



1. Policy Purpose

The purpose of this policy is to:

- 1.1. Outline the compensation amounts and allowable expenses for members of Council, Board Members, Employees and Volunteers that are incurred in the course of Town business.
- 1.2. Establish processes that will be followed to ensure timely review of expenses and this policy.
- 1.3. To establish parameters for the reporting of Council honorariums and expenses to provide for accountability and transparency.

2. Definitions

“Board Member” means a person appointed to a Council board, commission or committee.

“CAO” means the Chief Administrative Officer of the Town of Sedgewick, pursuant to the *Municipal Government Act*.

“Council” means the Council of the Town of Sedgewick, in the Province of Alberta, pursuant to the *Local Authorities Election Act* and the *Municipal Government Act*.

“Council Remuneration” is the monthly rate paid to each member of Council as determined at the annual Organizational meeting and is eligible for a one-third tax exemption that is made available to elected officials in accordance with the *Federal Income Tax Act*.

“Employee” means an individual who is employed by the Town of Sedgewick, in the Province of Alberta.

“Full Day” means time in excess of four hours.

“Half Day” means a minimum of two (2) hours and maximum of four (4) hours.

“Mayoral Allowance” is the monthly rate paid to the Mayor as determined at the annual Organizational meeting and is eligible for a one-third tax exemption that is made available to elected officials in accordance with the *Federal Income Tax Act*.

“Per Diem” is the Full Day, Half Day or Hourly rate for Council members attending meetings and events in connection with Town Business that is not included as part of a Council member’s monthly remuneration and is eligible for a one-third tax exemption that is made available to elected officials in accordance with the *Federal Income Tax Act*.

“Spouse” means husband, wife, significant other or a guest (one).

“Volunteer” means an individual who freely offers to take part in an enterprise or a task that benefits the Town of Sedgewick.

3. Guidelines

3.1 Responsibilities

- 3.1.1. The Mayor shall be responsible to review and approve any expense claim submitted by a Councillor, Board Member or the CAO that is a result of Town business. In the Mayor’s absence the Deputy Mayor or Acting Mayor may approve these expense claims.

- 3.1.3.1. Approve by resolution, this policy and any amendments;
- 3.1.3.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process;
- 3.1.3.3. Claim expenses in accordance with approved annual budgets.
- 3.1.4. The CAO shall:
 - 3.1.4.1. Implement this policy and approve procedures;
 - 3.1.4.2. Review Employees' and Volunteers' expense claim forms resulting from Town business;
 - 3.1.4.3. Provide each Councillor with a quarterly statement of expenditures;
 - 3.1.4.4. Disclose the individual Council compensation and expense reimbursement on the Town's website on a quarterly basis to facilitate accountability and transparency to taxpayers.
- 3.1.5. Board Members, Employees and Volunteers shall claim expenses in accordance with this policy.

3.2. Council Per Diems

- 3.2.1. The following Councillor per diems are applicable:
 - 3.2.1.1. Council hourly rate – for ad-hoc meetings and Town business that is less than two (2) hours.
 - 3.2.1.2. Council half-day rate – for municipal related activities equal to or less than four (4) hours
 - 3.2.1.3. Council full day rate – for municipal related activities greater than four (4) hours in a single day
 - 3.2.1.4. Councillor annual remuneration – for Councillors, excluding the Mayor and to be paid on a quarterly basis.
 - 3.2.1.5. Mayoral Allowance – for the Mayor and to be paid on a monthly basis.
- 3.2.2. Per Diem rates shall be as specified in Schedule 'A' and be reviewed and/or changed annually during the annual Organizational meeting by majority vote and otherwise changed at any Council meeting only upon unanimous vote of Council.

3.3. Expenses

3.3.1. Conferences, Seminars & Training

- 3.3.1.1. Where possible, all conferences, seminars and training shall be approved in the annual budget process.
- 3.3.1.2. If a conference, seminar or training event is not approved in the annual budget, and a member of Council, Board Member or the CAO wishes to attend, it must be approved by resolution of Council prior to registration and attendance.

3.3.2. Meals and Lodging

- 3.3.2.1. Meals may only be claimed when travel occurs during the following times:
 - 3.3.2.1.1. Breakfast, when travelling prior to 7:00 am.
 - 3.3.2.1.2. Lunch, when travelling prior to 1:00 pm.

- 3.3.2.1.3. Dinner, when travelling prior to 6:00 pm.
- 3.3.2.2. Meals, excluding gratuities may be claimed, subject to receipts being provided pursuant to the approved maximums found in Schedule A.
- 3.3.2.3. Full meals included in airfare, conference registrations, etc. may not be claimed unless special circumstances occur, such as in the event Town business prevents use of a pre-set meal.
- 3.3.2.4. Gratuities for meals shall be permitted as an expense, subject to Schedule A.
- 3.3.2.5. Reimbursement of accommodation will be given, subject to receipts being provided for actual and reasonable commercial accommodation, based on accommodation that is conveniently located and comfortably equipped.
- 3.3.2.6. Rate reductions, special offers and government rates will be utilized for accommodations wherever possible.
- 3.3.2.7. If a member of Council, a Board member, Employee or Volunteer wishes to have accommodation over the standard accommodation, all additional charges shall be the sole cost of the individual.

3.3.3. Travelling

- 3.3.3.1. All travel shall be by the most direct route and the most economical means of transportation.
- 3.3.3.2. Where possible, persons travelling to and from a destination at the same time shall utilize the same vehicle; only the owner shall be entitled to receive travel expenses for that vehicle.
- 3.3.3.3. Reimbursement for use of personal vehicles for Town business will be set at the annual automobile allowance rate as set by the Canada Revenue Agency.
- 3.3.3.4. Travel time is paid to:
 - 3.3.3.4.1. Members of Council, Board Members and Volunteers as per the Per Diem hourly rate; and
 - 3.3.3.4.2. Employees, at their individual hourly salary rate, regardless whether the member is the driver or a passenger on the trip.

3.3.4. Other Direct Expenses

- 3.3.4.1. It is recognized that there may be direct expenses incurred that are not covered in this Policy. In that event, expenses deviating from this Policy must be reviewed and presented for approval:
 - 3.3.4.1.1. For members of Council and Boards, in open Council by a majority of Council;
 - 3.3.4.1.2. For Employees and Volunteers, by the CAO prior to the expenditure as per the current budget. If the expense exceeds the budget, it must be approved in open Council.

3.3.5. Non-reimbursable Expenses

- 3.3.5.1. The following is a listing of non-reimbursable expenses:
 - 3.3.5.1.1. Expenses when attending a political party function of any type;
 - 3.3.5.1.2. Charges for in-room movies or games; and,
 - 3.3.5.1.3. Alcoholic beverages except reasonable consumption for the purposes of hosting dignitaries.

3.3.6. Spousal Expenses

3.3.6.1. If a spouse/partner accompanies a member of Council or Board, Employee or Volunteer to an out of town conference/convention, the expenses of the spouse/partner for travel, meals and registration are considered a personal expense except in the following circumstances:

3.3.6.1.1. Where the spouse/partner is invited through a conference to accompany a member of Council, Board Member or the CAO to banquets/receptions, their tickets for these banquets/receptions may be claimed.

3.3.6.1.2. Where a member of Council or Board, Employee or Volunteer is invited to a social or fundraising function in an official or representation capacity, within Flagstaff County, and a spouse/partner is invited, their ticket for the social or fundraising function may be claimed.

3.3.7. Claiming Expenses

3.3.7.1. The appropriate expense claim forms for the Mayor, Board Members, Employees and Volunteers must be submitted to the CAO within thirty (30) days of the expense being incurred. The CAO will forward the specified completed claim forms of the Mayor and Deputy Mayor as per Section 3.1 of this policy.

3.3.7.2. The appropriate expense claim forms for Councillors must be submitted on a quarterly cycle, in coordination with the quarterly Councillor Honorarium Per Diem payments.

3.3.7.3. Original receipts for all actual and necessary expenses claimed must be provided. This includes lodging; conference fees; travel including taxi, transit and rental cars; meals; parking; etc.

3.3.7.4. Original receipts shall be provided regardless of the method of payment (local government credit card, purchase order, cash advance, or the traveler's own money).

4. Persons Affected

Council, Board Members, Staff and Volunteers

5. Revision/Review History

5.1. Upon endorsement of this Compensation & Expenses Policy 18-07, the following policies are rescinded:

5.1.1. C.1.d Expenses - Council

5.1.2. C.1.d.a Expenses – Employees & Spouses

5.1.3. C.1.e Per Diem – Council

5.1.4. C.1.f Conventions – Council

TOWN OF SEDGEWICK

August 23, 2018
DATE


MAYOR

August 23, 2018
DATE


CHIEF ADMINISTRATIVE OFFICER

Schedule A

Council Compensation

| Item | Total per Month | Total per year |
|-----------------------|-----------------|----------------|
| Mayor Honorarium | \$450 | \$5400 |
| Councillor Honorarium | \$200 | \$2400 |

Other Compensation

| Mileage Rate | As per standard CRA rates |
|--------------------------------|---------------------------|
| Meals (not including gratuity) | |
| Breakfast | \$15 |
| Lunch | \$25 |
| Dinner | \$35 |
| Maximum gratuity | 15% |