

CITY OF SASKATOON COUNCIL POLICY

NUMBER

C01-032

POLICY TITLE <i>Council Member Remuneration, Travel and Training Expenses</i>	ADOPTED BY <i>City Council</i>	EFFECTIVE DATE <i>November 19, 2025</i>
		REVISED
ORIGIN/AUTHORITY <i>City Council Item 8.5.1 - Governance and Priorities Committee, Nov. 19, 2025</i>	CITY FILE NO. <i>421-C01-032</i>	PAGE NUMBER <i>1 of 7</i>

1. PURPOSE

The purpose of this policy is:

- a) To provide compensation and benefits for the Mayor and Councillors.
- b) To provide for a travel and training budget for Council to attend meetings, conferences, or training sessions directly related to their role as a Councillor for the City of Saskatoon and to provide for the payment of expenses for attendance by members of Council at these events.

2. POLICY

2.1 Remuneration – General

- a) The Mayor and Councillors shall be compensated for services rendered on behalf of the City of Saskatoon.
- b) The remuneration shall be consistent with provisions of *The Cities Act* and shall be subject to approval of City Council.

2.2 Annual Remuneration

- a) Mayor – Effective January 1, 2019, the Mayor's annual remuneration shall be equal to that of a Saskatchewan Cabinet Minister's salary and adjusted annually based on increments made to a Cabinet Minister's salary.
- b) Councillors – Councillors' annual remuneration shall be 46% of the Mayor's salary.

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- c) Deputy Mayor - All Councillors shall be deemed to have received remuneration in recognition of Deputy Mayor duties as part of their annual remuneration as Councillors.
- d) No remuneration shall be paid to a member of Council appointed to a Board as an official representative of the City.
- e) Upon the death of a member of Council while in office, a payment will be made to the member's designated beneficiary of an amount equal to one month's salary for each period of twelve months of service to a cumulative lifetime maximum of twelve months.

2.3 Expenses

Only those expenses specifically identified within this policy are eligible for reimbursement. Any expenses not expressly provided for shall be considered on a case-by-case basis. All Councillor expenses require authorization by the Mayor.

2.4 Travel and Training Budget Categories

Councillors' travel and training activities are supported by the Councillors' Common and Individual Travel and Training Budgets. The City Clerk, through the Councillors' Office, coordinates with Corporate Financial Services to manage and monitor Councillors' budgets and expenditures, and to provide related advice and support.

2.4.1 Councillors' Common Travel and Training Budget

The Common Councillor's Travel and Training Budget centrally funds Councillor attendance at conferences, training sessions/forums or similar, or board meetings of any organization on which they sit as an official representative of the City, conferences where the City is entitled to voting delegates thorough its membership (e.g. Canadian Urban Transit Association), or for sessions related to Council's designated strategic priority areas. There is no individual allotment per Councillor for the Councillors' Common and Training Budget. Instead, it is a central fund to be used only for the purposes outlined above.

Councillors' Common Travel and Training Budget Provisions:

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- a) Budgetary provision will be allocated for Councillors' common travel and training; such amount to be determined annually through the budget process.
- b) Councillors are entitled to use this fund to attend any board or committee where the Councillor is a director or has been appointed by City Council as Council's representative on a particular committee or task force.
- c) Only expenses for the Councillor will be paid.
- d) Out-of-town events attended by a Councillor on behalf of the Mayor will be expensed to the Mayor's budget. The Councillor will be responsible for any personal expenses.
- e) The amount of budget available will be pro-rated in an election year to ensure sufficient funds remain for newly elected Councillors.

2.4.2 Councillor's Individual Travel and Training Budget

Councillors are allocated equal annual budgets for individual travel and training expenses.

Councillors' Individual Travel and Training Budget provisions:

- a) Each Councillor will be allocated funds for travel and training, the amount to be determined annually through the budget process.
- b) Councillors may choose to attend training and conferences with respect to their roles and responsibilities as a member of Council.
- c) Only expenses for the Councillor will be paid.
- d) Where the funds are used for travel, Councillors will follow the guidelines set out in this Policy and will be reimbursed in accordance with this policy. The City Clerk will ensure that travel and expenses are reimbursed in accordance with this policy.
- e) The amount of this budget available for each Councillor to use will be pro-rated based on the proportion of the year served in office during an election year to ensure sufficient funds remain for newly-elected Councillors.

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2.5 Travel and Training Expense Categories and Guidelines

The following guidelines are provided for reimbursement of allowable expenses:

2.5.1 Accommodation

Accommodation should be selected based on reasonable and practicable location and cost. The best government, corporate or conference rate will be requested when reserving rooms. Only the single room rate will be paid by the City. The original hotel bill must be provided with the expense statement. Any personal charges on hotel bills will be deducted prior to submission for reimbursement.

For Councillors who wish to stay with friends or family, an allowance is provided for each night as established by the Chief Financial Officer and found in the Travel and Expense Claim Form.

2.5.2 Meals and Incidentals

Council members will be reimbursed for reasonable per meal or per diem amounts, as established by the Chief Financial Officer and found in the Travel and Expense Claim Form. Any meal reimbursement over and above the allowable amount must be supported by a receipt with a reasonable explanation. Meal reimbursements are only for meals not provided at the meeting or conference.

For events requiring an overnight stay, an incidental allowance is provided to cover miscellaneous out-of-pocket costs such as bottled water and toiletries, as per the Travel Expense Claim Form. Reasonable expenses supported by a receipt over the above this rate will be reimbursed.

2.5.3 Transportation

A Council member may choose their own means of travel, keeping in mind the most direct and economic route. Car rentals may be used where they are more cost-effective than the use of vehicles for hire.

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Use of private vehicle expenses will be reimbursed as follows:

- a) In-Town/Province Travel – Council members are reimbursed for use of their personal vehicle for City business, based on a per kilometre reimbursement equal to the limits set by the Canada Revenue Agency for tax-exempt allowances for the use of personal vehicles.
- b) Out-of-Province Travel – Where air travel is not feasible, an allowance equal to the equivalent return economy airfare, plus any other costs such as airport ground transportation which would be incurred if the Council member traveled by air, will be reimbursed. Reimbursement will be based on a per kilometre reimbursement equal to the limits set by the Canada Revenue Agency for tax-exempt allowances for the use of personal vehicles.
- c) Parking – Council members are provided with parking permits allowing them to park at any City of Saskatoon metered parking for City business. Council members shall be reimbursed for any parking expenses incurred while on City business.

Council members will be reimbursed for actual and reasonable costs incurred for vehicles for hire, airport ground transportation or equivalent, for transportation between home or workplace and the designated airport or rail or bus station required for their travel. Council members will also be reimbursed for any actual and reasonable costs incurred for vehicles for hire or equivalent transportation on necessary official business at the destination.

3. PROCEDURES

The City Clerk, through the Councillors' Office, will administer and process all expense requests and claims for Councillors in accordance with this policy. The City Clerk is entitled to seek further explanation or documentation of any expense statement submitted pursuant to this policy.

The Councillors' Office may make travel arrangements, including airfare, hotel reservations, registrations, etc. The Councillor may use their personal credit card or obtain a cash advance. The corporate purchasing card may be used to book arrangements.

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Travel expense statements must be submitted within 14 days of return. Original receipts must accompany the statements. If there are monies owing to the City, these must be reimbursed within 30 days, or the outstanding amount will be deducted from the next payroll. No claims will be refunded until all monies owing to the City have been received.

3.1 Expense Review Process:

- The Mayor is responsible for authorizing all expenditures.
- The City Clerk will review all expenses submitted by Councillors to determine that proper documentation is in place and that the expenditure is in compliance with the Councillor's Budget and this policy.
- Each Councillor is responsible for reimbursing the City for any non-compliant purchase or over-expenditure of their Individual Travel and Training Budget.
- The Governance and Priorities Committee may be asked to provide a final interpretation of this policy with respect to appropriateness of expenses and their allocation.

3.2 Expense Eligibility and Guidelines

Councillors' claims for expenses will follow generally accepted accounting and audit principles:

- Expenses must relate to the business of the City of Saskatoon.
- Only Councillors' may incur expenses.
- Expenses incurred by third parties cannot be claimed.
- Councillors cannot claim expenses of personal nature. Where an invoice or receipt contains expenses of a personal nature, those expenses will be excluded from reimbursement. Otherwise, Councillors must reimburse the City for those personal expenses within 30 days.
- Councillors must provide proper documentation, including original itemized receipts, for all expense claims. Credit card receipts or statements alone are not sufficient. In the case of an online purchase, a copy of the confirmation must be attached to the claim.

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- Expenses must be expensed to the fiscal year in which they incurred. Expenses cannot be carried forward to future years.
- Invoices must include a description of the goods or services rendered, the cost, applicable taxes and GST registration number where applicable.
- All Councillors' expenses require authorization from the Mayor.

3.3 Expense Reports and Disclosure

The City Clerk will, on an annual basis, prepare a report listing:

- a) the total cost of Councillors' combined travel and training from the Councillors' Common Travel and Training Budget; and
- b) the total cost of each Councillor's individual travel and training.

Upon approval of the Councillors, the report will be submitted as information to a City Council meeting.

If a request for detailed information regarding Councillors' travel expenses is made pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act*, the City Clerk will advise the affected Councillors.

4. RESPONSIBILITIES

- 4.1 The City Clerk is responsible for administering this Policy as outlined above and for recommending updates to this policy as necessary.
- 4.2 City Councillors are responsible for providing the necessary information to the City Clerk and for following the guidelines as noted in Sections 2 and 3 above.
- 4.3 Governance and Priorities Committee is responsible for reviewing proposed amendments to this Policy and forwarding recommendations to City Council for approval.
- 4.4 City Council is responsible for approving amendments to this Policy.