



COUNCIL COMPENSATION AND EXPENSE REIMBURSEMENT

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Purpose

- 1 This policy establishes compensation and expense reimbursement for the elected officials of Rocky View County (the “County”).



Policy Statement

- 2 Elected officials receive an annual base salary and benefits that:
 - (1) encourage competent, community-minded persons to seek office as an elected official;
 - (2) meet the demands of their role; and
 - (3) are comparable to other Alberta municipalities of similar population and levels of service provided.
- 3 Eligible costs incurred while serving the interests of the County will be reimbursed and should not be personally borne by elected officials.





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Policy

Compensation and Benefits

- 4 Elected officials receive an annual base salary, established through the County's annual budget process, and is provided on a bi-weekly basis.
- 5 Salaries are adjusted annually for cost of living to the same percentage as provided to County employees.
- 6 Elected officials are provided the following benefits as part of their overall compensation package:
 - (1) the same basic group life and accidental illness insurance coverage provided to County employees;
 - (2) the same extended medical and dental coverage as provided to County employees;
 - (3) a health spending account provided to elected officials, in the amount of 1% of the Councillor's annual salary per calendar year;
 - (4) access to the Employee and Family Assistance Program; and
 - (5) a \$2,200 annual contribution towards a registered retirement pension plan.
- 7 Council may direct through resolution or bylaw that elected officials are compensated for ad hoc committee work.
- 8 Elected officials may be included in a periodic comparative review of the County's compensation and benefits, with consideration of the following criteria:
 - (1) an analysis of salaries paid by comparable Alberta municipalities of similar population and service levels to the County; and
 - (2) the adjustment of benefit coverage to reflect changing practices of the County and of other comparable municipalities.

Technology

- 9 Elected officials may choose to receive devices supplied by the County to connect to County systems and conduct County business, including:
 - (1) a smartphone (mobile phone); and
 - (2) either a standard corporate laptop (laptop) or an iPad Pro (tablet).
- 10 Administration must be notified immediately if the mobile phone, laptop, or tablet issued to an elected official is lost or stolen.
- 11 While travelling, business-related mobile phone and internet use may be made at the elected official's discretion.
 - (1) Elected officials must contact Administration to ensure that adequate coverage plans are purchased to avoid excessive roaming charges.
- 12 Elected officials must return the mobile phone supplied to them within 30 days of their term ending.
- 13 Following the end of the elected official's term they may purchase the laptop or tablet issued to them under section 9(2) of this policy, at a depreciated value as determined by Administration.
 - (1) If an elected official chooses to keep the laptop or tablet, they must arrange for a review and cleaning of the device by Administration within 30 days of their term ending. The review ensures that any corporate data is securely removed, while personal information remains intact.

Expenses

Travel and Meals

- 14 Expenses for travel, mileage, accommodations, and meals are reimbursed at the same rates as County employees and in accordance with Appendix A.
- 15 Mileage rates are set annually using the rate determined by the Canada Revenue Agency.

Technology

- 16 Elected officials who choose to use their personal mobile phone to conduct County business instead of a County-supplied phone are reimbursed up to a maximum of \$150.00 per month.
- 17 Elected officials who do not use their personal mobile phone to conduct County business do not receive an allowance.

Training

- 18 Elected officials may be reimbursed for successful completion of a training course, tuition fees, and ancillary fees in accordance with Appendix A.
- 19 A training course must be related to an elected official's role or duties. A list of acceptable topics is provided in Appendix B.
- 20 In determining whether to approve an elected official's request for reimbursement of a training course, the Chief Elected Official must consider all relevant circumstances, including but not limited to:
 - (1) achieving a passing grade;
 - (2) if it is likely to contribute to the elected official's role at the County;
 - (3) if it is provided by a reputable organization or educational institution; and
 - (4) if it is likely to positively impact the elected official.

Community Engagement

- 21 Elected officials may incur expenses in support of community engagement within their division. These expenses are eligible for reimbursement up to \$2,500.00 per year per elected official, if:
 - (1) the claimed expenses are related to renting meeting space, advertising, hosting, small gifts to recognize milestones, and participation in community events; and
 - (2) the expense is not incurred within six months of a municipal election.

Expense Forms

- 22 Expense forms must be submitted to Administration quarterly. Expense forms must be accompanied by all necessary receipts and/or documentation. Receipts must be detailed and show the GST amount and GST registration number. Note: A bank statement or Visa/Mastercard slip is not a receipt for business expense purposes.

Approval of Expenses

- 23 Expenses outside the scope of this policy are subject to reimbursement at the discretion of the Chief Elected Official.
- 24 A receipt is not required for a reimbursement of an expense for which an allowance can be claimed. This includes expenses such as meal allowances, mileage claims, and meter parking.
- 25 Expenses incurred by elected officials in the normal course of Council duties must be approved by the Chief Elected Official to be reimbursed.
- 26 Expenses incurred by the Chief Elected Official in the normal course of Council duties must be approved by the Deputy Chief Elected Official to be reimbursed.

Public Disclosure of Elected Officials' Expenses

- 27 Elected officials' expense reports are posted on the County public website quarterly. Posted expense reports must, at a minimum, contain:
- (1) name of elected official who incurred the expense;
 - (2) date of transaction(s);
 - (3) transaction amount(s); and
 - (4) expense category of:
 - (a) community engagement;
 - (b) general expenses;
 - (c) training; or
 - (d) travel and subsistence.



References

Legal Authorities

Related Plans, Bylaws, Policies, etc.

Related Procedures

Other

- *Municipal Government Act*, RSA 2000, c M-26
- N/A
- N/A
- [Canada Revenue Agency \(CRA\) Directive on Travel:](#)
 - Kilometric Rates; and
 - Meals and Allowances



Policy History

Amendment Date(s) – Amendment
Description

Review Date(s) – Review Outcome
Description

- 2019 February 05 – *Income Tax Act* changes; Keeping County supplied IT devices after term added; Alcohol expenses reimbursement and Community Engagement reimbursement added.
- 2018 December – Update required to account for changes in the *Municipal Government Act*, RSA 2000, c M-26 and the *Income Tax Act*, RSC 1985, c 1
- 2025 January – Review and update required in accordance with policy program and best practices.



Definitions

28 In this policy:

- (1) “Administration” means the operations and staff of Rocky View County under the direction of the Chief Administrative Officer;
- (2) “ancillary fees” means a compulsory fee that is imposed or administered by a given institution in addition to regular tuition fees, which a student is required to pay in order to complete a training course;
- (3) “Chief Elected Official” means the Chief Elected Official of Rocky View County pursuant to the *Municipal Government Act*;
- (4) “Council” means the duly elected Council of Rocky View County;
- (5) “Deputy Chief Elected Official” means the Deputy Chief Elected Official of Rocky View County pursuant to the *Municipal Government Act*;



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- (6) “elected official” means a duly elected member of Rocky View County Council;
- (7) “hospitality events” means the hosting of internal or external event(s) in promotional and/or other functions involving meals, refreshments, events or social gatherings, other amenities (such as gifts or awards) while occurring on or off County owned property to promote the interests of the County;
- (8) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (9) “term” means the four-year term that begins on the day of the organizational meeting in the year in which the elected official is sworn in;
- (10) “training course” means an online or in-person course, a formal program of study involving more than one course leading to a degree, diploma, certificate, or professional designation. All courses must be offered by an accredited educational institution;
- (11) “tuition fees” means required fees for completing a training course; and
- (12) “working sessions” means a gathering of two or more people who work for, are appointed by or are elected officials of the County.



Appendix A:

Guidelines and Expense Eligibility: Conferences, Training, and Other Business Events

Travel and Transportation

- 1 Reimbursement will be provided for economy travel expenses only.
- 2 The original ticket or a printed copy of the electronic ticket and payment receipt must be submitted for the reimbursement of bus fare, railway fare, limousine/taxi fare, parking charges, air fare, or automobile rental.
- 3 Public transit, taxis or ride share are the preferred method of ground transportation. In a situation where a rental car is practical, the size and type of rental car should be appropriate for the number of people in the car, road conditions, and nature of need.
- 4 An elected official who is authorized to travel outside of Canada on behalf of the County shall arrange for and may claim for the cost of medical insurance to cover the period of authorized travel if they are not covered by Extended Health Care. The cost of passports for travel out of Canada and the cost of immunization for travel outside North America will not be reimbursed.

Personal Vehicle Use

- 5 An elected official may use a personal vehicle for County business or to attend conferences, workshops, and seminars. If a personal vehicle is used the elected official may claim the mileage incurred and shall be reimbursed at the automobile allowance rates published annually by the Canada Revenue Agency.
- 6 Elected officials using personal vehicles for County business must:
 - (1) be covered by valid third-party liability insurance of not less than \$1,000,000; and
 - (2) obtain confirmation from the insurance provider that they have appropriate and adequate insurance to cover the business use.
- 7 The confirmation of adequate insurance coverage must be provided to claim the expense.
- 8 There is no reimbursement for any additional insurance costs that are incurred to cover the business use.

Vehicle Rental

- 9 For vehicle rentals within Canada:
- (1) Elected officials must advise the vehicle rental company that collision damage insurance is not required and sign the company's waiver; and
 - (2) the vehicle rental contract and the waiver must be included with the expense form.
- 10 For vehicle rentals outside of Canada:
- (1) Elected officials must advise the vehicle rental company that the collision damage insurance is required at the time of rental;
 - (2) the vehicle rental contract must be in the elected official's name; and
 - (3) collision damage insurance must be added even if the rental is paid with a credit card that provides insurance on vehicle rentals that are paid with the credit card.

Accommodation

- 11 Government or corporate room rates are to be requested if the accommodation is booked by the elected official. Detailed, itemized receipts that show the amount of Goods and Services Tax (GST) paid are required.
- 12 In room movie rentals are not an eligible expense and will not be reimbursed.
- 13 Private accommodation instead of commercial accommodation is eligible to be reimbursed to a maximum of \$50.00 per night, no receipts are required.

Meals

- 14 At the discretion of the Chief Elected Official, an elected official may claim meal expenses not provided as part of a business event or conference. If the registration of a conference or business event includes meals, an elected official may not be reimbursed for these additional meal expenses.
- 15 The maximum amounts, including taxes, that can be claimed without receipts are equivalent to the Canada Revenue Agency rate for Meals and Allowances, published semi-annually.
- 16 If circumstances require the amounts in section 15 of this Appendix be exceeded, the elected official must provide original itemized receipts in conjunction with the expense form for approval.



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- 17 If more than one meal is purchased, the name(s) of the guests including the company represented and the purpose of the business meal must be included on the receipt.
- 18 Gratuities are a reimbursable expense and should be appropriate to the location, service level and local protocol and are not to exceed 20% of the total bill.
- 19 Alcohol will not be reimbursed as part of travel or meal expenses except for hospitality events, in which case they may be reimbursed.
 - (1) Hospitality events involve participants from outside the County.
 - (2) A detailed expense claim stating the names of all individuals involved and the purpose of the hospitality event must be included to be eligible for reimbursement.
 - (3) Functions that involve only individuals who work for, are appointed by, or are elected officials of the County are not considered hospitality events they are considered Working Sessions.
- 20 Elected officials must use their own personal funds to pay for alcohol purchases at conferences or gatherings, unless acting in a hosting capacity on behalf of the County.

Annual Conference and Training Budgets

- 21 Each elected official is allocated an annual discretionary budget to carry out their work as an elected official, this includes attendance at conferences, workshops, courses, or seminars. The allocated amounts are:
 - (1) Chief Elected Official: \$6,000;
 - (2) Deputy Chief Elected Official: \$5,000;
 - (3) Elected Official: \$4,500.
- 22 Attendance at conferences, workshops, courses, and seminars must be confirmed through consultation with the Chief Elected Official.
- 23 The registration cost for any conferences, workshops, courses, or seminars is considered an eligible expense.
- 24 Expenses for accommodations, meals, and travel for any conferences, workshops, courses, or seminars will be included in the elected official's travel and meals allowance and will not be included as part of the elected official's training budget.



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- 25 Elected official attendance at conferences, workshops, courses, or seminars must be coordinated by Administration.
- 26 Once an elected official has depleted their annual budget, any further requests are either at the elected official's expense or must be authorized in advance by Council resolution.



Appendix B

Course Topic Presumed to be related to an Elected Official's Duties and Responsibilities

The following is a list of training course topics that are presumed to be related to an elected official's duties and responsibilities for the purpose of reimbursement under section 20 of this policy:

1. Local Government;
2. Finance;
3. Law;
4. Public administration;
5. Professionalism and ethics;
6. Organization behavior;
7. Leadership;
8. Information access and protection of privacy;
9. Human resources;
10. Accounting;
11. Taxation and assessment;
12. Land use planning;
13. Strategic planning;
14. Mediation;
15. Negotiation;
16. Economic development; and
17. Citizen engagement and consultation.

