. The rates reflected in subsections (a) and (b) are reflective of the adjustments that have occurred since 2001 in keeping with this Policy. Full details of the annual adjustments shall be appended to ~~are outlined in Appendix III to~~ this Policy.*

~~(e)~~ The annual salary for the Mayor and Councillors will be adjusted on January 1<sup>st</sup> of each calendar year based on the same percentage increase or decrease in the Alberta Average Weekly Earnings, as reported in the Statistics Canada survey of employment payroll and hours for the immediately preceding year.

~~(d)~~(c) When serving as Deputy or Acting Mayor during a scheduled or unscheduled absence of the Mayor, a Councillor may claim additional remuneration in the form of a per diem. The per diem will be applied to any period of uninterrupted service, excluding the first full day of service. The per diem rate is based on the difference between the then annual remuneration of the Mayor and the Councillor multiplied by 0.75, and then divided by 248 workdays and rounded up to the nearest dollar.

#### *Annual Adjustments*

~~(a)~~ The annual salary for the Mayor and Councillors will be adjusted on January 1<sup>st</sup> of each calendar year based on the same percentage increase or decrease in the Alberta Average Weekly Earnings, as reported in the Statistics Canada survey of employment payroll and hours for the immediately preceding year.

~~(b)~~ In the event that that Statistics Canada discontinues or significantly changes the measurement of Alberta Average Weekly Earnings, Council shall decide the appropriate mechanism for automatically adjusting the remuneration.

~~(g)~~(a)

#### *Payment*

- (f) Remuneration shall be paid to elected officials during the term that they hold office:
- i. from the beginning of the organizational meeting of Council following a General Municipal Election to immediately before the beginning of the organizational meeting of Council after the next General Municipal Election; or
  - ii. in the case of a vacancy that is filled, from the taking of the oath of office to immediately before the beginning of the organizational meeting of Council following a General Municipal Election; or
  - iii. in the case of a resignation, from the taking of the oath of office or from the beginning of the organizational meeting of Council following a General Municipal Election to the date on which the written resignation is received by the CAO;

whichever is applicable.

~~(g)~~(e) Remuneration shall be paid bi-weekly to each Elected Official.

~~(h)~~(f) One-third of the remuneration for Elected Officials will be treated as tax exempt under the regulations of the Canada Revenue Agency.

~~(i)~~(g) Elected Officials shall immediately advise the CAO, or designate, of any changes in their personal banking arrangements so that their remuneration is deposited to the correct accounts.

### 03.03 Benefits

#### *Participation*

- (a) Elected Officials shall have the option of participating in the Municipality's employee benefit programs during their term of office, with the exception of pension plans, short-term (weekly indemnity) and long-term disability. Elected Officials shall also have the option of participating on either an individual or family basis, depending on the program.
- (b) Participation by the Elected Officials in the benefit programs will:
  - i. start in the month of taking the oath of office when a vacancy is filled; and
  - ii. continue in the month of the General Municipal Election or until the end of the month of the organizational meeting of Council after the next General Municipal Election or until the end of the month that the CAO receives a resignation.
- (c) Upon leaving office, Elected Officials shall have the option of converting life and dependent life insurance to personal coverage at their cost and expense, in accordance with the terms and conditions of the group life insurance policy.
- (d) Elected Officials shall immediately advise the CAO, or designate, of any personal or family changes that may impact or change their participation in the benefit programs.

#### *Transition Allowance*

- (e) As of the 2001 General Municipal Election, Elected Officials shall be eligible to receive a transition allowance in an amount equal to two weeks salary for each year served. The allowance recognizes service with the Municipality, and provides some funding for retirement or transition purposes that is payable only upon conclusion of services as an Elected Official.
- (f) The transition allowance will be paid at the option of the Elected Official, and may be:
  - i. paid in a lump sum less the requisite income tax and other deductions;
  - ii. transferred directly to a registered retirement savings plan for the elected official; or
  - iii. partially and directly transferred to a registered retirement savings plan for the elected official, with the remaining balance paid to the elected official in a lump sum less the requisite deductions.

- (g) Elected Officials shall have the option of receiving the transition allowance by January 31<sup>st</sup> or March 31<sup>st</sup> of the next year. In the event of death, the transition allowance, less the requisite deductions, will be paid to the estate of the Elected Official.

#### *Registered Retirement Savings Plan*

- (h) Elected Officials shall be eligible to receive a matching contribution to a registered retirement savings plan (RRSP) of their choosing. The maximum value of the contribution to be made by the Municipality shall be no greater than 7.5% of eligible remuneration.

### **03.04 Expenditures**

#### *Authority*

- (a) Each Elected Official is authorized by Council to utilize the budgeted funds for fulfilling the duties of the position at his/her discretion with the objective of performing duties effectively, consistent with relevant statutes or bylaws, policies and procedures of the Municipality. This includes spousal travel on the basis indicated in Section 03.01(a).
- (b) Administration shall prepare quarterly expense reports relative to the business travel, conference travel and public relations travel expenses, including hosting, and training and development budgets for each Elected Official for review at a public Council meeting.

#### *Coordination of Travel, Accommodation and Expenses*

- (c) The Council Expense Claim~~Travel and Sundry Expense Claim Voucher form~~ will be completed by each Elected Official within 10 days of return, and forwarded to Council and Legislative ~~and Legal~~ Services with the requisite vouchers, receipts or other documents to support the expenditure claim.
- (d) ~~Remuneration, T~~travel and expenses of the Elected Officials will be reviewed by Council and Legislative ~~and Legal~~ Services for accuracy and compliance with the policies and practices of the Municipality. Any expense claim that is not fully compliant with this Policy will be forwarded to the GAP Committee, and any differences of opinion will be referred to the Mayor for resolution.

### **03.05 Travel**

#### *Transportation*

- (a) As of January 1, 2010, the Mayor may choose one of the following alternatives, with the maximum cost not exceeding \$1,809\* monthly:
  - i. a vehicle may be leased by the Municipality with lease, insurance and operating costs paid by the Municipality, plus the option of personally buying the vehicle at a pre-determined residual value at the end of the lease; or

- ii. an allowance to cover the capital and operating costs of a vehicle that is purchased or leased by the Mayor.

*\*Rate was ~~was~~ established in 2001 using an open, transparent process conducted by an independent consultant. The rate reflected in subsection (a) is reflective of the adjustments that have occurred since 2001 in keeping with this Policy. Full details of the annual adjustments since 2001 will be appended to this Policy. ~~Full details of the annual adjustments are outlined in Appendix III to this Policy.~~*

- (b) Immediately following the 2010 General Municipal Election, each Councillor shall be provided a taxable monthly allowance of \$250 for the use of a personal vehicle to conduct Council business. The allowance will be used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totalling less than 20 kilometres in distance.
- (c) The rates identified in subsections (a) and (b) will be adjusted on January 1<sup>st</sup> of each calendar year by the same percentage increase or decrease in the transportation component of the all items Consumer Price Index for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.
- (d) Travel by Elected Officials on Council business will occur via the most direct route possible to the travel destination, utilizing economy transportation that is convenient, timely and safe. This shall also apply if personal business of an Elected Official is combined with Council business that results in travel on longer routes.
- (e) Elected Officials shall be reimbursed for the cost of a rental vehicle while conducting Council business; however, ~~at no time will~~ the cost of a rental vehicle may not be reimbursed when used in conjunction with another mode of ground transportation (ie: private vehicles, taxi). The physical damage waivers (extra insurance) must be purchased ~~if the vehicle is rented in the individual's name, as opposed to the Municipality.~~
- (f) Elected Officials may elect to travel by private vehicle, but in such instances will only be reimbursed to the equivalent of the lowest economical airfare and resulting taxi or airport shuttle fares for the same destination, if applicable.
- (g) Reimbursement rates for private vehicle use shall be set at the maximum non-taxable rate allowed by the Canada Revenue Agency for the Province of Alberta for the current calendar year.
- (h) Elected Officials ~~who utilize a private vehicle for the purpose of conducting Council business shall carry a minimum of \$1,000,000 liability insurance provided by a third party insurance carrier.~~ must have motor vehicle insurance to use their personal vehicle for municipal business, including travel, and are responsible for verifying with their insurance provider that their insurance will cover the intended municipal business travel/use.

#### *Accommodation*

- (i) Elected Officials should, whenever possible, access government rates at hotels or motels which are reasonable, comfortable, safe and conveniently located for relatively short stays.
- (j) Elected Officials may choose to utilize private arrangements for accommodation while travelling on Council business. Elected Officials may claim \$50 for each night spent in private accommodations without requiring a receipt. Rates shall be adjusted ~~at the beginning of each term of office, beginning in 2013, on January 1<sup>st</sup> of each year, beginning in 2011,~~ by the same percentage increase in the shelter component of the all items Consumer Price Index for Alberta for the immediately preceding ~~term~~year, and rounded up to the nearest dollar or cent.

### *Meals*

- (k) Elected Officials may decide what to spend on meals, gratuities and the number of meals per day when conducting Council business, provided that the expenditures are reasonable and within budget for each Elected Official. Detailed receipts must be provided.
- (l) Notwithstanding subsection (k), Elected Officials may claim a per diem rate of \$75.00 for each twenty-four (24) hour period spent in travel status without requiring receipts. When an Elected Official is on travel status for a portion of a day, the following meal allowances may be claimed without a receipt:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
\$15.00	\$20.00	\$30.00

- (m) Meal allowances may not be claimed when:
  - i. Breakfast – The departure time is later or the arrival time is earlier than 0600 hours (6:00 a.m.).
  - ii. Lunch – The departure time is later or the arrival time is earlier than 1300 hours (1:00 p.m.).
  - iii. Dinner – The departure time is later or the arrival time is earlier than 1930 hours (7:30 p.m.).
  - iv. Meals are included in travel fares or as part of a registration fee for conferences, etc.
- (n) Meal allowance rates shall be adjusted ~~at the beginning of each term of office, beginning in 2013, on January 1<sup>st</sup> of each year, beginning in 2011,~~ by the same percentage increase in the food component of the all items Consumer Price Index for Alberta for the immediately preceding ~~term~~year, and rounded up to the nearest dollar ~~or cent~~.
- (o) Incidental expenses of \$10.00 may be claimed for a period of 12 hours or more spent in travel status, but shall not exceed \$10.00 per 24-hour period. Receipts are not required.
- ~~(p)~~ Liquor shall not be reimbursed except as provided for in subsections (q) through (t) relating to Hosting.

*Other Expenses – Out-of-Town Travel*

- (u) Elected Officials will be reimbursed for the reasonable cost of laundry, dry cleaning, local and long-distance telephone charges (excluding personal calls), in-room Internet charges and sundry expenses for out-of-town travel when conducting Council business.

~~(p)~~

*Public Relations*~~Hosting~~

- (q) Where applicable, Elected Officials may utilize their individual public relations budget allocation for hosting purposes. Examples of hosting may include, but is not limited to, the purchase of tables and event tickets, sponsorship initiatives and/or provision of gifts at community and charitable events.
- (r) When deemed appropriate for the Elected Official's spouse to accompany him/her to a local event, the public relations budget may be utilized to offset the cost of the spouse's attendance. This provision shall apply only to spouses.
- (s) Each Councillor may utilize up to \$1,000 of his/her annual expense budget for hosting purposes.
- ~~(q)~~ All public relations receipts must clearly identify the name of the event, group and/or individuals who are impacted.

- ~~(t)~~(t) Hosting expenses, including alcohol, may only be reimbursed when supported by an explanation of the business conducted and list of attendees, and accompanied by properly itemized receipts.

- ~~(s) Councillors may utilize the hosting allocation identified in subsection (p) for the purchase of tables and/or provision of gifts as noted in subsection (u). Receipts for such expenses must clearly identify the name of the group and/or individuals who are hosted.~~

- ~~(t) The reimbursement of hosting expenses is subject to review and approval by the Mayor.~~

- (u) In addition to the hosting activities of individual Councillors, the Mayor may, on behalf of Council and at his/her discretion, utilize budgeted funds for hosting purposes. Examples of eligible expenses may include, but is not limited to, the purchasing of tables and/or provision of gifts at community and charitable events or fundraising initiatives (ie: Keyano College Gala, Festival of Trees, RCMP Regimental Ball, etc.).

*Other Expenses – Out of Town Travel*

- ~~(u) Elected Officials will be reimbursed for the reasonable cost of laundry, dry cleaning, local and long-distance telephone charges (excluding personal calls), in-room Internet charges and sundry expenses for out-of-town travel when conducting Council business.~~

### 03.06 Office Support and Technology

#### *Technology*

- (a) The Municipality will provide each Elected Official with a tablet, a laptop computer and/or printer for each Elected Official at the time of election to office. The Municipality may provide other equipment on an as-needed or requested basis.
- (b) Immediately following the 2010 General Municipal Election, each Elected Official will be provided with a monthly taxable technology allowance, in the amount of \$250, a portion of which shall be utilized to maintain a high-speed Internet connection at their place of residence. The Elected Official may choose to allocate the balance of the technology allowance in the manner that best serves his or her needs. Examples of such uses may include cellular telephones, fax machines, and additional telephone lines.
- (c) Beginning in 2013, the technology allowance will be adjusted immediately following each general municipal election based on the same percentage increase or decrease in the all items consumer price index for Alberta throughout the immediately preceding term of office, as reported by Statistics Canada.  
Each Councillor ~~Elected Officials~~ will be reimbursed for the cost of one electronic communication device (ie: fax machine, cellular telephone, personal data assistant, etc.) during their term of office. The ~~Councillor~~ Elected Official will assume responsibility for all costs related to maintenance, repair, upgrade and usage of the device, as per subsection (b).
- (d) At the time of leaving office, Elected Officials shall have the option of purchasing the the equipment identified in section (b) ~~laptop and printer~~ from the Municipality on an as-is basis. The cost to the Elected Official will equal the purchase price paid by the Municipality for the laptop and printer less 40% per year on a declining balance basis to the end of the term of service by the Elected Official. All records and information that is the property of the Municipality ~~must~~shall be removed ~~from the devices from the laptop prior to at the time~~ of purchase by the Elected Official.

#### **APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be accessed every three (3) years, at least twelve (12) months before the date of a General Municipal Election in Alberta, to determine its effectiveness and appropriateness. This policy may be accessed before that time as necessary to reflect legislative and/or organizational changes.

Approving Authority:

Approval Date:

Revision Approval Dates:

6 months prior to 2013 municipal election

Review Due:

October, 2012

Policy Manager:

Legislative and Legal Services

Department Contact: Senior Legislative Officer

Legal References:

Cross References: Income Tax Act (1985, c.1 (5<sup>th</sup> Supp.))

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer

\_\_\_\_\_  
Date



REGIONAL MUNICIPALITY OF WOOD BUFFALO				
REQUEST FOR TRAVEL AUTHORITY & TRAVEL ADVANCE				
<b>AUTHORITY</b>				
EMPLOYEE NAME	DEPARTMENT	DATE		
DESTINATION	MODE OF TRANSPORTATION			
PURPOSE				
TRAVEL PERIOD		EMPLOYEE SIGNATURE		
FROM		TO		
SUPERVISOR SIGNATURE	DEPARTMENT HEAD SIGNATURE	HUMAN RESOURCES SIGNATURE (TRAINING)		
<b>ADVANCE REQUEST</b>				
ANTICIPATED EMPLOYEE PAID EXPENSES				
TRAVEL	ACCOMMODATION	REGISTRATION	MEALS/OTHER	TOTAL
+	+	+		=
ADVANCE REQUESTED (NOT TO EXCEED 75% OF TOTAL)	GENERAL LEDGER CODING			\$   c
I HEREBY ACKNOWLEDGE THAT THE FUNDS PROVIDED ARE AN ADVANCE TOWARDS ANTICIPATED TRAVEL EXPENSES AND THAT I WILL SUBMIT A TRAVEL AND SUNDRY EXPENSE CLAIM FORM WITHIN 10 DAYS OF MY RETURN.	GENERAL LEDGER CODING			
	APPROVED TREASURER	ACCOUNTS PAYABLE	CHEQUE NO.	
EMPLOYEE SIGNATURE				
COPY DISTRIBUTION: WHITE - ORIGINAL A/P VOUCHER CANARY - ORIGINATOR				

THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TRAVEL AND SUNDRY EXPENSE CLAIM VOUCHER							
EMPLOYEE NAME				DEPARTMENT		DATE	
DESTINATION				TIME AWAY FROM _____ TO _____			
PURPOSE							
LEAVE FORT McMURRAY DATE	TIME	ARRIVE DESTINATION DATE	TIME	LEAVE DESTINATION DATE	TIME	ARRIVE FORT McMURRAY DATE	TIME
	AM/PM		AM/PM		AM/PM		AM/PM

  

				AMOUNTS BILLED DIRECT TO MUNICIPALITY		PERSONAL PAYMENTS	
VEHICLE USAGE (1 MILE = 1.6 KM)		NO. OF KM.	RATE PER KM.				
* AIR / RAIL / BUS FARE		MODE OF TRANSPORTATION					
* HOTEL ACCOMMODATIONS		NO. OF NIGHTS					
* REGISTRATION FEES							
* PER DIEM		NO. OF 24 HOUR PERIODS	PER DIEM RATE				
* MEALS	NO.	BREAKFAST RATE	NO.	LUNCH RATE	NO.	DINNER RATE	
** TAXIS / BUSES / LIMOUSINES							
* OTHER (PROVIDE DETAILS)							
*							
*							
*							
*							
*							
*							

  

\* ATTACH ALL ORIGINAL RECEIPTS

\*\* RECEIPTS REQUIRED ON INDIVIDUAL CHARGES IN EXCESS OF \$10.00

  

I CERTIFY THAT THE ABOVE IS A TRUE STATEMENT OF MY EXPENSES AND THAT ALL EXPENDITURES WERE NECESSARILY INCURRED WITH DUE REGARD FOR REASONABLE ECONOMY.

EMPLOYEE SIGNATURE \_\_\_\_\_

TOTAL BILLED TO MUNICIPALITY		TOTAL PERSONAL PAYMENTS	
TOTAL COST OF TRIP		AMOUNT ADVANCED	
		AMOUNT CLAIMED	
		AMOUNT REFUNDED TO MUNICIPALITY	

**PLEASE MAKE REFUND CHEQUE  
PAYABLE TO THE REGIONAL  
MUNICIPALITY OF WOOD  
BUFFALO**

  

GENERAL LEDGER CODING	AMOUNT

  

SUPERVISOR'S APPROVAL	
REGIONAL TREASURER	RECEIPT / CHEQUE NO.

  

COPY DISTRIBUTION    WHITE - ACCOUNTS PAYABLE    CANARY - ORIGINATOR

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## REGIONAL MUNICIPALITY OF WOOD BUFFALO ELECTED OFFICIALS REMUNERATION

2002 – 2010									
YEAR Effective January 1 <sup>st</sup>	MAYOR		COUNCILLORS			MILEAGE/VEHICLE ALLOWANCES			
	Salary	% Increase	Salary	Deputy Mayor Per Diem	% Increase	Rate	Mayor's Monthly Vehicle Allowance	Councillors' Term (3 years) Vehicle Repair & Maintenance	% Increase*
2002	\$81,500	N/A	\$24,000	\$174	N/A	0.40	\$1400	\$1500	N/A
2003	\$83,220	2.11%	\$24,506	\$181	2.11%	0.43	\$1400	\$1500	6.2%
2004	\$84,901	2.02%	\$25,001	\$182	2.02%	0.44	\$1400	\$1500	7.3%
2005	\$88,441	4.17%	\$26,044	\$189	4.17%	0.44	\$1400	\$1500	2.6%
2006	\$93,933	6.21%	\$27,661	\$201	6.21%	0.45	\$1400	\$1500	3.5%
2007	\$98,546	4.91%	\$29,020	\$211	4.91%	0.50	\$1742	\$1866	2.8%
2008	\$103,011	4.53%	\$30,335	\$220	4.53%	0.51	\$1777	\$1904	2.0%
2009	\$109,172	5.98%	\$32,150	\$233	5.98%	0.52	\$1809	\$1939	1.8%
2010	\$112,000	2.59%	\$32,983	\$239	2.59%	0.52	\$1725	\$1849	-4-9%

\*Mileage allowances were not increased in accordance with Policy, based on direction received from the CFO in 2005, as the increases at that time would have exceeded the non-taxable rates established by the Canada Revenue Agency, thus making all mileage reimbursements taxable. In addition, increases related to mileage/vehicle allowances were based on the incorrect tables on the StatCan website (2003 – 6.7%; 2004 – 1.6%; 2005 – 0; 2006 – 2.7%). Corrected percentages are reflected in the table, with the 2007 rate based on the cumulative increases since 2002.

2011 - Present									
YEAR	MAYOR				COUNCILLORS				
	Annual Salary	% Increase	Monthly Vehicle Allowance	% Increase	Annual Salary	Deputy Mayor Per Diem	% Increase	Monthly Vehicle Allowance	% Increase
Election 2010	\$112,000		\$1809		\$32,983	\$239		\$250	
2011	\$117,096	4.55%	\$1860	2.8%	\$34,484	\$250	4.55%	\$257	2.8%
2012	\$119,216	1.81%	\$1953	5.0%	\$35,109	\$255	1.81%	\$270	5.0%
2013	\$123,353	3.47%	\$1989	1.8%	\$36,328	\$264	3.47%	\$275	1.8%

