COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences

ADM-20 Council Remuneration and Expenses Policy

Department: Administration

Purpose

The County of St. Paul desires to establish fair and equitable compensation to members of Council for performing the duties of their office and reimbursement for expenses that they incur as they carry out their responsibilities.

This policy is intended to:

(a) establish the eligibility for remuneration, benefits, and reimbursement of expenses available to members of Council when carrying out their official duties.

(b) establish the approval process for reimbursement of costs associated with travelling to conference, conventions, training sessions or other general expenses for Councillors.

Scope

This policy applies to all Councillors.

Policy Statements

1.0 Definitions

1.1 The following terms shall be defined as follows:

(a) "Back-Up Documentation" includes but is not limited to credit card statements, bank statements, or any other proof of purchase that provide the necessary information related to the actual purchase in the absence of a Receipt;

(b) "Committee Meeting" means a formal gathering of a subgroup appointed at the annual Organizational Meeting.

(c) "Conference" means a formal meeting at which individuals participate in an exchange of ideas, information, and expertise in County-related subject areas;

(d) "Convention" means an assembly, usually of Members of a professional group or delegates, whose primary purpose is to elect officers, report progress, and obtain approval for future activities;

(e) "Council Appointment List" means the list of boards, committees, or other organizations to which Council appoints a Council member as a representative;

(f) "Council Meeting" means a regularly scheduled meeting of Council;

(g) "Councillors" means the individuals elected to Council in accordance with the *Municipal Government Act;*

(h) "County" means the County of St. Paul No. 19;

(i) "Course" means an instruction period dealing with specific subject matter, which is attended in person or on-line;

(j) "Deputy Reeve" means the individual elected by Council at the annual organizational meeting to serve a one-year term and who will serve as Reeve in the Reeve's absence;

(k) "Legislative Budget" means the annual budget available to Councillors for general Council expenses including remuneration, travel, meals, mileage, and other expenses related to Councillors duties;

(l) "Meeting" means a gathering that Councillors attend where matters within the jurisdiction of County Council are discussed and direction is given to administration or where County business is discussed;

(m) "Municipal Business" means all activities without limitations undertaken by Councillors in the course of carrying out their duties, that provide benefit to the County;

(n) "Presentation" means information being conveyed from a speaker to an audience.

(o) "Receipt" means an itemized receipt provided by the vendor detailing individual products and services purchased by product description, unit price, subtotal, taxes, and extended total;

(p) "Reeve" means the Chief Elected Official elected in accordance with Section 150(1) of the Act; and

(q) "Training and Development" means the process of enhancing a Councillor's ability to perform their governance role.

(r) "Virtual Meeting" means a real-time interaction that takes place over the Internet using integrated audio and video, chat tools and application sharing.

2.0 Council Remuneration

2.1 Councillors shall receive remuneration for their activities as elected officials in four distinct ways via base salary, meeting rate, out-of-County rate, and travel time for overnight.

Base Salary

2.2 Salary shall be paid in accordance with Revenue Canada's provisions for Elected Officials.

2.3 Base Salaries shall be determined annually by Council resolution for the Reeve, Deputy Reeve, and Councillors at the County Organizational meeting in October or November. Councillors shall be compensated this base amount monthly for the performance of the duties listed in 2.5.

2.4 Councillors are not eligible to claim mileage for carrying out duties covered under the base salary, which are listed below.

2.5 The following duties are included in the base salary when undertaken within the corporate boundaries of the County:

(a) Liaison work within the Councillor's division when responding to public concerns from residents, clubs, organizations and businesses;

(b) Preparation for Council and Committee meetings;

(c) Informal meetings with the Chief Administrative Officer to discuss County business;

(d) Meetings with residents and community groups within the divisional boundaries. For the Reeve or the Deputy Reeve acting on behalf of the Reeve, the divisional boundaries shall be the County corporate boundaries;

(e) Attendance or speaking at social functions including but not limited to holiday parties, social committee functions, potlucks, and celebrations;

(f) Attendance or speaking at public events that are hosted by the County;

(g) Attendance or speaking at, including but not limited to, banquets, ceremonies, community events, festivals, fundraisers, grand openings, graduations, luncheons, new equipment arrival, open houses, parades, ribbon cuttings, rodeos, sports tournaments, trade shows, trail rides and other similar events;

(h) Project interviews with consultants;

(i) Meetings with the media;

(j) Meetings attended as an ex-officio member; and

(k) Cheque or agreement signings;

(l) Annual General Meetings or Organizational Meeting when they are held on the same day as the regular scheduled Board meetings;

2.6 The following duties are included in the base salary when undertaken within or outside the Corporate Boundaries of the County

(a) Any trade shows, open house, speeches, meet and greets, held prior to Opening Ceremonies of a Conference.

(b) Golf tournaments, including accommodations, and meals.

Meeting Rate

2.7 A Meeting rate shall be determined annually by Council resolution at the Organizational Meeting in October or November. The following shall be eligible for Councillors to claim the Meeting rate, whether being held in person or virtually:

(a) Regularly scheduled Council Meetings;

(b) Special Council meetings;

(c) Organizational meetings of Council as required by the Municipal Government Act;

(d) Committee meetings;

(e) Meetings when formally invited in writing by the Chief Administrative Officer;

(f) Emergency meetings to deal with a disaster;

(g) Conference, Convention, or Course;

(h) Budget meetings;

(i) Strategic Planning meetings;

(j) Meetings with federal, provincial, municipal or Indigenous government representatives;

(k) Meetings with industry or business;

(l) Zone Meetings for the Rural Municipalities of Alberta (RMA) or the Federation of Canadian Municipalities (FCM);

(m) Meetings related to special projects that the County is working on; and

(n) When Council assembles as a whole and there is more than one type of presentation.

(o) Any other meetings if attendance has been approved in advance by a majority vote of Council, except for those items included in section 2.6 above.

2.8 When a Councillor attending a conference is absent for part of the conference, to participate virtually in a Council or Committee meeting, they will be compensated at one-half (½) of the conference rate for that day, in addition to the full meeting rate.

Out-of-County Rates

2.9 An out-of-County rate shall be determined annually at the Organizational Meeting.

2.10 Councillors shall receive an out-of-County rate when travelling 170 kilometres or more, one-way, from their personal residence to attend a Conference, Convention, Course, or Meeting.

2.11 All out-of-County travel must be approved in advance by a majority of Council, by policy, or by invitation from the Chief Administrative Officer.

Travel Time for Overnight

2.12 Councillors shall receive compensation for travel time at the out-of-County rate, as determined annually at the Organizational Meeting:

- ½ day each way – 170 to 340 km one way

- 1 day each way – over 340 km one way

3.0 Reporting

3.1 Councillors are encouraged to provide reports at the monthly Council Meeting on any Committee Meetings, Conferences or Conventions that are being claimed.

4.0 Travel and General Expenses

4.1 Councillors shall establish meal rates for breakfast, lunch, and dinner annually by Council resolution at the Organizational Meeting in October or November.

4.2 Mileage rates will be determined using the Canada Revenue Agency's Automobile Allowance Rates.

4.3 Councillors shall be reimbursed for direct expenses incurred while undertaking County business including meals, transportation costs, and parking while carrying out Municipal Business.

4.4 When travel is authorized by Council, the method of transportation will normally be the most direct and economical.

4.5 Vehicle mileage claims are paid for the specific purpose of reimbursing Councillors for the actual cost of using their vehicles for Municipal Business.

4.6 Travel within the County limits is eligible for mileage reimbursement only when a Councillor is attending a Conference, Convention, Course or Meeting.

4.7 Councillors shall be reimbursed for the cost of a rental car and fuel when this is the most economical method of local transportation while away on Municipal Business.

4.8 If the County is purchasing tickets to events, spots will be filled using the following order: 1) Councillors 2) staff and 3) spouses.

4.9 The County shall not pay for spousal or guest expenses associated with Councillor travel for Municipal Business. This includes airfare, registrations, meals, tickets to events, and other similar expenses. Where the County prepays for spousal or guest expenses, the Councillor shall reimburse the County.

4.10 Alcoholic beverages shall not be expensed under any circumstances.

4.11 County staff may reserve accommodations for Councillors and shall notify Councillors of the booking. Councillors are responsible for providing adequate notice should they no longer require the accommodations. In the event a Councillor does not provide adequate notice, the Councillor shall reimburse the County for any costs incurred for the reserved accommodations.

4.12 If accommodations are not reserved and paid for by County staff, Councillors shall provide receipts to be reimbursed for accommodation costs.

4.13 Councillors providing their own private accommodations shall be entitled to an allowance at a rate set annually at the County Organizational Meeting.

5.0 Statement of Council Fees

5.1 Councillors shall submit a monthly Statement of Council Fees outlining all Meetings, out-of-County Meetings, and Conferences attended and all mileage and expenses incurred.

5.2 All items claimed must be accompanied by Receipt. If a Receipt is lost, the Councillor is responsible for providing Back-Up Documentation demonstrating proof of purchase. If no Back-Up Documentation can be provided, the Councillor will not be reimbursed for the expense.

5.3 Any portion of an expense described in this policy which is paid for by a third party shall not be claimed for reimbursement from the County.

5.4 Monthly Statement of Council Fees shall be published publicly online every month.

5.5 Council will review Statement of Council Fees monthly and a majority vote is required for an expense claim to be processed.

Sample Travel Time Compensation Schedule

- RMA Spring Convention March 16-18 (Conference starts at noon and ends at noon)
    - March 16th – ½ day compensation for travel
    - March 16th – 1 Day conference rate
    - March 17th – 1 Day conference rate
    - March 18th – 1 Day conference rate
    - March 18th – ½ day compensation for Travel

Council Approval: March 13, 2012
Amended: December 11, 2018
Amended: May 10, 2022
Amended: September 13, 2022
Amended: July 22, 2025
Amended: April 28, 2026

Related Policies:

- ADM-5 Council Equipment Policy
- HR-7 Conference and Education Policy