



Title: Council Remuneration and Expenses	Policy No.: 18-03
Section: 08	Code: P-R
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Legislation Reference:	Alberta Provincial Statutes.
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Purpose:	To provide clarity and an equitable and transparent means of reimbursing Council members for business expenses and for their duties and responsibilities required to handle all functions as an Elected Official.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 The County recognizes that in order to carry out County business, it is necessary for Council members to network, meet with ratepayers, participate in training, and attend related business and community functions.
- 1.2 Council of Smoky Lake County are required to commit a substantial amount of time and effort to the duties and responsibilities of their elected office. Not all duties and commitments can be identified in actual time.
- 1.3 In accordance with Revenue Canada's provisions for Municipal Officials, one-third (1/3) of the total remuneration paid to municipal officials will be in-lieu of unclaimable and incidental expenses. The remaining two-thirds (2/3) is considered employment income; as; *as per Bylaw 1184-09: Allowance for Expenses Incidental to Discharge of Elected Officer's Duties.*
- 1.4 The reimbursement of expenses will be guided by the following principles:
 - 1.4.1 Taxpayers dollars shall be spent responsibly with a focus on accountability and transparency.
 - 1.4.2 County commits to providing fair and reasonable level of remuneration.
 - 1.4.3 Only legitimate expenses incurred when undertaking Council authorized functions will be reimbursed.

2. DEFINITIONS:

- 2.1 **Remuneration:** means the annual rate of pay for the Reeve, Deputy Reeve and Councillors.
- 2.2 **Expenses:** includes transportation, lodging (hotel), mileage, taxi fare, parking and other out-of-pocket expense incurred while on County business.
- 2.3 **Hospitality Event:** an authorized event where food and beverage are provided, at public expense to people who are not employed by the County.
- 2.4 **Benefit Package:** is the insurance coverage available to Council through the County's group carrier.

Policy Statement and Guidelines:

3. GUIDELINES:

3.1 Remuneration

Council will discuss the remuneration for the Reeve, Deputy Reeve and Councillors at a Budget Meeting. The Council annual remuneration is:

3.1.1	Reeve -	\$ 59,516.49
	Deputy Reeve -	\$ 54,105.90
	Councillors -	\$ 51,400.54

3.1.2 Cost of living increments as established in the County's Collective Agreement with CUPE (Canadian Union of Public Employees) will be automatically applied to Elected Officials salaries or R.R.S.P.

3.1.3 Councillor monthly inspection mileage in the amount of \$450 per month.

3.2 Meals

3.2.1 A Meal allowance shall be payable when travel is required to be away from home or office (and will be paid requiring no receipt) at a rate of:

Breakfast:	\$ 20.00	before 7:00 a.m.
Lunch:	\$ 20.00	before 12:00 p.m.
Dinner:	\$ 30.00	after 5:00 p.m.

3.2.2 Receipts for meals that accompany an expense claim form or that are charged to County Credit Card will be paid to the Councillor or, in the case of credit card charges, coded to the Councillor's expenses at the value (including gratuity) on the receipt.

3.3 Mileage

3.3.1 Mileage will be reimbursed when required to drive a personal vehicle for County business purposes and the current mileage rate per kilometer shall be \$0.55 per km.

3.3.2 A review of mileage rates will be undertaken annually with consideration for other Canadian Public Sector mileage reimbursements.

3.3.3 For Council members, mileage is calculated from and back to residence.

3.4 Transportation

3.4.1 **Automobile Travel:** actual kilometers travelled outside of the County may be claimed at the current rate established in this policy.

3.4.1.1 Members of Council use their personal vehicles for Municipal Business shall be required to adhere to *Policy 14.A-07: Use of Personal Vehicles on Municipal Business.*

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3.4.2 **Ground Transportation:** includes taxi or bus, parking will be reimbursed at cost.

3.4.3 **Air Travel:** will be at economy rates by the most direct route available.
Submission of receipts required.

3.5 Lodging

3.5.1 The cost of hotel accommodation and all taxes may be prepaid using a County Credit Card.

3.5.2 When the hotel and taxes are paid by the individual Councillor, Smoky Lake County will provide a reimbursement based on the original receipt.

3.5.3 It is the attendees responsibility to give adequate notice of non-attendance. Failure to do so may, at the discretion of Council, result in the individual being liable for all non-refundable costs.

3.6 Hospitality Event

A County organized Hospitality Event is considered a Business Expense. A Councillor engaged in an authorized County Hospitality Event may claim or submit receipts for alcoholic and other beverages and food purchased at these special events for consumption by the Councillors and/or others while promoting the interests of Smoky Lake County.

3.7 Information Technology Equipment and Services

Cell Phone:

3.7.1 Cell phones / Smart Phones are provided to Councillors.

3.7.2 A monthly fee of \$50.00 shall be charged to Councillors to cover the cost of personal use of cell phones/smart phones.

3.7.3 Upon leaving Elected Office, the Councillor may keep the cell phone and number. The contract will be transferred to the individual's name.

3.7.4 If a Councillor chooses to use his/her own personal cell phone or device, the County will reimburse the actual costs up to a maximum of \$175.00 per month upon submission of a receipt.

3.7.5 When travelling, the Councillor shall advise the County Safety Officer in order to ensure that the cell phone plan is adjusted to avoid excessive roaming charges.

Laptop:

3.7.6 A laptop with carrying case will be provided to each Councillor.

3.7.7 Upon leaving Elected Office, or after necessary computer replacement, the Councillor may keep the Computer and case. Smoky Lake County will cease to provide support services for these devices.

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3.8 Benefit Package

Benefit Package will be available to members of Council through the County's Insurance Carrier.

At the beginning of their first Elected Term, members of Council will be provided with the AMSC Group Benefits a booklet.

3.9 R.R.S.P.

Smoky Lake County will contribute nine percent (9%) of gross remuneration to a Registered Retirement Pension Plan (RRSP) at either the Smoky Lake Branch of ATB or CIBC.

3.4.2 A Councillor may waive the RRSP contributions for a specified term upon written request to the Chief Administrative Officer.

3.10 Non Standard Expenses

If a Councillor incurs business expenses not specifically authorized by this Policy, Council as a Whole, may, subject to availability of funds, and appropriate budget, authorize payment of such a business expense claim.

3.4.3 A member of Council will not be reimbursed for the cost of a fine.

3.4.4 An expense for a spouse or companion is not an eligible individual expense and will not be reimbursed.

4. PROCEDURE:

4.1 An Expense Claim Form, as per **Schedule "A": Councillor Business Expense Claim**, must be submitted in order for a claim to be processed, unless provided otherwise.

4.1.1 All necessary receipts and/or documentation must accompany the Expense Claim.

4.1.2 Receipts must be detailed and must show the vendor GST registration number.

4.1.3 Councillor Business Expense Claims shall be submitted on a monthly basis.

4.1.4 Councillors will submit all detailed receipts charged to the Smoky Lake County Credit Card, as per **Policy 08-07: County Credit Card**, in a timely manner in order to prevent credit card interest charges.

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Policy Statement and Guidelines:	
4.2	All expense claims must be reviewed by administration to ensure compliance with Policy.
4.2.1	The Reeve or Deputy Reeve will sign the expense claim for council members to indicate that they have been received and approved.
4.2.2	The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received and approved, and may in the absence of the Reeve sign all other expense claims.
4.2.3	The Reeve or Deputy Reeve, as the case may be, will bring discrepancies of interpretation to Council for decision.
4.2.4	Upon submission of a signed Business Expense Claim Form, a Member of Council warrants all claims are related to Smoky Lake County business.
4.3	Public Disclosure: The Councillor's Business Expenses will be made available in the Smoky Lake County Administration Office.
4.4	Policy Review and Changes: Council will review the "Council Remuneration and Expense" Policy annually in the Month of September at a County Council Budget Meeting.
4.5	Expenses related to partisan political functions shall comply with <i>Policy 01-36: Expenses and Contributions to Political Functions.</i>

	Date	Resolution Number
Approved	October 23, 2014	# 52-14 - Page # 11440
Amended	May 6, 2015	#642-15 - Page # 11769
Amended	May 28, 2015	#649-15 - Page # 11776
Amended		
Amended		



SCHEDULE "A"

**SMOKY LAKE COUNTY
Councillor Business Expense Claim**

Name: _____
 Claim for the Month Of _____

Date D/M/Y	Description (name and location)	Meals				Mileage		Misc (Parking, etc)	Total
		Breakfast \$20	Lunch \$20	Dinner \$30	Total Meals	KM	\$.55/km		
TOTAL MUNICIPAL									

1-2-212-11-____ 1-2-211-11-____ 1-2-212-11-____

Date D/M/Y	Description (name and location)	Meals				Mileage		Misc (Parking, etc)	Total
		Breakfast \$20	Lunch \$20	Dinner \$30	Total Meals	KM	\$.55/km		
	ASB								
					1-2-212-62-____		1-2-211-62-____		1-2-212-62-____
	FCSS								
					1-2-212-11-____		1-2-211-11-____		1-2-212-11-____
	GAS								
					5-2-212-91-11-____		5-2-211-91-11-____		5-2-212-91-11-____
	FOUNDATION								
					1-2-212-65-____		1-2-211-65-____		1-2-212-65-____
	MPL/SDAB								
					1-2-212-61-____		1-2-211-61-____		1-2-212-61-____
TOTAL OTHER									
TOTAL EXPENSES									