



**Council Policy #C51**

**Elected Official Expense Policy**

**Approved by Council Resolution # 22/11/22**

**1. PURPOSE:**

1.1 This policy provides direction on the approval, reimbursement, and public reporting of elected officials' expenses.

**2. POLICY STATEMENT:**

2.1 While carrying out official duties and responsibilities, elected officials must meet with stakeholders and participate in various community, provincial, regional, and national events.

2.2 Elected officials' duties often occur outside regular work hours and require time away from family and personal life.

2.3 The Elected Official Expense Policy provides clarity on which expenses will be reimbursed by the city and which expenses are considered personal expenses and therefore not reimbursed.

2.4 The reimbursement of elected official expenses aligns with the following principles:

2.4.1 Taxpayer dollars are used prudently and responsibly;

2.4.2 The handling of elected official expenses demonstrates accountability and transparency;

2.4.3 Expenses for travel, meals, and hospitality support city business objectives;

2.4.4 Plans for travel, meals, accommodation, and hospitality are necessary and economical with due regard for health and safety; and

2.4.5 Only legitimate authorized expenses incurred while engaging in city business are reimbursed.

**3. GUIDELINES**

3.1 Council allocates funding for various council activities as part of the annual budget process. Any anticipated expenses that exceed Council's operating budget must be

approved by Council resolution before the expenditure is incurred.

3.2 Elected officials may be reimbursed for expenses incurred while performing their duties as mayor or councillor for the City of Beaumont. Schedule A to this policy provides detailed guidelines on the types of expenses that are reimbursed by the city.

3.3 Federal Political Events - The *Federal Canada Elections Act*, SC 2000, c. C-9, as amended, provides that no person or entity other than an individual who is a citizen or permanent resident shall contribute to a registered party, a registered association, a candidate, a leadership contestant or a nomination contestant. A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal registered party, registered association, a candidate, a leadership contestant or a nomination contestant are personal expenses of an elected official.

3.4 Provincial Political Events - The Alberta *Election Finances and Contributions Disclosure Act*, RSA 2000, c. E-2 provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate. Any ticket purchases or contributions, including items for door prizes, auctions, and the expenses for attending political conventions, shall be personal expenses of an elected official.

#### **4. APPROVAL AND PUBLISHING OF ELECTED OFFICIAL EXPENSES**

4.1 The Mayor is responsible for reviewing and approving expenses for councillors within 5 business days in accordance with the guidelines set out in this policy.

4.2 The Deputy Mayor is responsible for reviewing and approving expenses for the Mayor within 5 business days in accordance with the guidelines set out in this policy.

4.3 Administration will prepare a quarterly expense report for each elected official which will be reviewed by the elected official and then published on the city's public website.

4.4 Elected officials are responsible for providing financial details to city administration for the timely preparing, approving, and publishing of expense reports.

#### **Policy Record**

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**Adopted by Council: November 8, 2022**

**Council Resolution: # 22/11/22**

**Cross Reference:** *Municipal Government Act*, RSA 2000, c M-26

**Administrative Responsibility:** Chief Financial Officer

**Next Review Date:** October 25, 2025

**Schedule A**  
**Guidelines for Elected Official Expenses**

Advocacy	Elected officials may claim the cost for registration fees or other expenses (e.g., travel, meals, parking, etc.) incurred while attending networking events when the elected official is speaking on behalf of the city or when the elected official is representing the interests of the city in their official capacity.
Alcohol	Alcohol will not be reimbursed except for hospitality events. Hospitality is only provided when the event involves participants from outside the city and the event advances a city interest, project, or initiative.
Beaumont-branded Clothing and other Promotional Items	<p>At the start of each municipal term, elected officials are provided with Beaumont-branded clothing (e.g., golf-shirt, jacket, etc.) which may be used when attending community and regional events.</p> <p>Elected officials may donate Beaumont-branded items as door prizes or auction items to community or regional events or may provide such items as tokens of appreciation on behalf of the city.</p> <p>Costs for Beaumont-branded clothing and promotional items are addressed through Council’s Public Relations funding.</p>
Boards, Committees, and Commissions	<p>Elected officials may claim the cost for a ticket or registration fee, or other business expense for attending a function related to any board, council committee, or commission to which they are appointed as a representative of the city.</p> <p>If an elected official is reimbursed for travel or meal expenses by an external board, committee, or commission, then those expenses are not eligible to be reimbursed by the city.</p>
Charitable or Non-Profit Community and Regional Events	Elected officials may claim the cost for ticket or registration fees to attend community or regional charitable events or non-profit fundraisers.
Guest/Spouse	<p>If a guest or spouse accompanies an elected official to a conference or convention, the expenses of the guest or spouse for travel and meals are considered personal expenses and will not be reimbursed by the city.</p> <p>However, if an elected officials attends a banquet or reception where guests or spouses are invited, then the elected official may claim the cost of the guest or spouse ticket.</p>

<p>Meals</p>	<p>Elected officials may claim the following amounts for meals, including gratuities and GST, without a receipt for expenses incurred while conducting city business:</p> <ul style="list-style-type: none"> <li>• Breakfast - \$15.00</li> <li>• Lunch - \$20.00</li> <li>• Dinner - \$35.00</li> </ul> <p>However, if meal expenses exceed the amounts above because of the location, reimbursement will be based on actual receipted expenses including gratuities.</p> <p>Gratuities are a reimbursable expense and should be appropriate to the location, service level, and local protocol, but should not exceed 20% of the total bill.</p> <p>If more than one meal is purchased, the name of any guest, including the company or organization represented, and the purpose of the business meal will be noted on the receipt.</p>
<p>Public Relations</p>	<p>As part of the annual municipal operating budget, funding for Council's Public Relations activities is approved. This funding primarily addresses annual Council events such as the Mayor's Breakfast, State of the City, Beaumont Town Halls, or attending regional events.</p> <p>Elected officials may also access Public Relations funding to address incidental costs for holding resident meetings (e.g., advertising, facility costs, refreshments, etc.).</p>
<p>Professional Development</p>	<p>The annual municipal operating budget includes funding for professional development sessions organized for Council by administration. Further, funding in the amount of \$3,000 is allocated for each individual elected official to use for their individual professional development opportunities.</p> <p>Professional development expenses may include registration fees of conferences (e.g., Alberta Municipalities conference, Federation of Canadian Municipalities conference, etc.) or course fees, including travel, accommodations, and meals.</p> <p>Elected officials will exercise their discretion in selecting professional development opportunities that benefit them in their role as an elected official for the city.</p> <p>Since the cost of attending municipal conferences may vary annually depending on location and may exceed \$3,000 per elected official in a particular year, unused Council professional development funds may be</p>

	used, at the discretion of the Chief Financial Officer, to offset costs above \$3,000 for an elected official provided that the total annual funding for professional development is not exceeded.
Technology	At the start of each municipal term, the City provides elected officials with a computer or tablet and any related software and accessories to use during their four-year term.
Travel	<p>The most direct, economical and time efficient mode of transportation will be utilized or, if an elected official chooses an alternate method, then reimbursement will be limited to an amount equal to the cost of the most direct, economical and time efficient mode.</p> <p>Kilometer Rates: An elected official who uses their personal vehicle for city business, whether within the city or within the Edmonton metropolitan region, may claim a per kilometer rate as set out annually by city administration.</p> <p>Rental Cars: When elected officials are required to travel outside the Edmonton metropolitan region (e.g., Red Deer, Canmore, Calgary, etc.) in their official capacity, they are encouraged to rent a vehicle.</p> <p>Insurance: Elected Officials are responsible for ensuring that they have proper vehicle insurance. If using a personal vehicle for City related business, the elected official must have a minimum of \$2,000,000 of public liability and property damage insurance.</p> <p>Airfare: Economy class is preferred for travel, but business class may be booked if a medical condition or business reason necessitates an upgraded travel class.</p> <p>Ground Transportation: 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.</p> <p>Accommodations: When an elected official is required to travel on city business and accommodation away from the elected official's regular residence is necessary, the elected official may claim the actual cost of accommodation for a single room rate.</p> <p>Transportation and Communication: An elected official may claim the following expenses with a receipt: bus. railway limousine/taxi fares; parking charges; air fare, automobile rental, facsimile or e-mail charges.</p>