	COUNCIL POLICY	Policy No: CP-1050-23
		Approved By: Council
		Effective Date: January 1, 2024 Resolution No.: 243-23 Last Reviewed Date: November 20, 2023
		Division: Strategic and Communication Services - City Clerk's Office

COUNCIL REMUNERATION POLICY

POLICY STATEMENT

The Mayor and Councillors for the City of Spruce Grove are required to commit a substantial amount of time and effort in order to fulfill the duties and responsibilities of their elected office. It is also recognized that official duties of the Mayor and Councillors often occur outside of City business hours, taking them away from personal responsibilities.


The City commits to providing a fair and equitable level of remuneration for time and compensation including honorariums and expenses incurred while conducting business on behalf of the City.

1. PURPOSE


- 1.1 To provide guidelines for establishing and to outline remuneration, honorariums, benefits, allowances, and other provisions such as technology, travel, and subsistence for the Mayor and Councillors.

2. DEFINITIONS

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended.
- 2.2 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.3 "Council" means the Council of the City elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c L-21, as amended.

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- 2.4 “Council Committee” means a Council appointed body whether known as a board, commission, committee, tribunal or task force.
- 2.5 “Councillor” means a member of Council excluding the Mayor.
- 2.6 “Deputy Mayor” means a Councillor appointed as per the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, to take on the duties of the Mayor if needed.
- 2.7 “External Board and Committee” means a board or committee that is not established by the City.
- 2.8 “Full Day” means an honorarium provided for attendance at a meeting or event that is more than four (4) hours in length.
- 2.9 “Guest” means a person that may accompany a Councillor to a conference, convention, course, training or other event.
- 2.10 “Half Day” means an honorarium provided for attendance at a meeting or event that is a minimum of two (2) hour and a maximum of four (4) hours in length.
- 2.11 “Internal Board and Committee” means a board and committee established by the City.
- 2.12 “Mayor” means the chief elected official elected pursuant to the *Local Authorities Elections Act*, R.S.A. 2000, c L-21, as amended.
- 2.13 “Municipal Comparator Group” means the group of municipalities that City Council salaries will be compared to. The group consists of the Town of Cochrane, City of Airdrie, City of St. Albert, City of Leduc, City of Fort Saskatchewan and Town of Stony Plain.
- 2.14 “Municipally Affiliated Association” means municipal oriented provincial or federal association, including but not limited to the Federation of Canadian Municipalities, Alberta Municipalities or the Mid-sized Cities Mayors Caucus.

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2.15 "Orientation" means training required to be provided to members of Council each term pursuant to s. 201.1 of the Act.

2.16 "Purchasing Card" means a City credit card for the purchase of goods and services.

2.17 "Social Event" means an event that is of a purely social nature where no City business is conducted and where the event does not pertain to government relations.


3. RESPONSIBILITIES

3.1 Members of Council must adhere to this policy to demonstrate transparency and accountability.

4. REMUNERATION

4.1 The salary for the Mayor will be adjusted annually from the previous year based on the following methodology:


- The simple average of the following previous year economic indicators:
 - Edmonton Consumer Price Index;
 - Alberta Consumer Price Index; and
 - Alberta Public Administration Average Weekly Earnings (less overtime).
- If the average of the Edmonton Consumer Price Index, the Alberta Consumer Price Index and the Alberta Public Administration Average Weekly Earnings (less overtime) is above the average of the Municipal Comparator Group Council salary percentage increase, the Municipal Comparator Group percentage will be used instead.

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- 4.2 Councillor salaries will be set at 50% of the Mayor's salary.
- 4.3 Each member of Council will receive a set salary adjustment as set out in Schedule "A" during their term as Deputy Mayor in compensation for additional duties.
- 4.4 Once a term, a Council Committee will conduct a comprehensive review of, and provide recommendations on, Council salary, honorariums, benefits, allowances, other provisions such as technology, travel, and subsistence and any other remuneration-related matters delegated to the Council Committee by Council.


5. BENEFITS

- 5.1 Members of Council may participate in City initiated benefit programs where eligible. Benefits include but are not limited to:
 - (a) extended health benefits;
 - (b) dental benefits;
 - (c) life Insurance;
 - (d) health and wellness benefit;
 - (e) self-directed Registered Retirement Savings Plan contributions;
 - (f) Tax Free Savings Account contributions; and
 - (g) Employee Family Assistance Program.

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6. HONORARIUM

- 6.1 Members of Council will receive an honorarium when their attendance is required or requested as an official representative of the City. Honorariums will be paid on either a Full Day or a Half Day basis as indicated in Schedule "A".
- 6.2 Honorariums which will be paid for attendance at the following events, include but are not limited to:
- (a) Internal Board and Committee meetings;
 - (b) External Board and Committee meetings, where the external organization does not pay honorariums;
 - (c) Celebrations or galas which are not purely Social Events and where City business may be conducted or which may pertain to government relations.
 - (d) Council Retreats; and
 - (e) Internal and external training sessions, including but not limited to training sessions provided by Administration, Orientation sessions, conferences, conventions, and courses.
- 6.3 Attendance at any events that are not included in s. 6.2, but are not listed in s. 6.4, may be permitted to receive an honorarium at the discretion of the Mayor.
- 6.4 Honorariums will not be paid for attendance at the following:
- (a) Regular Council meetings, Special Council meetings, Governance and Priorities Committee meetings and City budget meetings;
 - (b) Meetings where an honorarium is paid by an organization other than the City;
 - (c) Golf Tournaments;

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- (d) Ceremonial events such as openings or anniversaries for local businesses;
- (e) General public appearances;
- (f) Community events including but not limited to National Day for Truth and Reconciliation, Canada Day, and Remembrance Day.
- (g) Other purely Social Events; and
- (h) Attendance at political party functions of any type.

6.5 Eligibility for honorariums is as follows:

- (a) As the position of Councillor is part-time, Councillors are eligible for honorariums for work during both City business hours (8:30 a.m. - 4:30 p.m. Monday - Friday) and evening hours.
- (b) As the position of Mayor is full-time, the Mayor is only eligible for honorariums for work outside of City business hours (8:30 a.m. - 4:30 p.m. Monday - Friday)


7. EXPENSE BUDGET

- 7.1 The City will provide individual expense budget to the Mayor and each Councillor.
- 7.2 All honorariums and other expenses pertaining to travel and subsistence are paid from the Mayor or Councillor's individual expense budget, except for honorariums and travel and subsistence expenses related to the annual conference of Municipally Affiliated Associations. Expenses for these exceptions will be covered by an alternative City expense budget.

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8. TRAVEL AND SUBSISTENCE

- 8.1 There exists a continuing requirement for members of Council to attend conferences, conventions, courses and other training as part of their professional development.
- 8.2 All out of Province travel must be pre-approved by the Mayor.
- 8.3 Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the Council member's individual expense budgets.
- 8.4 The City will pay reasonable expenses including:
- (a) Overnight lodging;
 - (b) Travel by the lowest possible economy fare;
 - (c) Meals (not covered by registration costs);
 - (d) Registration costs; and
 - (e) Reasonable entertainment / hosting costs (e.g. meals/beverages for guest(s))
- 8.5 Costs incurred when traveling to conferences, conventions, courses and other training, as well as meeting with representatives of other governments (including transportation, meals, hotels, communication and other costs) will be reimbursed at the actual rate of the expense or in accordance with the Business Travel and Expense Policy, as amended should receipts not be provided.
- 8.6 Members of Council using their personal automobile for City business located outside of Spruce Grove shall be compensated for their mileage in accordance with the Business Travel and Expense Policy, as amended.

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8.7 Members of Council will be provided a monthly car allowance for travel within Spruce Grove as indicated in Schedule "A".

8.8 The City will provide a Purchasing Card to members of Council.

8.9 Members of Council will not be reimbursed travel and subsistence expenses for attending a political party function or fundraiser.

9. GUESTS


9.1 If a Guest accompanies a member of Council to a conference, convention, course or other training the expenses of the Guest for travel, meals, registration is considered a personal expense except as noted in sections 9.2 and 9.3.

9.2 Where the Guest accompanies the member of Council to conference or convention banquets or receptions, the Guest's tickets for these banquets or receptions may be charged to the Council member's expense budget. If the cost of conference registration for a Guest includes banquet or reception tickets and is less than or equal to the cost of banquet or reception tickets purchased separately, the registration fee for the Guest may be charged to the Council member's expense budget.

9.3 When a member of Council is invited to a social or fundraising function in an official capacity, and a Guest is invited to accompany the member of Council, the ticket for the Guest may be paid from the Council member's expense budget.

10. EXPENDITURE TRACKING

10.1 In order that Council may track expenditures, Administration will provide members of Council with a quarterly statement covering their individual expense budgets and the quarterly monthly statement will be posted on the City's website.

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10.2 Councillors will be accountable to the Mayor for the management of their individual expense budgets.

10.3 The Mayor is accountable to the Deputy Mayor for the management of their expense budget.

11. RETIREMENT SAVINGS PLAN

11.1 Members of Council may participate in a Registered Retirement Savings Plan (RRSP) or a Tax Free Savings Account (TFSA). An annual matching contribution of up to 4% of a member of Council's annual salary will be deposited into a RRSP or TFSA in their name for each year of elected service to the City.


12. TECHNOLOGY

12.1 The City will provide Council with various technological devices so that Council can access City systems and data securely to conduct City business. Devices include but are not limited to laptops, tablets, and smartphones, which are capable of cellular communication and/or wi-fi communication.

12.2 Members of Council are provided a technology allowance as indicated in Schedule "A". The technology allowance is intended to cover the cost of technology that the City does not provide.

13. ONE-TIME HOME OFFICE SETUP

13.1 Members of Council are provided a one-time home office set-up allowance as indicated in Schedule "A".

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14. RESCISSION OF POLICY 5,016


14.1 Policy 5,016 – Council Remuneration Policy is hereby rescinded.

RELATED DOCUMENTS

Business Travel and Expense Policy, as amended

APPROVAL

Mayor: Original signed by Jeff Acker Date: November 20, 2023

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SCHEDULE "A"

REMUNERATION, HONORARIUMS & ALLOWANCES		
SECTION	TYPE	AMOUNT
4.3	Deputy Mayor Term	\$750/month
6.1	Honorarium (Half Day)	\$131
6.1	Honorarium (Full Day)	\$262
8.7	Car Allowance (Mayor)	\$120/month
8.7	Car Allowance (Councillor)	\$60/month
12.2	Technology Allowance	\$100/month
13.1	One-Time Office Setup	\$300