



CITY COUNCIL AGENDA REPORT

**Subject: COUNCIL MOTION – CAPITAL REGION BOARD
INCOME DISCLOSURE**

On July 14, 2014 Councillor MacKay provided notice in accordance with Section 23 of Procedure Bylaw 35/2009 that he intended to bring forward the following motion:

In order for Council to debate the motion, the motion must be formally moved.

(Councillor MacKay)

“That the City begin to record Mayor Crouse’s previously undisclosed CRB income of roughly \$3300 per CRB meeting in 2013 for a total of \$30,414.14 in our 2013 Financial statements. And further that Mayor Crouse and any future mayor be compelled to release this information to ensure transparency and so that the City of St. Albert will comply with Section 217 of the Municipal Government Act, the Alberta Supplementary Accounting Principles and Standards regulation and our own city council policy C- CC-03 Council Remuneration and Expense Reimbursement.

Whereas Mayor Crouse’s CRB Income has not been disclosed in 2012 and 2013. Every other elected official at the Capital Region Board has disclosed their earnings publically in compliance with the below mentioned acts. Section 217 of the Municipal Government Act,. The Supplementary Accounting Principles and Standards Regulation of Alberta; and further, that all members of St. Albert City Council should comply with Council Policy C-CC-03 Council Remuneration and Expense Reimbursement.”

Attachments:

1. Administrative Backgrounder

Originating Department(s):	City Manager’s Office
Author(s):	Gene Klenke
City Manager Signature:	Date:

Administrative Backgrounder
Council Motion – Capital Region Board Income Disclosure

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Whereas Mayor Crouse’s CRB Income has not been disclosed in 2012 and 2013. Every other elected official at the Capital Region Board has disclosed their earnings publically in compliance with the below mentioned acts. Section 217 of the Municipal Government Act. The Supplementary Accounting Principles and Standards Regulation of Alberta; and further, that all members of St. Albert City Council should comply with Council Policy C-CC-03 Council Remuneration and Expense Reimbursement.”

BACKGROUND:

- Section 217 of the *Municipal Government Act*, attached, notes that councillor salaries must be disclosed to the public.
- The *Supplementary Accounting Principles and Standards Regulation*, attached, notes that a municipality’s financial statements must include “salaries and benefits” received by councillors (including base pay, bonuses overtime, lump sum payments, honoraria, and other direct cash remuneration” as well as benefits, including the municipality’s share of the costs of taxable benefits received by councillors.

The Mayor has a dual role with the CRB: that of representative for the City of St. Albert, and that of Board Chair.

As the City’s representative, the Mayor is entitled to receive *per diem* payments and expense reimbursements from the City in accordance with City Policy C-CC-03, attached. Any *per diem* paid directly to the City’s representative by the CRB

must flow through to the City. These payments and receipts must be noted in the City's annual financial reporting.

With respect to the distinct role of Board Chair, the Mayor's primary obligation is to serve the Board. The Board pays the Chair for this service (and accounts for that payment) in accordance with the attached CRB Policy G014. Again, this remuneration would be distinct from any *per diem* or expense reimbursement paid by the City to its representative on the Board.

Though the legislation is not explicit, a contextual interpretation lends to the conclusion that the City's obligation to report its financial position extends to those receipts and expenditures that have a direct impact on the corporation's finances. In support of this conclusion, the City's auditor has confirmed that the remuneration the Mayor receives pursuant to his role as Chair should not be reported in the City's annual financial statements.

Attachments:

- A. August 1, 2014, letter from Nolan Crouse to Council
- B. Section 217 of the *Municipal Government Act*
- C. *Supplementary Accounting Principles and Standards Regulation*
- D. City Council Policy C-CC-03

Report Date	August 18, 2014
Committee/Department	City Manager's Office/Legal Services
General Manager Review	n/a

August 1, 2014

Council Colleagues

c.c. Patrick Draper
Doug Lagore

Attached are several documents including:

1. Letter from Doug Lagore with respect to remuneration of the Board Chair.
2. Public Policy approved by the Board for remuneration of the Board Chair if that Chair is an elected official. This policy is also on the CRB website.

Information

The Board has had 3 Chairs – one elected and 2 not elected. The Board can choose a Chair from its members or from outside. No one knows which direction the Board will vote for after my tenure as Chair (internal or external Chair).

For your information, I have tracked my hours put toward Board business the last few months and they are as follows:

April, 2014	64.5 Hours
May, 2014	73.5 Hours
June, 2014	74.0 Hours
July, 2014	65.0 Hours

These hours are for Board meetings, Committee meetings, travel and meetings in communities. I have attended numerous meetings in all municipalities, numerous meetings with Deputy Ministers, Ministers and Premiers. I have attended meetings upon invitation by communities such as being a guest speaker in Bruderheim, to being a guest of the Mayor at an event in Thorsby to a lunch with the entire Strathcona Council and more. I have spoken at an event in Calgary, at luncheons in Edmonton and sat on a Bill 28 review panel as well as have attended Calgary Regional Partnership meetings in Red Deer and Calgary. I have attended Court regarding CRB matters as well as attended annexation meetings in Leduc County and Devon.

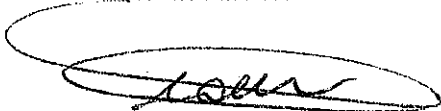
You will note on my expense reports for St Albert (posted on line) that for more local events in Legal, Morinville, Bon Accord, mileage is charged to the City of St. Albert since these communities are within the local trading area of St Albert and attendance is common over the years as Mayor and I attend not as Chair of CRB, but out of courtesy and support for regional neighbours.

Since one could view that the per diem received for the actual Board meetings should flow through the St. Albert per diem process. As such, this has recently been adjusted for 2014. Flowing it this way is half a dozen of one and 6 of the other because during Board meetings, I am both Chair and St. Albert rep. To be consistent with the City Policy, that has been changed. To the CRB it does not matter, for the City's financials it does not matter, and to me it does not matter, but it is now precisely as per City Policy.

Finally, all the CRB policies are being updated based on a lot of changes and the policy for the CRB Board Chair is also being updated in the next few months. It is being updated by the CEO (Doug Lagore) and it is also going to address matters of the Board Chair (elected or not elected). This is based on CRB legal advice the CEO received several months ago. Until the CRB policies are updated, the process needs to be left as is. It is not broken and indeed is transparent and indeed very accurate as it is.

For your information, the last time the matter of Board Chair related matters came to the Capital Region Board for a vote that affected me, I recused myself from the meeting and Councillor Heron assumed St. Albert's place at the table.

Upon review of all this by both Mr. Doug Lagore and me, all matters are in order and accurate.

A handwritten signature in black ink, appearing to read "Nolan Crouse", is enclosed within a hand-drawn oval.

Nolan Crouse
Mayor
CRB Board Chair



capital region board
regional action. global opportunity.

July 30, 2014

Mayor Nolan Crouse
Chair
Capital Region Board

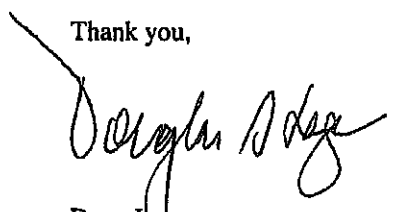
Dear Sir:

Re: Remuneration

Further to our recent telephone conversation, as requested attached is a summary of your remuneration for 2012 to 2013 inclusive. I have also attached a copy of Policy #G014 which addresses remuneration for the Chair.

I want to make it clear that the contract entered into with your numbered company for your role as Chair was at the request of the Capital Region Board CEO at the time and as such, all remuneration has flowed through Crouse Developments Inc.

Thank you,



Doug Lagore
CEO

Attachments



Honorarium paid to Crouse Developments Inc.

<u>2012</u>	<u>Base</u>	<u>Per Diem</u>
January		
February		
March	\$ 2,000.00	\$ 100.00
April	\$ 2,000.00	\$ 200.00
May	\$ 2,000.00	\$ 700.00
June	\$ 2,000.00	\$ 600.00
July	\$ 2,000.00	\$ 400.00
August	\$ 2,000.00	\$ 400.00
September	\$ 2,000.00	\$ 200.00
October	\$ 2,000.00	\$ 1,000.00
November	\$ 2,000.00	\$ 200.00
December	\$ 2,000.00	\$ 200.00
Total	\$ 20,000.00	\$ 4,000.00

<u>2013</u>	<u>Base</u>	<u>Per Diem</u>
January	\$ 2,000.00	\$ 200.00
February	\$ 2,000.00	\$ 200.00
March	\$ 2,000.00	\$ 200.00
April	\$ 2,000.00	\$ 600.00
May	\$ 2,000.00	\$ 600.00
June	\$ 2,000.00	\$ 200.00
July	\$ 2,000.00	\$ 200.00
August	\$ 2,000.00	\$ 400.00
September	\$ 2,000.00	\$ 200.00
October	\$ 2,000.00	\$ -
November	\$ 2,000.00	\$ 200.00
December	\$ 2,000.00	
Total	\$ 24,000.00	\$ 3,000.00



Effective Date: November 14, 2013

Approved by: Capital Region Board

Revised Date: November 14, 2013

**ROLES AND AUTHORITIES OF THE BOARD CHAIR,
INTERIM CHAIR AND VICE-CHAIR**

PURPOSE

This policy clarifies the Board Chair's or Interim Board Chair, and Vice-Chair's role and responsibilities.

POLICY

This role description outlines the delegated authorities provided to the Board Chair or Interim Board Chair required to carrying out his/her duties on behalf of the Board and ensure compliance with the Capital Region Board Regulation and any Ministerial Orders that are active.

GUIDELINES

1. POSITION SUMMARY

The Chair of the Capital Region Board is responsible for overseeing the implementation of the Capital Region Growth Plan and in so doing will ensure that the Capital Region Board satisfies the requirements of the Capital Region Board Regulation (Regulation).

The Chair will promote awareness of the Board's mandate, goals, and established outcomes of the Capital Region Growth Plan and develop and maintain effective relationships and communication with member municipalities, government and key stakeholders.

The Chief Executive Officer reports to the Chair.

2. AUTHORITIES

The Capital Region Board was created in April 2008 with the promulgation by the Province of Alberta of the Capital Region Board Regulation. The Board is defined as a corporation that has some of the powers and duties of a regional services commission under the Municipal Government Act. The Regulation, as updated periodically by the Province, outlines the authorities and responsibilities of the Board including the requirement to prepare and implement the Capital Region Growth Plan and the administration of the Regional Evaluation Framework. The Regulation and CRB Policies govern the overall operations of the Board.

In accordance with CRB Policy G005, the Chair has voting rights as a member of the Capital Region Board representing their municipality. The Chair may participate in debate on any matter before the Board by relinquishing the Chair. The Chair may make a motion on any matter on the agenda but before doing so, the Chair must relinquish the chair to the Vice-Chair until the vote on the motion has been taken.

3. RESPONSIBILITIES

- Responsible to the members of the Capital Region Board.
- Ensures that the Board members are aware of their responsibilities under the Capital Region Board Regulation.
- Prepare for and Chair meetings of the Capital Region Board in accordance with the Capital Region Board Regulation and CRB Policies.
- On behalf of the Board, ensure that the Chief Executive Officer is satisfactorily carrying out his/her duties and is responsible for the annual performance review of the CEO.
- Shall be designated by the Board and in CRB policies as one of the signing officers for certain Board documents.
- The Chair is non-voting ex-officio on all Board Committees and Task Forces.
- When required, represents the Capital Region Board to the federal and provincial governments, other stakeholders and attends external events.

4. TIME COMMITMENT

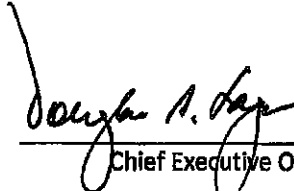
Properly performing the duties of the Chair will require a time commitment of between three and four working days per month.

5. REMUNERATION

* An elected Board chair will be paid a retainer of \$2,000 per month. The Chair will also be permitted to claim per diems and travel expenses for Board and Committee meetings (i.e. \$200 per day). Per diems, travel and parking will be reimbursed in compliance with the CRB's Remuneration Policy. Parking at the CRB office building will be provided.

6. BOARD VICE-CHAIR

In instances when the Chair rescinds his/her role during a Board meeting (refer to Policy G005) or at any other time, the Board Vice-Chair is authorized to perform the responsibilities and have the authority of the Board Chair.



Chief Executive Officer

municipality is to provide a service or commodity to the employee is void.

(2) This section does not apply to an agreement

(a) in which the municipality provides a service or commodity that the municipality supplies to the public generally, or

(b) respecting the employee's employment.

1994 cM-26.1 s215

Part 7

Public Participation

216 Repealed 1994 cM-26.1 s738.

What information must a municipality provide

217(1), (2) Repealed 1994 cM-26.1 s738.

(3) Despite Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, the chief administrative officer must provide information on the salaries of councillors, the chief administrative officer and designated officers of the municipality.

(4), (5) Repealed 1994 cM-26.1 s738.

1994 cM-26.1 ss217,738

218 Repealed 1994 cM-26.1 s738.

Petitions

Rules for petitions

219 Sections 220 to 226 apply to all petitions to a council and the Minister under this Act, any other enactment or bylaw except to the extent that they are modified by this Act or any other enactment.

1994 cM-26.1 s219

CAO duties

220 When the Minister receives a petition, the Minister must designate a person to carry out the duties of a chief administrative officer with respect to the petition.

1994 cM-26.1 s220

Petition sufficiency requirements

221 A petition is sufficient if it meets the requirements of sections 222 to 226.

1994 cM-26.1 s221

(Consolidated up to 11/2014)

ALBERTA REGULATION 313/2000

Municipal Government Act

**SUPPLEMENTARY ACCOUNTING PRINCIPLES
AND STANDARDS REGULATION**

Table of Contents

- 1 Notes respecting salaries and benefits
- 1.1 Notes respecting utility franchise agreement fees
- 2 Details of salary
- 3 Details of benefits
- 4 Comparative information
- 5 Application
- 6 Repeal
- 7 Expiry

Notes respecting salaries and benefits

1(1) The annual financial statements of a municipality must contain notes that set out the salaries and benefits received by

- (a) the councillors,
- (b) the chief administrative officer, and
- (c) the designated officers.

(2) The notes must meet the following requirements:

- (a) the notes must disclose the salary and benefits for each councillor separately through the use of a unique identifier, such as the councillor's name or the division or ward the councillor is elected in;
- (b) the notes must disclose the salary and benefits for the chief administrative officer separately;
- (c) the notes must disclose the salary and benefits for the designated officers as a total figure and must indicate the number of positions included in the total.

Notes respecting utility franchise agreement fees

1.1(1) The annual financial statements of a municipality must contain notes that disclose all revenue received from the granting of rights over its properties for the purpose of providing a utility service, each as separate entries.

(2) The notes must set out the annual revenues received from the granting of each utility franchise agreement entered into by the municipality separately.

(3) This section applies in respect of the 2013 reporting year and subsequent reporting years.

AR 108/2013 s2

Details of salary

2 The notes respecting salaries must include base pay, bonuses, overtime, lump sum payments, honoraria and any other direct cash remuneration.

Details of benefits

3 The notes respecting benefits must set out the value of the benefits and include

- (a) contributions made by the municipality on behalf of the councillors or officers, such as payments in respect of pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition, and
- (b) the municipality's share of the costs of taxable benefits received by the councillors or officers, such as special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

Comparative information

4 Notes under this Regulation in respect of a particular year must also contain the comparative information in respect of the immediately preceding year, set out and disclosed in the same manner.

Application

5 This Regulation applies in respect of the 2000 reporting year and subsequent reporting years.

Repeal

6 *The Supplementary Accounting Principles and Standards Regulation (AR 379/94) is repealed.*

Expiry

7 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on July 1, 2019.

AR 313/2000 s7;62/2004;171/2009;111/2014

C-CC-03



City of St. Albert
CITY COUNCIL POLICY

**City Council Remuneration and
Expense Reimbursement**

AUTHORITY	APPROVED		REVISED		REVISED		REVISED	
	Res. No.	mm dd	Res. No.	mm dd	Res. No.	mm dd	Res. No.	mm dd
City Council	C176-2005	04 18	C276-2005	06 20	C239-2012	04 23		
			C619-2006	11 06				
			C622-2006	11 06				
			C59-2008	01 21				
			C116-2008	02 19				
			C117-2008	02 19				
			C400-2009	06 29				

Purpose

To ensure that individuals who choose to serve their community as a member of City Council receive fair compensation for their time and expenses.

To ensure that the Councillor expense reimbursement practices comply with federal and provincial legislation, and provide claimants with appropriate guidance relative to acceptable submissions.

Policy

While it is recognized that the primary reason that individuals seek municipal public office is public service, members of City Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses that they incur in fulfilling their responsibilities on City Council.

Given the importance of maintaining and developing skills, each member of City Council shall have access to a specified Council Development budget.

The City shall neither make nor reimburse political contributions.

Each member of Council shall also be provided with a suite of employment benefits equivalent to those offered to the City's non-union category employees.

Definitions

"City" includes the City Council, Council Committees, and City Administration of the City of St. Albert.

"Political Contributions" mean any money or real or corporate property that is provided to, or for the benefit of, a political party, constituency association or candidate, that involves direct or indirect support of (or opposition to) any political party, constituency association, or candidate for public office.

Standards

1. Although members of Council are not employees of the City, for the purposes of this policy, they are treated, wherever required, in a similar manner as members of the City's non-union employment category.



2. While the hours of work for members of Council are not regulated, the position of the Mayor is considered to be "full-time" in nature while the Councillors' positions are considered to be "part-time" (one-half to three-quarter time).
3. Effective January 1, 2011, the Mayor shall be remunerated a sum of \$90,000 per year and Councillors shall be remunerated at a rate of 35% of the Mayor's remuneration (\$31,500 for 2011). These rates shall be adjusted each year, based on the average annual percentage change in the Alberta Weekly Earnings Index for the previous year. Increases shall be effective as of April 1 each year, consistent with the City's non-union employment category.
4. Councillors shall not receive additional remuneration for carrying out the responsibilities of the Deputy Mayor.
5. Members of Council shall be offered an employer retirement contribution program, providing a payment of 3% of their current year's remuneration for retirement planning purposes.
6. Members of Council may claim expenses associated with attending the general meetings and conferences of *Alberta Urban Municipalities Association* and the *Federation of Canadian Municipalities*, as well as to serve on various AUMA, FCM, or CRB board / committee positions, from a specific budget established annually as part of the budgeting process. The funding for these activities is separate from each Council member's Council Development budget. No more than six members of City Council shall attend the AUMA or FCM conferences in a given year, unless a conference is held in the City of Edmonton.
7. Members of Council may claim expenses from their Council Development Budget for professional development activities or events where the member of Council is required to attend in an official capacity. Expenses related to events of a social or political nature shall not be reimbursed.
8. Members of Council shall not be paid a per diem except for special circumstances as may be determined by resolution of Council. In situations where a member of City Council is appointed to represent the City in an official capacity on an external Agency, Board or Committee, and a per diem is paid by that organization, the per diems received must be reported to the City Manager and paid into City revenue.
9. Members of City Council shall be reimbursed for travel, accommodation, and other incidental expenses in accordance with Administrative Policy HRS 3.14.
10. The City shall not pay for spousal or guest expenses associated with Council activities. This includes travel, accommodation, registrations, meals, tickets to events and other similar expenses. The Mayor or Deputy Mayor may claim for spousal or guest expenses in circumstances where it is expected that they be accompanied by their spouse or guest.
11. Council Development budgets shall be provided to the Mayor and each Councillor. The budget for these amounts shall be re-assessed in odd years following a survey of the City of Lethbridge, City of Medicine Hat, Regional Municipality of Wood Buffalo, City of Grande Prairie and the City of Red Deer, and approved through the City's budget process.
12. Councillors shall be reimbursed for expenses associated with activities specified within this policy upon approval of an expense statement, with supporting documentation, by the Mayor.



Reimbursement of the Mayor's expense statement, with supporting documentation, shall require the approval of the Deputy Mayor.

13. Any portion of any expense described in this policy which is paid for by a third party shall not be claimed for reimbursement from the City.
14. If a member of Council or Administration attends a political event on behalf of the City, for which proceeds support a political party or candidate, the City shall not reimburse any portion of a meal or event expense that constitutes proceeds to a political party, constituency association, or candidate. Also, no City cheques, purchase orders, or procurement cards shall be used to pay for any portion of a meal or event expense that constitutes proceeds to a political party, constituency association, or candidate.
15. The individual purchasing a ticket for a political event may retain the tax receipt for his or her own purposes. The tax receipt, issued by the party, constituency association, or candidate, should be in the name of the individual purchasing the ticket.
16. This policy shall be reviewed every second Council term by an independent committee, whose recommendations Council may consider to revise this policy.
17. Each year the City Manager shall submit a summary of all Council expense claims and budget use from the previous year, to Council as information.

Legal References: *Municipal Government Act; Income Tax Act; Federal Accountability Act; Election Finances and Contributions Disclosure Act*

Cross References: Policy C-CC-04, Council Learning and Development; Policy C-CC-15, City Council Appointments to Federal, Provincial and Regional Boards and Committees; Policy A-HRS-3.14, Travel Allowance





City of St. Albert
**ADMINISTRATIVE
 PROCEDURES**

City Council Remuneration and
 Expense Reimbursement

AUTHORITY
 City Manager

SIGNATURE

APPROVED:
REVISED:

April 18, 2005
 May 17, 2012

1. Each year the Director of Human Resources shall apply the average annual percentage change in the Alberta Weekly Earnings Index for the previous year (as provided within the Alberta Bargaining Update) to calculate updated remuneration amounts for the Mayor and Councillors. Annual remuneration amounts are outlined in the appendix to these procedures. Payment amounts shall be rounded to the nearest whole dollar.
2. In accordance with the *Municipal Government Act* and the federal *Income Tax Act*, 33.33% of the salary paid to Council members is not taxable as income. Human Resources shall ensure that this percentage is applied to applicable salary and the taxable and non-taxable portions are communicated to Council members whenever wage changes take place.
3. The Director of Human Resources shall be responsible for conducting a survey of comparator communities to determine the amount of Council Development Budgets. Adjustment to per diem amounts shall also be assessed in odd years through a survey of comparator communities, consistent with the requirements of Policy C-CC-03. Council Development Budget and per diem amounts shall be set near the average of comparator communities and rounded to the nearest whole dollar.
4. At the beginning of each Council term, Council members may elect to receive some or all of the employment benefits offered to the City's non-union personnel, with the exception of: pension benefits, severance benefits, or long term disability insurance. Council members are automatically enrolled in the *Employee and Family Assistance Program*. There is no charge to members of the City Council for this employment benefit.
5. Council members shall be charged for the benefit coverage they select on the same cost-sharing ratio as members of the City's non-union employment category. Any changes to benefit costs assigned by the City's benefits provider(s) shall be made to Council members' benefit charges as per the City's non-union employment category.
6. Once benefit coverage is selected, it may only be changed if the Council member experiences a 'life event change' as defined by the City's employment benefit policy.
7. The Director of Human Resources shall administer the Council retirement contribution program. Payments shall be made to members of Council on the last pay period of the calendar year, or prorated as necessary. Payment amounts shall be rounded to the nearest whole dollar.
8. Council members may use their Council Development budget to be reimbursed for expenses related to various municipal governance and/or community engagement activities. Activities may include costs to attend events, meetings, meals, hosting, or fundraisers on the City's behalf. Activities may also include those related to personal development, including courses, conferences, and other related

items at the Council member's discretion. Council members are required to adhere to Administrative Policy HRS 3.14 with regard to travel expenses, and are required to adhere to Administrative Policy HRS 6.06 with regard to membership fees.

9. Council members may also use their Council Development budget to receive full or half day per diems, for attendance at specified activities. Activities include required attendance at meetings associated with the: Alberta Urban Municipalities Association (AUMA), Federation of Canadian Municipalities (FCM), Capital Region Board (CRB), Alberta Capital Region Wastewater Commission, Sturgeon Foundation, or other official activities as approved by Council. A full day per diem shall be paid for attendance time that exceeds 5 hours, and a half day per diem shall be paid at the rate of 50% of a full day per diem.
10. The City Manager shall administer a budget for the Mayor to attend events and activities that require official representation. The funding for these events and activities shall be separate from the Mayor's Council Development Budget. If a Councillor is required to participate in an activity in an official capacity on behalf of the Mayor, the Councillor shall be reimbursed for these costs from another designated budget (not from the Councillor's Council Development Budget).
11. The City Manager shall administer a budget for all Council members to attend AUMA and FCM conferences, including all associated costs, meals, and per diems during the conferences. The funding for these activities shall be separate from each Council member's Council Development Budget. Associated travel costs must conform to Administrative Policy HRS 3.14.
12. Council members are encouraged to provide a brief, informal report to the other members of Council after they have taken part in a development activity. This will enable other members of Council to share some of the benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
13. To assist in carrying out their duties, Council members shall be provided with various business equipment upon their request. Any equipment provided remains the property of the City and shall be returned when the individual is no longer a Council member. Council members may choose all or some of the following options that are compatible with existing City technology:
 - a. laptop or tablet device; and/or
 - b. smartphone; and/or
 - c. facsimile machine for their home; and/or
 - d. reimbursement for a high-speed Internet connection for their home.
14. During the fourth quarter of the fiscal year, at the discretion of the Mayor and pending budget availability, Council Development Budget funds may be transferred from one Council member to another.

Appendices

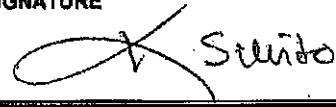
1. Council Remuneration Rates and Benefits



City of St. Albert
ADMINISTRATIVE PROCEDURES

City Council Remuneration and
Expense Reimbursement

Appendix 1 – Remuneration Rates and
Benefits

AUTHORITY Director, Human Resources	SIGNATURE 	APPROVED: REVISED:	December 31, 2008 May 17, 2012 April 5, 2013 April 1, 2014
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Council Member Annual Remuneration

	April 1, 2013	April 1, 2014
• Mayor	\$97,340	\$100,358
• City Councillor	\$34,069	\$35,125

Council Development Budgets

	2013	2014
• Mayor	\$7,000	\$7,000
• City Councillor	\$5,000	\$5,000

Employer Contribution for Council Member Retirement Purposes

	2013	2014
• Mayor	\$2,897	\$2,988
• City Councillor	\$1,014	\$1,046

Council Member Per Diems (Full Day)

	2013	2014
• Mayor	\$200	\$200
• City Councillor	\$200	\$200

Council Member Group Benefits

- Workers Compensation
- Group Life Insurance
- Accidental Death and Dismemberment
- Dependent Life Insurance
- Dental Care
- Extended Health Care
- Vision Care
- Employment and Family Assistance Program

