

*Council Remuneration*  
*And*  
*Expense Reimbursement*  
*Final Report*

Submitted to Council  
September 6, 2016

Submitted by  
2016 Council Remuneration Review  
Committee

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## Acknowledgments

The Council Remuneration Review Committee was comprised of five St. Albert residents appointed by the City Manager. They included:

1. Larry Kirkpatrick (Chair)
2. Stanley Haroun (Vice Chair)
3. Leah Mawer (Member)
4. Ian Stephens (Member)
5. Scott Young (Member)

These individuals volunteered their time, energy, and thoughts to fulfill the mandate prescribed by the City. In total the committee met on 15 different days collectively expending in excess of 289.5 hours (4 Members) of time towards this project.

In addition to the Committee, administrative support services were provided by City employees. The primary staff members included:

1. Ryan Osterberg, Legislative Initiatives Coordinator
2. Chris Belke, Chief Legislative Officer
3. Maya Pungur-Buick, General Manager, Corporate Strategic Services

Many thanks to these three individuals for answering the many questions committee members asked as well as providing the volumes of information that was deemed relevant and useful. There were other city staff members who contributed to researching, collecting data and providing information; to them a heart-felt thanks as well.

Other municipalities provided information and data on their efforts relative to Council remuneration and benefits. Their willingness to share was without hesitation and was found to be most useful for comparative purposes.

## Introduction

A bylaw and policy as it relates to Council remuneration, benefits, and expense reimbursement have been adopted by Council. City Bylaw 22/2011 (A Bylaw to establish and define the functions of the Council Remuneration Review Committee) contained in Appendix I, specifies that a Council Remuneration Review Committee (CRRC) “shall review and make recommendations on remuneration, including benefits, to be paid to members of Council”. Council Policy C-CC-03 (City Council Remuneration and Expense Reimbursement) contained in Appendix II states: “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”.

The mandate of the CRRC is to research, develop and present a report along with various recommendations of council remuneration for the term 2017 – 2021. Included within this report is a detailed overview of the scope, guiding principles, methodology, and process used by the CRRC. The recommendations, financial impact, policy impact, and rationale are outlined in detail.

## Scope & Guiding Principles

### Scope

The scope of this committee is twofold:

1. Review and make recommendations on the remuneration of the Mayor and City Council specifically reviewing the following areas:
  - a. Benefits
  - b. Per diems
  - c. Base salary
  - d. Expense reimbursement
  - e. Support tools/resources for council members
  - f. Need for full-time vs. part-time councilors
  - g. Methodology used to establish future adjustments including compactors
  - h. Association conference attendance, professional development, travel expenses and community event budgets
  - i. Vehicle allowance and/or mileage rates
2. Review of current and draft bylaws and Council motions related to Council remuneration and expense reimbursement and follow-up with recommendations.

### Guiding Principles

1. Transparency and stewardship are critical components to having mutual respect and how public perception is viewed. In this regard, the committee was to be consultative with both the Council and the general public. This includes the use of different methodologies which will be outlined later in the report.
2. Council salaries will be comparable with other similarly sized municipalities in Alberta. And further that they range between the 60<sup>th</sup> and 70<sup>th</sup> percentile.
3. Salaries should not be a barrier to serving on City Council. We have identified a need to attract those who are competent and in the prime of their careers. The remuneration strategy for city council should reflect a need to lead the market and attract those individuals to public service. These positions should not only be for those who are wealthy, retired, or activists.
4. Any reasonable out of pocket expenses incurred by a Council Member while conducting City business should be eligible for reimbursement.

5. A desire to simplify processes and to adopt best practices.

## Approach & Methods

## Document Review

In researching and developing its recommendations, the CRRC studied: comparable municipality remuneration recommendations; City of St. Albert policies; other agency policies; Council resolutions; financial statements; federal, provincial and municipal websites; and numerous other reports as shown in Appendix III.

## In-Depth Interviews

As one of the guiding principles adopted by the CRRC was to be consultative with Council, the Mayor and Councillors were interviewed by the Committee on April 16, 23, and May 11, 2016. The Committee designed a questionnaire (Appendix IV) that covered a variety of issues of interest to Council members and the CRRC. Interviews were conducted pursuant to the provisions of the Freedom of Information and Protection of Privacy Act. As such all comments and remarks made during the “in camera” interviews will only be disclosed in an aggregated way as reflected later in the Report.

## Public Survey

Again keeping with the principle of consultation with the general public, the CRRC designed a public survey to gauge public opinion on a variety of issues (Appendix V). Residents were given the opportunity to respond on-line or by paper. The survey was open for approximately three weeks with notices advising the survey was available in the local newspapers as well as the City website.

## Data Analysis

Considerable data and information has been collected, reviewed, and synthesized. It has been measured against our seven comparative municipalities (Red Deer, Medicine Hat, Grande Prairie, Lethbridge, Strathcona, Airdrie and Wood Buffalo). The views of current members of Council as well as that of the public have been carefully considered. Lastly, the opinions and views of this Committee form the basis upon how we arrived at the various recommendations contained herein.

It has become abundantly clear through this review process and analysis, that while there are common denominators relative to the activities of council, there are those elements of being on city council that are vastly different (e.g. the amount of time each member of council devotes to City business). This Committee has gained a very solid knowledge base and understanding in this regard which has aided in the formulation of this review and report.

We are well aware there are a multitude of opinions about Council compensation, benefits, and expenses. One only need look at all the print in the local paper on this topic over the last few years, months and days. (E.g. Article in the Edmonton Journal on June 22, 2016 “Fort McMurray Council accepts pay hike, but not everyone is taking the cash”). We are confident our analysis is fair, unbiased and reasonable. We know we have followed a process and methodology that while perhaps not perfect, can be defended with rigor.



## Observations & Findings

While there were many observations and findings, the Committee has chosen to group them into six themes.

### Time Commitment

One of the required tasks associated with this review was to determine whether or not the position of Councillor should be moved to full-time status. It has been pre-determined the Mayor has a full-time role and is therefore not subject to further review. The Councillors on the other hand are currently considered part-time. Pursuant to the provisions of Bylaw 22/2011 it is the responsibility of the Committee to present a recommendation dealing with this issue taking into account: (i) hours spent on Council activities; (ii) comparator municipalities; (iii) other applicable information; and (iv) if recommended what year such a move would be recommended.

The Committee has found that on average Councillors are spending between twenty to thirty hours per week on Council business. While there are many differing views on what constitutes Council business, the Committee has concluded this includes: preparation time for Council meetings; attendance to Council meetings; attendance to those agencies, boards and committees that Councillors have been appointed to represent Council; and to meet with constituents on an as needed basis. Any activities that go beyond these, in the view of the Committee, are over and above what is required. This would include but not be limited to: attendance to community functions, dinners, or celebrations; external boards that a Councillor has been elected to (Alberta Urban Municipalities Association (AUMA) and Federation of Canadian Municipalities (FCM) in particular); conferences, meetings, or workshops that Councillors attend; to mention a few. The Committee recognizes and understands that Councillors are putting in added hours for these kinds of things. However, it is the opinion of the Committee, these are discretionary decisions of Councillors and therefore should not factor into the equation.

It is further recognized by the Committee that each Councillor is unique insofar as what they deem important and what level of commitment they are prepared to make as it relates to their time. Hence, while some are able to devote their full energy to conducting City business (as well as extraneous endeavours for the greater good), others are unable or unwilling to commit the same time. There is nothing in legislation that specifies how much time a Councillor must commit. The only provision in the Municipal Government Act that relates to time is a provision about disqualification if the councillor is absent from all regular council meetings held during any period of eight consecutive weeks. Even with this requirement, if Council passes a

resolution prior to the expiry of the eight weeks authorizing the absence, the eight weeks will not apply.

Comments were received in regards to increasing the number of Councillors and that this would result in a sharing of the workload and continue to negate the need for full-time councillors. The Committee is of the opinion that increasing the number of Councillors would have little to no impact on the question of part-time versus full-time.

The Committee understands there is a common good that can be served when Council Members volunteer for added responsibilities. The FCM and AUMA are the two prime examples. Currently, one Councillor serves on the FCM Board of Directors and another on the AUMA Board of Directors. In both instances, the said Councillors are required to exert extra time to fulfill these roles. While both Councillors have of their own accord determined they were prepared to do so, is this something that St. Albert residents should expect from their elected officials and therefore support vis-à-vis added compensation? The Committee has concluded the answer to this question is yes.

The Committee heard the commencement time of Council meetings changed to be one hour earlier commencing after the October 27, 2014 Organizational Meeting. Previously Council meetings began at 3:00 p.m. and now begin at 2:00 p.m. While the Committee understands and recognizes it is within the power of Council to make this type of change, the Committee also believes a change of this nature could potentially have an adverse impact on an individual Council Member(s), insofar as those who have other responsibilities and commitments not associated with City business.

#### Remuneration and Expenses

With the adoption of Policy C-CC-03 Council has established the rules as it relates to remuneration, training, political contributions and benefits. Article 16 of the Policy states: “this policy shall be reviewed in the third year of every Council by an independent committee, whose recommendations Council may consider to revise this policy”. Some of the more pertinent excerpts within the policy include:

- Councillors’ positions are considered to be “part-time” (one-half to three-quarter time).
- Councillors shall be remunerated at a rate of 35% of the Mayor’s remuneration.
- Remuneration shall be adjusted April 1<sup>st</sup> of each year based on the average annual percentage change in the Alberta Weekly Earning Index for the previous year.

- Council members may claim expenses associated with general meeting and conferences of the Alberta Urban Municipalities Association (AUMA) and the Federation of Canadian Municipalities (FCM) as well as serve on various AUMA, FCM or Capital Region Board (CRB) committee positions, from a specific budget established annually. The funding for these activities is separate from each Council member's Council Development Budget.
- Expenses related to events of a social or political nature shall not be reimbursed.
- Members of Council shall not be paid a per diem except for special circumstances and approved by resolution of Council. Where a member of 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 diem must be provided to the City.
- The City shall not pay for spousal or guest expenses associated with Council activities.
- Councillors shall be reimbursed for expenses with supporting documentation upon approval by the Mayor. The Deputy Mayor approves the Mayor's.
- The City shall not reimburse any portion of a meal or event expense that constitutes proceeds to a political party.

Aligned with this policy is an administrative procedure which stipulates how the policy is to be enacted and administered.

City administration has drafted a re-write of Policy C-CC-03 which has been tabled with Council. Contained within this re-write are fifteen sections each of which deals with a different element of the remuneration, benefits, per diems, and expenses. Council has reviewed this draft and presented twenty-eight amendments to the draft. All of this has been referred to this Committee for review and recommendations.

Feedback and information from both Council Members and the Public in regards to remuneration and expenses was received. A brief overview of that feedback includes:

- While the Mayor's salary is about right, the Councillor salaries are low.
- Salaries should be somewhat similar to comparable municipalities.
- Extra compensation should occur for select functions.
- Per Diems are a way for Council Members to add to their salaries.
- With the exception of the pension program, benefits seem reasonable and fair.
- Elected officials should not receive vacation pay.
- Out of pocket expenses accompanied with receipts should continue albeit with an annual maximum amount.

- Day care costs may be a barrier to entry into the political arena for some.
- Travel expenses are problematic and need to be specifically addressed.

Supplementary to the Council and public data, was a variety of information and materials reviewed by the Committee. Table 1 shows Council expenses for last year and the first two quarters of 2016.

Table 1  
2015 & 2016 Council Expenses  
(Source: City Administration)

Member of Council	2015	2016 (Q1 & Q2)
Mayor Crouse	\$12,264	\$4,231
Councillor Brodhead	\$8,673	\$6,313
Councillor Heron	\$6,039	\$4,076
Councillor Hughes	\$3,010	\$1,776
Councillor MacKay	\$8,133	\$3,107
Councillor Osborne	\$10,685	\$1,907
Councillor Russell	\$1,171	\$1,130
Notes:		
1. In 2015 Mayor Crouse's expenses included many overall Council expenses. This has been changed for 2016.		
2. In 2015 & 2016 Mayor Crouse's expenses have been adjusted to remove the CRB honorarium.		
3. In 2015 & 2016 Councillor Heron's expenses have been adjusted to remove all AUMA expenses.		
4. In 2015 & 2016 Councillor Osborne's expenses have been adjusted to remove all FCM expenses.		
5. All figures for 2016 are based upon what has been submitted to the end of June 2016.		

Council Per Diems for 2014 were: Mayor Crouse - \$31,500; Councillor Brodhead - \$4,900; Councillor Heron - \$7,155; Councillor Hughes - \$900; Councillor MacKay - \$1,200; Councillor Osborne - \$4,400; and Councillor Russell – n/a. For 2015 they were: Mayor Crouse - \$31,200; Councillor Brodhead - \$4,000; Councillor Heron - \$6,797; Councillor Hughes - \$400; Councillor MacKay - \$1,300; Councillor Osborne - \$4,500; and Councillor Russell - \$0.

All considered along with the context of the guiding principles, the Committee concluded the following:

- Adjustments to not only the level of compensation but also to the way Council is compensated should occur.
- Council Members who volunteer to serve and are elected specifically to the FCM Board of Directors should be entitled to added compensation and out of pocket expenses.
- Per Diems and how they are dealt with is very problematic and should therefore change.
- Council Members are not employees and therefore not entitled to the same benefits program that City employees receive. The pension program for Council Members currently is reflective of a simple top up to their salary. This should change.
- Travel/mileage expenses require added clarity.
- Reasonable out of pocket expenses should continue to be reimbursed however measures should be introduced for added accountability, clarity and transparency.
- Child care costs are deemed a reasonable out-of-pocket cost when conducting City business.

### Comparable Municipalities

As part of the due diligence, it was felt there were seven other Alberta municipalities that should be examined and compared to. They were chosen on the basis of population, number of employees, operational, and capital budgets. With the exception of one of these municipalities, all deemed their Councillors to be part-time.

In a 2013 survey containing data on full-time versus part-time councillors it was found that of thirty-seven mid to large sized municipalities in western Canada, only four had full-time councillors (City of Edmonton, City of Calgary, Strathcona County and the City of Vancouver). The vast majority deemed their councillors to be part-time (included municipalities like the City of Burnaby, City of Richmond, and City of Saskatoon).

The Committee concludes from its review of the data, that there is no correlation between population and whether councillors are designated full-time or part-time. It is rather a function of how much activity occurs.

The Committee also believes that the role and responsibilities of the Mayor of Strathcona County are very similar to the role and responsibilities of our Mayor in St. Albert. In that context, the Committee further believes there is justification and reason to compare their respective salaries. Table 2 shows the Mayor of Strathcona County 2015 salary, benefits and allowances at \$137,000/annum. Conversely, our Mayor has an adjusted 2015 salary, benefits and allowance of \$121,362/annum.

One of the guiding principles references salaries to be within the 60<sup>th</sup> to 70<sup>th</sup> percentile range when compared to our comparator municipalities. Table 2 shows that St. Albert falls within the 56<sup>th</sup> percentile for the position of Mayor, which is below the desired target. Similarly, Table 3 shows that St. Albert falls within the 43<sup>rd</sup> percentile for the position of Councillors, which again is below the desired target.

Table 2  
2015 Mayor Salaries/Benefits/Allowances  
Comparable Municipalities

(Source: 2015 Audited Financial Statements)

Municipality	2015 Salary Benefits & Allowances	Rank	Percentile
Airdrie	\$93,807	1	6.25
Grande Prairie	\$106,270	2	18.75
Red Deer	\$121,000	3	31.25
Lethbridge	\$121,000	4	43.75
St. Albert	\$121,362*	5	56.25
Medicine Hat	\$123,000	6	68.75
Strathcona	\$137,000	7	81.25
Wood Buffalo	\$158,344	8	93.75
*Note: \$24,000 from CRB has been removed from St. Albert			

Table 3  
2015 Councillor Salaries/Benefits/Allowances  
Comparable Municipalities

(Source: 2015 Audited Financial Statements)

Municipality	2015 Salary Benefits & Allowances Low	2015 Salary Benefits & Allowance High	2015 Salary Benefits & Allowances Average	Rank	Percentile
Airdrie	\$33,330	\$34,157	\$33,675	1	6.25
Grande Prairie	\$38,250	\$45,718	\$41,845	2	18.75
Medicine Hat	\$41,000	\$46,000	\$43,630	3	31.25
St. Albert	\$42,278*	\$47,017	\$45,155	4	43.75
Lethbridge	\$51,000	\$56,000	\$53,250	5	56.25
Wood Buffalo	\$38,126	\$56,952	\$52,870	6	68.75
Red Deer	\$54,000	\$68,000	\$64,750	7	81.25
Strathcona	\$79,000	\$86,000	\$83,380	8	93.75
*Note: Does not include Councillor Russell who became a Councillor in 2015 vis-à-vis a by-election					

## Council Interviews

A summary of the results from the council member interviews is as follows:

### 1. Remuneration rate

- 100% of respondents stated that the Mayor's remuneration rate is about right.
- 57% of respondents stated that Councillor's remuneration rate is about right.

### 2. Current benefits

- 86% of respondents believe the current benefits program for elected officials is about right, with a suggestion that the Mayor's benefits should be higher than Councillors.
- The vacation issue is unclear and should be revisited.
- One Councillor has not taken advantage of the benefits.

### 3. Part- time vs. full- time Councillor position

- 71% of respondents felt that the function of a Councillor should continue to be deemed part-time.

(Facts: current population ratio in St. Albert is 1 part- time Councilor to 11,500 individuals, the same ratio of 1 full- time Councilor to the population in some other comparable municipalities, in addition, comparable municipalities with equal or smaller population have 8 Councilors vs. St. Albert with 6 Councilors).

### 4. Per diem

- 57% of respondents stated that they would like to continue with the per diem payments but most felt that improvement and an overhaul is needed.

### 5. Reimbursement for out of pocket expenses

- 57% of respondents agreed that there should be an annual maximum amount for reimbursable out of pocket expenses.
- 100% of respondents agreed that reimbursement should only occur with the submission of original receipts.

### 6. Attendance at AUMA and FCM

- 71% of respondents agree the current city policy allowing 6 members of Council to attend the annual AUMA Conference (7 members if it is in Edmonton) is about right.
- 71% of respondents agree with the current city policy allowing 6 members of Council to attend the annual FCM Conference (7 members if it is in Edmonton) is about right.

- 57% of respondents felt additional budget allocations to attend AUMA and FCM were appropriate.
7. Is level of administrative support adequate
- 57% of respondents believed that administrative support was adequate.
8. Is office equipment and office support provided adequate
- 71% of respondents were satisfied with the level of office equipment and office support.
  - 86% of respondents felt that office space should be provided for Councillors.

## Public Perception

The use of a survey to gauge public opinion on remuneration, benefits, and expense reimbursement was selected by the Committee as the preferred method to enable St. Albert citizens to voice their concerns and thoughts. Nine statements were designed that would provide the Committee insight and information on how people felt about the various components of this initiative. As well, residents were given the opportunity offer any other comments and feedback.

One hundred and forty-nine residents chose to respond to the survey. Table 4 shows a summary of the results of the survey.

Table 4  
Public Survey Results

Statement	Agree	Disagree
City of St. Albert Council Members should be remunerated at the same level as Council Members in similarly sized municipalities in Alberta	88%	12%
Council Members should continue to receive additional compensation for their time attending select approved functions	72%	28%
The current level of benefits available to Council Members is fair and reasonable	83%	17%
Councillors should continue to be remunerated as part-time versus full-time	78%	22%
Council Members who receive Per Diems, honorariums or other forms of compensation from external boards, committees, or agencies should be entitled to keep said amounts	55%	45%
Council Member Per Diems should be eliminated	42%	58%
Council Members must provide original receipts in order to be eligible for expense claims while on City business	97%	3%
There should be a maximum annual amount that Council Members can claim as expenses while conducting City business	85%	15%
There should be a monthly vehicle allowance for all Council Members covering all travel expenses within the Capital Region thereby eliminating the need to track most kilometers driven while conducting City business	40%	60%



A flavour of the comments provided by the Public included:

- compensation being too low to being too high
- simplify the system
- benefits are overly generous
- expand the number of Councillors
- external Per Diems should be kept by Council Members

The Committee has reviewed all feedback and taken it into consideration in the formulation of the report. While it is acknowledged this was not a scientific survey, the Committee believes that the results provide solid data and information that help validate the various recommendations.

#### Administrative Support & Equipment

The level of administrative support for Council Members was deemed to be satisfactory. One area identified where Councillors could use some assistance was related to research.

Councillors are provided with an iPad (with one exception where a lap-top is provided), mobile communication device, fax machine, and high speed internet. Lap-tops were viewed as something that should be provided as opposed to the iPad. Some concerns relating to City supplied mobile telephones and personal telephones used for City business were expressed. The use of fax machines has virtually disappeared and the ability to be reimbursed for internet usage was viewed as being satisfactory.

Councillors are not allocated a specific office within City Hall resulting in a home office being the location used by all. This was identified as an issue with most Councillors.

## Recommendations

The Committee has chosen to deal with its recommendations dealing with those elements contained in Bylaw 22/2011 followed by Policy C-CC-03.

### 1. Full-time versus Part-time Councillors

#### 1.1 Recommendation

That Councillors continue to be deemed as part-time.

#### Rationale/Comments

- The Committee heard from current Councillors the number of hours to conduct official Council business (which includes: prep for Council meetings; attending Council meetings; attending agency, board or committee meetings appointed by Council; and meeting with constituents) ranged on average between 20 to 30 hours per week. The Committee believes this is reflective of being considered part-time.
- The Committee believes that to attract the best possible candidates to run for Council and then serve on Council, regard must be given to the amount of time that this public service commitment commands. In that context, it is expected that each Councillor accept responsibility for their fair share of agency, board, and committee appointments.
- The Committee further believes that while some Council Members do indeed put in the kind of hours that would be considered full-time, they do so of their own volition.
- According to Statistics Canada, part-time (work hours) includes persons who usually worked less than 30 hours per week at their main or only job.
- Current policy refers to part-time as being "one-half to three-quarter time". The Committee believes a reference of this nature is not required given the amount of time individual councillors commit varies widely and often outside of these parameters.
- Of those responding to the public survey 78% believe Councillors should continue being remunerated as part-time.
- Of the seven comparator municipalities looked at only one deemed their Councillors full-time.

- Data received showed that the vast majority of mid-size municipalities across western Canada considered their Councillor positions to be part-time.
- While this Committee is not prepared to make any recommendations related to the number of councillor positions on Council, future Councils or Council Remuneration Review Committees may wish to.

## 1.2 Recommendation

That Council meetings be adjusted to commence later in the afternoon or evening to allow those employed in a full-time capacity elsewhere the opportunity to serve on Council.

### Rationale/Comments

- The Committee believes that Council meetings commencing at 2:00 p.m. on a weekday, acts as a deterrent to attracting potential candidates who may wish to serve their community.
- Alignment with Guiding Principle 3.
- The Committee further believes that individuals who are successful in their candidacy for Council, made that commitment based upon certain understandings and requirements. Unless unanimous support is received by Council, the dates and times of regularly scheduled Council Meetings should not be changed during the Council term.

## 2. Per Diems

### 2.1 Recommendation

That all Council Member Per Diems provided by the City be eliminated.

### Rationale/Comments

- The Committee strongly believes in simplifying the current compensation methodology with a desire to establish a more “level playing field”.
- Per diems are an issue surrounded by controversy both within Council as well as the public at large. The Committee believes that their elimination would assist in reducing the negative discourse and perceived inequities in this regard.

- It is recognized there are various internal and external agencies, boards, and committees to which Council is required to appoint a Member of Council. Some of the external agencies and boards provide said appointees with a per diem. In these instances, a request should be made to the said agency/board requesting them to provide the said per diem to the City. If this action does not result in success, the Council Member appointee should decline to accept the said per diem. The Committee believes this would perpetuate the “level playing field” philosophy. In the event, a Council Member does accept the per diem, Council has at its discretion various remedies including but not limited to a reduction in the base salary.
- Alignment with Guiding Principle 5.
- Per diems are also available to Members of Council for attending various workshops, conferences, seminars, etc. This should come to an end.
- The Committee believes per diems that are provided by external agencies or boards that Council Members have volunteered to serve on or have been elected to serve on (versus those that Council appoints to), should not be impacted by this recommendation. Any Council Member who of their own accord decides to commit time and effort, do so at their own peril, and should be entitled to receive whatever added compensation accrues without having to report or turn them over to the City. For example: serving on the AUMA Board.
- Of those responding to the public survey, 55% agreed that Members of Council receiving an external per diem should be entitled to keep it and 42% agreed the per diem should be eliminated.
- Two of the seven comparative municipalities have eliminated their per diems.
- Given this recommendation has a financial impact on Council Member remuneration, the Committee further believes that the base salary for Members of Council should be reflective of this recommendation.

## 2.2 Recommendation

That each Member of Council report to Administration on a regular basis those agencies, boards, and committees they were appointed to and attended including the duration of each meeting; and further that Administration tabulates the results for review by Council and the public on a quarterly basis.

### Rationale/Comments

- The Committee acknowledges and recognizes there are certain boards and committees that the City appoints Council Members to require greater time commitments vis-à-vis their frequency and duration. In recognition of this, having a regular reporting system is viewed by the Committee as being fully transparent for all to see.
- Alignment with Guiding Principle 1.
- The Committee believes it is important that the reporting frequency occur often enough so that Council Members are held accountable for discharging their duties and responsibilities in a fair and reasonable fashion. Council Members who do not fulfill their fiduciary responsibilities will be held accountable not only to their Council Colleagues, but also in the eyes of the public.

## 2.3 Recommendation

That Administration prepare in advance of the annual Organizational Meeting, a detailed listing of the frequency and duration of all agency, board, and committee appointments from the previous year.

### Rationale/Comments

- This will enable Members of Council to better assess the work load and time requirements of each agency, board, and committee appointment.
- Alignment with Guiding Principle 1.
- The Committee believes that the distribution of appointments should reflect a similar time commitment on the part of each Member of Council which the Committee also believes is consistent with the intent of Section 153(c) of the MGA which states “to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council”.

### 3. Remuneration Rates for Mayor and Councillors

#### 3.1 Recommendation

The base salary for the Mayor be increased to \$125,000/annum effective the Organizational Meeting date in 2017.

#### Rationale/Comments

- The current base salary for the Mayor was adjusted on April 1, 2016 from \$104,172/annum to \$104,380/annum. A further adjustment is expected to occur on April 1, 2017 which will be based upon the Alberta Weekly Earnings Index recommended by the previous Council Remuneration Review Committee.
- It is in the best interests of the City to attract the best possible candidates for the Office of the Mayor. In that context, the Committee believes the amount of remuneration for the Mayor should not only be reflective of comparable municipalities, but also have some regard for compensation in the private and public sectors relative to Board Chairs. The Committee further believes the comparable municipalities need to be balanced against the desire of individuals to serve their communities and the greater good of society in general.
- With the removal of the per diems and adding these amounts into the base amount of salary in fact makes the salary competitive with our seven comparable municipalities.
- Based upon our compensation philosophy and desire to be in the 60<sup>th</sup> to 70<sup>th</sup> percentile (Guiding Principle 2) with our comparative municipalities an upward adjustment is required.
- This adjustment combined with benefits and allowances will equate to about \$136,000/annum starting November 2017 which compares to what Strathcona provided their Mayor in 2015.
- The Committee recognizes that the salary data with our comparators will likely be upwardly adjusted prior to the 2017 municipal elections. The Regional Municipality of Wood Buffalo on June 22, 2016 decided the Mayor's base salary would be increased from \$123,000/annum to \$150,000/annum.
- The 2015 Financial Statements for the City indicate the Mayor received a salary of \$137,515. This includes the \$24,000 salary received from the CRB. Reducing the \$137,515 by the \$24,000 leaves a balance of

\$113,515. With an anticipated increase occurring in April 2017, the Committee believes increasing this to the \$125,000 is reasonable and fair given the amount of time a Mayor is expected to commit.

- Factoring in the one-third tax free allowance, this salary is worth considerably more than those salaries that do not have a tax free allowance.
- Of those responding to the Public Survey: (i) 88% agreed that the amount of compensation should be similar to other similarly sized municipalities in Alberta; and (ii) 72% agreed Members of Council should continue receiving additional compensation for their time attending select approved functions.
- The Committee recognizes that the level of engagement of any Mayor in the discharge of his/her duties is totally dependent upon the individual. Arguably, some are more inclined to dedicate their time and effort to a greater extent than others. Notwithstanding, the Committee believes the role of Mayor is a 24/7 commitment, with the expectation that the Mayor will be available virtually all the time. The Committee believes the level of remuneration needs to be reflective of these expectations of the public and all other stakeholders that come into contact with the chief elected official of the City.
- There are situations and occasions where even a designated full-time mayor may undertake added responsibilities that are not related to the Office of Mayor. The Committee believes that if and when these situations occur, any added income that results, belongs to the Mayor and is not required to be reported in City financial statements or reports.
- The new Council takes their oath of office effective the 2017 organizational meeting. This will likely occur within a few weeks of the October 16, 2017 municipal election. Given this is the commencement date for the duly elected Mayor, the Committee believes this is the appropriate time for this recommendation to become effective.

### 3.2 Recommendation

The base salary for Councillors be increased to \$50,000/annum effective the organizational meeting date in 2017.

#### Rationale/Comments

- The current base salary for the Councillors was adjusted on April 1, 2016 from \$36,460/annum to \$36,533/annum. A further adjustment is expected to occur on April 1, 2017 which will be based upon the Alberta Weekly Earnings Index recommended by the previous Council Remuneration Review Committee.
- It is in the best interests of the City to attract the best possible candidates for the councillor positions. The Committee believes the amount of remuneration for Councillor should be of sufficient magnitude so as not to dissuade most people from running for office (albeit this is deemed a part-time role).
- With the removal of the per diems and adding these amounts into the base amount of salary makes the salary competitive with our seven comparable municipalities.
- Based upon our compensation philosophy and desire to be in the 60<sup>th</sup> to 70<sup>th</sup> percentile (Guiding Principle 2) with our comparative municipalities, the Committee recognizes that the salary data with our comparators will likely be upwardly adjusted prior to the 2017 municipal elections. The Regional Municipality of Wood Buffalo on June 22, 2016 decided the part-time Councillor's salary would be increased from \$35,000/annum to \$75,000/annum.
- Factoring in the one-third tax free allowance this salary is worth considerably more than those salaries that do not have a tax free allowance.
- The Committee believes the current formula that uses 35% of the Mayor's salary is low and should be discarded as the basis upon which Councillor base pay is established.
- Each Councillor is unique in their ability to serve. Councillors may be retired and therefore able to commit whatever time is required/demanded. Others may have a full-time or part-time job elsewhere and are limited in their ability to serve. Some may have a spouse or partner who is able to earn income and enable the Councillor to devote more time to the role. There may be those who rely upon this



as their sole income but are still willing to become totally engaged. Whether a Councillor falls within any of these situations or other permutations of these circumstances, the Committee believes there are some common denominators upon which each Councillor does serve and must serve. They must attend council meetings, prepare for said council meetings by reviewing to the best of their ability the agenda materials, conducting any necessary research to deal with issues on the council agenda, attend various agency, board or committee meetings, and meet with their residents and ratepayers as required. The Committee believes this level of commitment is required regardless of the background and situation of each individual Councillor. The Committee further believes this new base salary for Councillors is reflective of this base level of commitment.

- Alignment with Guiding Principle 3.
- There are occasions where a Councillor volunteers to serve on an agency or board (E.g. AUMA Board) which is seen by the Committee as being different from those agencies, boards and committees which Council appoints Council representation. The Committee believes that if and when these situations occur, any added income that results, belongs to the Councillor and is not required to be reported in City financial statements or reports.
- The new Council takes their oath of office effective the 2017 organizational meeting. This will likely occur within a few weeks of the October 16, 2017 municipal election. Given this is the commencement date for the duly elected Councillors the Committee believes this is the appropriate time for this recommendation to become effective.

### 3.3 Recommendation

In the event a Member of Council is duly elected to serve on the FCM Board of Directors, they shall receive an additional amount added to their base salary of \$4,500/annum.

#### Rationale/Comments

- It is the policy of the FCM not to pay any costs or expenses related to Board Members attending Board Meetings. Rather the FCM expects the Board Members home municipality to cover any costs/expenses associated with Board meetings/activities.
- The Committee recognizes that there is a greater good extending beyond the City when serving on Council. Similarly, there are benefits that may benefit the City vis-à-vis having a Member of Council on the FCM Board. In this context, the Committee believes the one occasion when added compensation is viewed as being appropriate is serving on the FCM Board of Directors.
- FCM Board meetings are conducted three times per year at various locations across Canada. Over the course of a year they constitute about fifteen days of meetings as well as the required preparation time. The Committee believes that \$4,500/annum is a fair and reasonable amount.
- Alignment with Guiding Principle 1.
- This would compare to what the AUMA provides to its Board of Directors vis-à-vis their current per diem rate of \$285 as well as allowing a small amount for preparation time.
- There are also added out-of-pocket expenses for travel, accommodation, meals, and other incidentals which the Committee believes need to be addressed and will be covered in Section 6 recommendations.

## 4. Methodology for Applying Future Increases

### 4.1 Recommendation

That base salaries be indexed to the Edmonton Consumer Price Index (ECPI) from December 31<sup>st</sup> of the previous year. And further that they continue to occur on April 1<sup>st</sup> of each year.

#### Rationale/Comments

- The Committee believes that a greater level of understanding exists using the ECPI rather than the Alberta Weekly Earning Index.
- The Committee further believes the ECPI is fair and reasonable.
- Any employee annual adjustments are effective April 1<sup>st</sup> of each year. The Committee agrees that for purposes of consistency this date continue to be used.

## 5. Benefits

### 5.1 Recommendation

That the Council benefits program remain the same with the exception that the City contribution for Council Member retirement purposes be replaced with a Registered Pension Plan (RPP) that is based on up to a five percent matching portion from the City.

#### Rationale/Comments

- Of those responding to the public survey, 83% agreed the current level of benefits is fair and reasonable.
- The Committee believes that with the exception of the retirement program all benefits are fair and reasonable.
- The Committee understands the current retirement program (which amounts to 3% of salary) can be used for any purposes and therefore does not appropriately reflect the intended purpose of a retirement program. Hence the Committee believes it should come to an end and be replaced with what most people are familiar with and understand, a RPP.

- Financial impact – on an individual basis the current City contributions to the retirement program on an annual basis are \$3,130 for Mayor and \$1,095 for Councillors. Under the RPP the costs increase to \$6,250 for Mayor and \$2,500 for Councillors. Collectively, this would result in an annual increase of approximately \$11,500. The Committee feels this is reasonable.
- The Committee has been advised that an elected official pension program is readily accessible vis-à-vis the Alberta Urban Municipalities Association using the five and five formula recommended.
- During the consultations the issue of vacation pay was raised and why Council Members did not receive this benefit. The Committee believes because Council Members are not employees they are not entitled to the same benefits. The Alberta Employment Standards Code stipulates that only employees are entitled to vacation pay.
- The Committee heard concerns related to child care benefits. In this regard, the Committee feels it is appropriate in the context of Guiding Principle 3 & 4, that some allowances be incorporated. The Committee are not subject experts in the area of taxable benefits or business expenses. The Committee has chosen to identify an amount which is covered in Recommendation 10.1.

## 6. Reimbursement Rates for meals and incidentals

### 6.1 Recommendation

That reasonable out-of-pocket expenses incurred while on City business continue to be reimbursed to Council Members subject to submission of an accompanying receipt unless otherwise specified.

#### Rationale/Comments

- Of those responding to the public survey: (i) 97% agreed original receipts must be provided to claim reimbursement for out of pocket expenses; and (ii) 85% agreed there should be a maximum annual amount that is claimable.
- Alignment with Guiding Principle 4.

- The Committee recognizes that it is difficult to specifically define what constitutes “reasonable” and therefore what should be considered reimbursable. Notwithstanding, the Committee also believes that common sense and what generally might be accepted as being legitimate are the litmus test for determining this. Those charged with the approval of these expense claims are therefore required to exercise their best judgment in this regard.
- As is reflected in proposed Policy C-CC-03 (Recommendation 10.1), there are a number of categories of expenses incurred while conducting City business. The Committee has reviewed these in detail and believes the contents of proposed Policy C-CC-03 is reflective of the Guiding Principles. This includes but is not limited to: accommodations; registrations; meals; a maximum gratuity; no reimbursement for alcohol; no reimbursement for meals without identification of all persons involved; tickets to events; parking; and no reimbursement for laundry.
- The Committee also understands the procedures for being reimbursed are equally important from timing as well as reporting basis. It is in this regard the Committee believes the expense claim process contained in Recommendation 10.1 is fair and reasonable.
- On occasion it is deemed appropriate to cover the expenses of a guest when representing the City in an official capacity. The Committee supports this and is of the opinion, that the official representative (usually the Mayor or designate) should have at their unfettered discretion the choice to determine who their guest may be.

## 6.2 Recommendation

That Council expense claims for reimbursement be approved and signed off by two members of senior Administration. In the event one or both of the signatories does not agree that a claimed expense is reasonable, the claim shall be referred to Council for adjudication with the Council Member whose claim is under scrutiny being excluded from any discussion or debate.

### Rational/Comments

- This is seen as an important internal control measure whereby both signers agree that the claim is proper and reasonable.

- Current practice of having the Mayor approve Councillors and the Deputy Mayor approving the Mayor is not viewed as a best practice.
- Alignment with Guiding Principle 5.
- If one or both of the signatories does not support a claim, there needs to be a mechanism in place to resolve the questionable claim.
- The Committee further believes the Council Member whose expense claim is brought forward to Council for adjudication, shall not be permitted to speak unless asked to provide clarification. The intent being, not to get into a debate with the claimant.

### 6.3 Recommendation

That maximum amounts for each Council Member be contained in their “General Council Budget” and “Training and Development Budget” which are part of the annually approved City Budget for all costs and expenses. This would include but not be limited to: transportation; accommodation; meals; mileage, and community events tickets.

#### Rational/Comments

- Of those responding to the survey, 85% agreed with the establishment of an annual maximum amount.
- The Committee believes this is reasonable and prudent. It is the responsibility of each Council Member to ensure he/she does not exceed their annually approved amounts.
- The Committee heard that tablet devices cannot perform as many functions as a lap-top. The Committee agrees

## 7. Appropriateness of support tools and work space

### 7.1 Recommendation

That Council Members continue to be given the option of whether to be supplied with a tablet device or a Lap-top.

#### Rationale/Comments

- It is recognized that to perform and discharge their duties as required the requisite tools must be provided.

- The Committee understands the Mayor and one Councillor currently have been supplied with a Lap-top.
- The Committee heard that tablet devices cannot perform as many functions as a lap-top. Notwithstanding the Committee agrees, the choice should remain with each individual Council Member.

## 7.2 Recommendation

That Council Members who choose not to access a City supplied smartphone forego the opportunity to be reimbursed any costs incurred conducting City business.

### Rationale/Comments

- Alignment with Guiding Principle 5.
- Notwithstanding the Committee believes the use of a City supplied smartphone enables them to perform their duties in a more efficient and effective manner, should an individual Council Member not wish to do so, they accept the consequences associated with being unable to expense this as an out-of-pocket reimbursable expense.
- The Committee assessed various risk factors associated with using ones private device and concluded they were low. The Committee acknowledges while we have a solid understanding of the Freedom of Information and Protection of Privacy legislation, we are not experts. Further legal opinion may assist relative to Council Members using private devices to deal with city business.

## 7.3 Recommendation

That the use of a fax machine for home be re-evaluated with Members of Council to ascertain the value/need of this tool.

### Rationale/Comments

- The Committee believes the use of fax lines has all but been discarded with today's technology. However, rather than simply discard this support tool, Council Members should be canvassed to obtain their perspectives.

#### 7.4 Recommendation

That reimbursement for a high-speed internet connection for Council Member home applications continue; and further, that a monthly maximum amount is established and adjusted from time-to-time.

##### Rationale/Comments

- No comments to the contrary were heard in this regard.
- While the Committee recognizes that most people today certainly have home access to the internet, some data plans may not allow for the increased volume of information that a duly elected Council Member may be required to access. It is in this context the Committee believes it is fair and reasonable to provide some assistance.
- The Committee believes the current practice of having a maximum monthly amount is in alignment with Guiding Principles 4 and 5.

#### 7.5 Recommendation

That City supplied printers be added to the list of support tools for Councillors; and further, that the required paper and toner also be supplied by the City.

##### Rationale/Comments

- As Councillors are not provided with designated office space in City Hall, they are required to function much of the time in their own home. To do so requires reports, agendas, research, and other information to be printed from time- to-time. The Committee believes this piece of equipment should be provided.
- In providing a printer, the City also accepts responsibility for supplying adequate paper and toner supplies in an expeditious manner.
- If a Councillor determines they do not wish to have a City supplied printer, any costs associated with the use of their own printer will not be reimbursable.
- Alignment with Guiding Principle 5.



## 7.6 Recommendation

That the City the allocation/provision of shared office space for Councillors.

### Rationale/Comments

- This was identified as an issue by some Councillors.
- The Mayor already has a designated office in City Hall.
- The Committee believes that due to issues of confidentiality related to City documents, and the security of said information, that providing secured office space and associated furniture would reduce the risk level associated with the current practice whereby Councillors use their home as an office.
- The Committee also believes that for purposes of meeting constituents in a private setting, a City supplied office would lend itself well to accommodate this requirement from time to time.
- And while the Committee has been advised that space availability constraints are prevalent, provision of said space does not necessarily need to be at City Hall.

## 8. FCM and AUMA Conference Attendance, professional development, travel, and community event attendance

### 8.1 Recommendation

That any Council Member may attend the FCM and AUMA Annual Conferences.

### Rationale/Comments

- These two organizations are the predominate entities both nationally and provincially that deal with municipal issues. The Committee believes there are benefits that can accrue to those Council Members who choose to attend.
- Current policy makes reference to six Members of Council attending these two events, therefore changing to seven has minimal financial consequences.

## 8.2 Recommendation

That any other training or development activities beyond the FCM and AUMA Conferences be managed in accordance with each Council Member's Training and Development Budget.

### Rational/Comments

- The Committee believes it is reasonable and fair that Members of Council have financial resources available to attend other conferences or events, take courses, attend seminars, or subscribe to any other type of enhanced learning that will develop and improve their competencies while serving on Council.
- Current practice allows for a transfer of funds from those who underspend to those who overspend. The Committee believes Council Members must be accountable for their actions. Hence, this practice should end.
- Recommendation 6.3 also touches on this recommendation.

## 8.3 Recommendation

That any reasonable general travel expenses incurred while conducting City business continue to be a reimbursable expense.

### Rationale/Comments

- This does not change the current practice.
- The Committee acknowledges there have been issues with reimbursable travel expenses and recognizes that added clarity and transparency are required. Section 11 & 12 in proposed policy C-CC-03 (Recommendation 10.1) address how the Committee feels this issue can/should be addressed.
- Alignment with Guiding Principle 1.
- The Committee endorses the current practice whereby Council Member expenses are posted on the City website.

#### 8.4 Recommendation

That Council Members attend whatever Community Events they deem appropriate, subject to any reimbursable expenses being covered by their General Council Budget.

##### Rationale/Comments

- This does not change the current practice.

#### 8.5 Recommendation

That Policy C-CC-21 related to contributions and sponsorships by individual Council Members be quashed.

##### Rationale/Comments

- The Committee believes that any swag or sponsorships made on behalf of the City should come from the City and not the individual Council Member.
- The Committee further believes this is the intent and spirit of Section 153(a) of the MGA which reads "to consider the welfare and interests of the municipality as a whole".
- Alignment with Guiding Principle 1.

### 9. Vehicle allowance and/or Mileage Rates

#### 9.1 Recommendation

That any mileage incurred while on City business be reimbursed at the rate used by the Government of Alberta.

##### Rationale/Comments

- The Government of Alberta mileage rate as of June 2016 is \$.0515 per kilometer
- Of those responding to the public survey 60% disagreed there should be a monthly vehicle allowance.
- Alignment with Guiding Principle 5.

## 9.2 Recommendation

That any mileage or other transportation costs incurred as a result of conducting City business within the boundaries of the City, shall not be considered a reimbursable expense; and further, that any reasonable out-of-pocket costs incurred for travel outside of the City boundaries is considered a reimbursable expense.

### Rationale/Comments

- The Committee believes one of the reasons why elected representatives receive a one-third tax free allowance is to offset some of this type of cost.
- The Committee recognizes that mileage expense claims in particular will vary from individual to individual, even when they attend the same event, due to different points of origin/commencement of their trip (usually from their residence).
- The Committee believes that the actual kilometers driven method is fair and reasonable.
- Alignment with Guiding Principle 4.

## 10. Policy C-CC-03

### 10.1 Recommendation

That Policy C-CC-03 be amended as shown in Appendix VI.

### Rationale/Comments

- The Committee believes that a revised policy that combines some of the existing policy, along with the draft policy prepared by Administration, and most of the concerns expressed by Council Members would fulfill Guiding Principle 5 as it relates to simplification.
- The Committee believes that the purpose of this policy requires an adjustment by specifically addressing the question “why does this policy exist”? The Committee believes the re-wording is clearer and more succinct.

- The Committee also believes that while the adoption of policy provides clarity and direction, it is difficult if not impossible to cover all situations for all occurrences.

## Summary of Recommendations

### 1. Full-time versus Part-time Councillors

1.1 Recommendation: That Councillors' continue to be deemed as part-time.

1.2 Recommendation: That Council meetings be adjusted to commence later in the afternoon or evening to allow those employed in a full-time capacity elsewhere the opportunity to serve on Council.

### 2. Per Diems

2.1 Recommendation: That all Council Member per diems provided by the City be eliminated.

2.2 Recommendation: That each Member of Council report to Administration on a regular basis those agencies, boards, and committees they were appointed to and attended including the duration of each meeting; and further, that Administration tabulates the results for review by Council and the public on a quarterly basis.

2.3 Recommendation: That Administration prepare in advance of the annual Organizational Meeting, a detailed listing of the frequency and duration of all agency, board, and, committee appointments from the previous year.

### 3. Remuneration Rates for Mayor and Councillors

3.1 Recommendation: The base salary for the Mayor be increased to \$125,000/annum effective the organizational meeting date in 2017.

3.2 Recommendation: The base salary for Councillors be increased to \$50,000/annum effective the organizational meeting date in 2017.

3.3 Recommendation: In the event a Member of Council is duly elected to serve on the FCM Board of Directors, they shall receive an additional amount added to their base salary of \$4,500/annum.

#### 4. Methodology for Applying Future Increases

4.1 Recommendation: That base salaries be indexed to the Edmonton Consumer Price Index (ECPI) from December 31<sup>st</sup> of the previous year; and further, that they continue to occur on April 1<sup>st</sup> of each year.

#### 5. Benefits

5.1 Recommendation: That the Council benefits program remain the same with the exception that the City contribution for Council Member retirement purposes be replaced with a Registered Pension Plan (RPP) that is based on up to a five percent matching portion from the City.

#### 6. Reimbursement Rates for meals and incidentals

6.1 Recommendation: That reasonable out-of-pocket expenses incurred while on City business continue to be reimbursed to Council Members, subject to submission of an accompanying receipt unless otherwise specified.

6.2 Recommendation: That Council expense claims for reimbursement be approved and signed off by two members of senior Administration. In the event one or both of the signatories does not agree that a claimed expense is reasonable, the claim shall be referred to Council for adjudication with the Council Member whose claim is under scrutiny being excluded for any discussion or debate.

6.3 Recommendation: That maximum amounts for each Council Member be contained in their "General Council Budget" and "Training and Development Budget" which are part of the annually approved City Budget, for all costs and expenses. This would include but not be limited to: transportation; accommodation; meals; mileage; and community event tickets.

#### 7. Appropriateness of Support Tools and Work Space

7.1 Recommendation: That Council Members continue to be given the option of whether to be supplied with a tablet device or a lap-top.

7.2 Recommendation: That Council Members who choose not to access a City supplied smart phone, forego the opportunity to be reimbursed any costs incurred conducting City business.

7.3 Recommendation: That the use of a fax machine for home be re-evaluated with Members of Council to ascertain the value/need of this tool.

7.4 Recommendation: That reimbursement for a high-speed internet connection for Council Member home applications continue; and further, that a monthly maximum amount be established and adjusted from time-to-time.

7.5 Recommendation: That City supplied printers be added to the list of support tools for Councillors; and further, that the required paper and toner also be supplied by the City.

7.6 Recommendation: That the City considers the allocation/provision of shared office space for Councillors.

## 8. Conference Attendance, Professional Development, Travel and Community Event Attendance

8.1 Recommendation: That any Council Member may attend the FCM and AUMA annual conferences.

8.2 Recommendation: That any other training or development activities beyond the FCM and AUMA Conferences be managed in accordance with each Council Member's training and development budget.

8.3 Recommendation: That any reasonable general travel expenses incurred while conducting City business continue to be a reimbursable expense.

8.4 Recommendation: That Council Members attend whatever community events they deem appropriate, subject to any reimbursable expenses being covered by their general council budget.



8.5 Recommendation: That Policy C-CC-21 related to contributions and sponsorships by individual Councillors be quashed.

9. Vehicle Allowance and/or Mileage

9.1 Recommendation: That any mileage incurred while on City business be reimbursed at the rate used by the Government of Alberta.

9.2 Recommendation: That any mileage or other transportation costs incurred as a result of conducting City business within the boundaries of the City, shall not be considered a reimbursable expense; and further, that any reasonable out-of-pocket costs incurred for travel outside of the City boundaries is considered a reimbursable expense.

10. Policy C-CC-03

10.1 Recommendation: That Policy C-CC-03 be amended as shown in Appendix VI.

## Committee Declaration

We the undersigned members of the Council Remuneration Review Committee assert and declare that to the best of our ability we have reviewed all pertinent information and materials related to this review; and further, that the recommendations we have offered fulfill our Guiding Principles.

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Larry Kirkpatrick, Chair

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Stanley Haroun, Vice Chair

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Leah Mawer, Member

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Ian Stephens, Member

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Scott Young, Member

## Appendices

### Appendix I: Bylaw 22/2011 (A Bylaw to establish and define the functions of the Council Remuneration Review Committee)

CITY OF ST. ALBERT

BYLAW 22/2011

Consolidated by Bylaw 18/2015

March 16, 2015

A Bylaw to establish and define the functions of the Council

Remuneration Review Committee

WHEREAS Section 145 of the Municipal Government Act R.S.A. 2000, c. M-26, provides that Council may pass bylaws to establish council committees and define their functions.

AND WHEREAS Council wishes to establish a council committee to review and make recommendations on the remuneration, including benefits, to be paid to members of Council.

The Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

Title

1. This Bylaw may be referred to as the "Council Remuneration Review Committee Bylaw".

Definitions

2. In this Bylaw:

- a) "City" means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the City;
- b) "City Manager" means the chief administrative officer of the City of St. Albert;
- c) "Committee" means the Council Remuneration Review Committee established by this Bylaw;
- d) "Council" means the municipal council of the City of St. Albert; and
- e) "Employment Benefits" means the package of benefits provided to members of Council in addition to their annual salary and may include but shall not be limited to, payment of dental care extended health care, vision care, life insurance and Workers' Compensation Board premiums.

Establishment

BYLAW 22/2011 (Page 2)

3. A council committee is hereby established. The name of the committee shall be the Council Remuneration Review Committee.

Membership

- 4. The committee shall consist of five (5) members, all of which shall be selected from volunteers recruited from citizens-at-large.
- 5. To be eligible for nomination an individual must be a resident of St. Albert.
- 6. The Mayor shall not be an ex-officio member of the Committee.
- 7. Council delegates its authority to the City Manager to appoint members of the Committee.

8. Committee members will be appointed for the period of the term of the project.

9. Committee members will receive no salary or honorarium for their voluntary services. The City of St. Albert will reimburse any out of pocket expenses in accordance to the City of St. Albert's policies.

Quorum, Meetings and Rules of Procedure

10. A quorum at any committee meeting shall be three (3) of the appointed members.

11. At its first meeting after being appointed, the members of the Committee shall designate one (1) member as Chair.

12. Except as otherwise provided in this Bylaw, the Committee shall establish its own rules of operational procedure.

13. Public notice of the meeting of the Committee shall be posted in a designated location at St. Albert Place and Administration will endeavour to post the information to the City website and social media.

14. The Committee is free to conduct whatever reviews it feels are necessary to enable it to make recommendations. As part of its review, the Committee will review practices used by other municipalities in Alberta or Western Canada including, but not necessarily limited to other comparably sized municipalities such as; Strathcona County, the City of Medicine Hat, the City of Red Deer, the City of Grande Prairie, the City of Lethbridge, and the City of Airdrie. As part of its review, the Committee shall seek input from all current members of Council

15. The Committee may hold its meetings and conduct its research confidentially where permitted by the provisions of the Municipal Government Act and Freedom of Information and Protection of Privacy Act.

BYLAW 22/2011 (Page 3)

16. The final report will be provided to all City Council members at a regular public City Council meeting after the final draft has been reviewed with City Council to ensure comprehensiveness and completeness.

Committee Roles and Responsibilities

17. (1) The Committee shall review and recommend to Council:

(a) the appropriate remuneration rates for the following positions:

i. The Mayor

ii. The Deputy Mayor

iii. Councillors

(b) the methodology to be used to establish salary increases in the future, including comparators and frequency;

(c) what Employment Benefits should be offered to which positions and at what level:

i. extended health care;

ii. dental care;

iii. life insurance;

iv. workers compensation; and

v. any others if applicable.

(d) determination of moving to full time Councillors in the context of:

- i. hours spent on Council activities by members of Council;
  - ii. comparator municipalities;
  - iii. other applicable information; and
  - iv. if recommended what year such a move would be recommended.
- (e) determination of appropriate per diems (amounts and purpose) and when a council member is eligible;
- (f) determination of appropriate reimbursement rates for meals and incidentals;
- (g) determination of appropriate support tools or resources including but not limited to:
- i. internet and email access;
  - ii. administrative support;
  - iii. computer and/or personal digital assistant (i.e. iPad/blackberry); and
  - iv. printers/scanner.
- (h) Federation of Canadian Municipalities (FCM) and Alberta Urban Municipalities Association (AUMA) conference attendance budget and other professional development, travel expense and community event attendance budgets; and
- (i) determination of appropriate vehicle allowance and/or mileage rates.

18. The Committee shall make recommendations to Council on remuneration issues following its review. This shall be done considering the order, timing, and priority for possible implementation.

#### Committee Support

19. The Committee shall be provided resources through the City Manager. It is intended that the General Manager of Corporate Strategic Services will be the direct administrative liaison to the Committee with the Chief Legislative Officer and the Director of Human Resources providing technical support or research needed by the Committee.

## Appendix II: Current City Council Policy C-CC-03 (City Council Remuneration and Expenses Reimbursement)

### 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 nonunion 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 in the third year of every 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.

#### Administrative Procedures

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

## Appendix 1 – Remuneration Rates and Benefits

### Council Member Annual Remuneration

	<b>April 1, 2014</b>	<b>April 1, 2015</b>
• Mayor	\$100,358	\$104,172
• City Councillor	\$35,125	\$36,460

### Council Development Budgets

	<b>2014</b>	<b>2015</b>
• Mayor	\$7,000	\$7,000
• City Councillor	\$5,000	\$5,000

### Employer Contribution for Council Member Retirement Purposes

	<b>2014</b>	<b>2015</b>
• Mayor	\$2,988	\$3,097
• City Councillor	\$1,046	\$1,084

### Council Member Per Diems (Full Day)

	<b>2014</b>	<b>2015</b>
• 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

### Appendix III: Listing of Documents Reviewed

- City Council external committee list – April 1, 2016
- St. Albert City Council External Agency Appointments – April 1, 2016
- Alberta Capital Region Water Commission Remuneration and Expenses policy – July 19, 2013
- City of Airdrie Council Remuneration Policy – July 2, 2013
- City of Grande Prairie Council Remuneration Review Report – March 2013
- Strathcona County Council Remuneration Review Report – January 20, 2015
- Sturgeon Foundation Board of Directors Meeting Minutes – November 18, 2015
- Council Remuneration Salaries, Benefits and Allowance – March 25, 2016
- 2013 Council Compensation Comparison Table – July 2013
- Grande Prairie Councilor Handbook – 2013
- Candidate Information Handbook – May 12, 2014
- Medicine Hat Bylaw No. 4311 – July 7, 2015
- City of Red Deer – Council's Roles and Responsibilities – July 8, 2013
- Regional Municipality of Wood Buffalo – Council and Chief Administrative Officer Covenant – February 8, 2011
- Regional Municipality of Wood Buffalo – Ethical Guidelines for Municipal Councilors – February 16, 2016
- Strathcona County Organizational Roles and Responsibilities – May, 2011
- Comparator Municipalities – March 4, 2016
- City of St. Albert City Council – City Council and Administrative Policy Development - Policy C-CC-1 – March 21, 2005
- City of St. Albert City Council – Remuneration Expense Reimbursement – Policy C-CC-03 – March 17, 2015
- City of St. Albert City Council – Council Learning and Development – Policy C-CC-04 – September 22, 2014
- City of St. Albert City Council – Mayor and Councilor Roles – Policy C-CC-05 – March 26, 2014
- City of St. Albert City Council – Public Appointments – Policy C-CC-19 – August 22, 2007
- City of St. Albert City Council – Public Hearing Process – Policy C-CC-11 – September 25, 2006
- City of St. Albert City Council – Civic Agencies – Policy C-CC-12 – June 21, 2010
- City of St. Albert City Council – Appointment of Elected Officials – Policy C-CC-13 – September 25, 2006
- City of St. Albert City Council – City Council Appointments to Federal, Provincial and Regional Boards and Committees – Policy C-CC-15 – April 23, 2012
- City of St. Albert City Council – Meetings Through Electronic Communication – Policy C-CC-16 – October 4, 2010
- City of St. Albert City Council – Corporate use of City Owned Facilities – Policy C-CC-17 – October 31, 2011

- City of St. Albert City Council – Council’s Vision, Mission and Values – Policy C-CG-01 – May 26, 2014
- City of St. Albert City Council – Strategic Framework – Policy C-CG-01 – May 26, 2014
- City of St. Albert City Council – City of St. Albert Strategic plan – Policy C-CG-02 – February 2, 2015
- City of St. Albert City Council – Council Governance Approach – Policy C-CG-03 – May 26, 2014
- City of St. Albert City Council – Council Member’s Code of Conduct – Policy C-CG-08 – July 6, 2015
- City of St. Albert City Council – Council Committees, Task Forces and Steering Committees – Policy C-CG-09 – May 26, 2014
- St. Albert’s Community Sustainability Framework – June 22, 2015
- Council Remuneration Policy Amendments Package – April 23, 2012
- City of St. Albert Bylaw 22/2011 – A Bylaw to establish and define the functions of the Council Remuneration Review Committee – March 16, 2015
- City of St. Albert City Council – Remuneration Expense Reimbursement – PROPOSED CHANGES – Policy C-CC-03 – September 23, 2015
- City of St. Albert City Council – Minutes of a Regular Meeting of St. Albert City Council – October 19, 2015
- City of St. Albert City Council – Remuneration Expense Policy – Council Motions – September 18, 2015
- City of St. Albert Council Remuneration Committee – Final Report – January, 2012
- Alberta Capital Region Wastewater Commission Remuneration and Expenses Policy – July 19, 2013
- Capital Region Board Remuneration and Expenses for Board, Committee, and Task Force Members, May 8, 2014
- Capital Region Board Roles and Authorities of the Board Chair, Interim Chair and Vice-Chair, November 14, 2013
- Sturgeon Foundation Board of Directors Organizational Meeting, November 18, 2015
- FCM Remuneration Policy
- Government of Canada Taxation of Elected Officers of Incorporated Municipalities, Municipal Officers’ expense allowance
- Airdrie Audited Financial Statements 2015
- Grande Prairie Audited Financial Statements 2015
- Lethbridge Audited Financial Statements 2015
- Medicine Hat Audited Financial Statements 2015
- Red Deer Audited Financial Statements 2015
- Strathcona Audited Financial Statements 2015
- Wood Buffalo Audited Financial Statements 2015
- St. Albert Audited Financial Statements 2015
- St. Albert Audited Financial Statements 2014

- St. Albert Audited Financial Statements 2013
- St. Albert Audited Financial Statements 2012
- St. Albert Audited Financial Statements 2011
- Alberta Employment Standards Code and Regulations
- Statistics Canada Website
- Alberta Municipal Government Act
- Edmonton Journal – Fort McMurray Council Accepts Pay Hike, but not Everyone is Taking the Cash – June 26, 2016
- Fort McMurray Today – Council Creates recovery task force and votes itself a raise – June 22, 2016

1. For 2016 the remuneration rates for Council are: (i) Mayor - \$104,172; and (ii) Councilors - \$36,460. One third of these amounts are tax free.
  - 1.1 Mayor: Too Low\_\_\_\_ About Right\_\_\_\_ Too High\_\_\_\_ No Response\_\_\_\_
  - 1.2 Councilors: Too Low\_\_\_\_ About Right\_\_\_\_ Too High\_\_\_\_ No Response\_\_\_\_
2. Members of Council what comments and thoughts do you have on your current benefits.  
Too few\_\_\_\_ About Right\_\_\_\_ Too Many\_\_\_\_ No Response\_\_\_\_
3. Currently the only deemed full-time Council Member is the Mayor. All Councilors are deemed to be part-time. Continue as part-time\_\_\_\_ Change to full-time\_\_\_\_ No Response\_\_\_\_
4. In addition to the remuneration rates shown in Question 1, Council Members also are eligible for per diem amounts. Per diems for 2016 are \$200 per full day. Per diems are intended to provide additional compensation for time over and above regular Council member duties including appointment to external boards/committees/agencies or part of a Council member's training and development. Some but not all external boards/committees/agencies also provide a per diem. Current city policy allows council members to claim per diems for travel to AUMA, FCM, and other training and development activities.
  - 4.1 Continue with per diems\_\_\_\_ Discontinue with per diems\_\_\_\_ No Response\_\_\_\_
5. While on city business Council Members are entitled to be reimbursed out of pockets expenses for meals and incidentals.
  - 5.1 There should be an annual maximum for each Member of Council.  
Agree\_\_\_\_ Disagree\_\_\_\_ No Response\_\_\_\_
  - 5.2 Reimbursement should only occur with the submission of original receipts.  
Agree\_\_\_\_ Disagree\_\_\_\_ No Response\_\_\_\_
6. Council Members are afforded the opportunity to attend the Alberta Urban Municipalities Association (AUMA) and Federation of Canadian Municipalities (FCM) annual conventions. The AUMA convention rotates annually between Edmonton and Calgary. The FCM convention is hosted by municipalities across the country (2016 – Winnipeg; 2017 – Ottawa; 2018 – Halifax; and 2019 – Quebec City).
  - 6.1 Current city policy allows up to six members of Council to attend the AUMA convention (seven if it is in Edmonton) About right\_\_\_\_ Too many\_\_\_\_ No Response\_\_\_\_
  - 6.2 Current city policy allows up to six members of Council to attend the FCM convention (seven if it is in Edmonton). About right\_\_\_\_ Too many\_\_\_\_ No Response \_\_\_\_

6.3 Both AUMA and FCM have a Board and Committee structure requiring municipal councilors to occupy various positions. Current city policy provides additional budget allocations in these instances. Agree\_\_\_\_ Disagree\_\_\_\_ No Response\_\_\_\_

7. Currently, members of Council are provided administrative support by the city. Is the level of Administrative support adequate? Yes\_\_\_\_ No\_\_\_\_

8. Currently, each councilor is eligible for the following office equipment:

8.1 Laptop Computer

8.2 Mobile Phone

8.3 Fax Machine

8.4 High Speed Internet

Is the office equipment provided adequate to support the councilor role? Yes\_\_\_\_ No\_\_\_\_

9. Any other comments that you would like to make please do so now.

## Council Remuneration Review Committee Public Survey

Pursuant to City Bylaw 22/2011 (A bylaw to establish and define the functions of the Council Remuneration Review Committee) a committee of St. Albert residents was created by the St. Albert City Council to make recommendations to Council relative to Council's compensation. The committee was chosen to engage the public vis-a-vis an electronic survey or a hand written format, whichever respondents choose to use. The public input will be considered by the Committee in compiling its report to Council in Fall 2016. A list of statements along with some background information has been provided. Respondents are requested to select agree or disagree whichever best describes their response to each statement. At the end of this survey is a section which allows for any brief comments. The Committee would like to thank all those responding in advance for their participation in this review process. For information about the Committee, please visit [www.stalbert.ca/city-hall/boards-and-committees/council-remuneration-review-committee](http://www.stalbert.ca/city-hall/boards-and-committees/council-remuneration-review-committee).

Survey will close May 8, 2016 at Midnight.

1. City of St. Albert Council Members should be remunerated at the same level as Council members in similarly sized municipalities in Alberta. Agree or Disagree.
2. Council Members should continue to receive additional compensation for their time attending select approved functions. (Background: 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 Services Commission; Sturgeon Foundation, or other official activities as approved by Council. They can also claim per diems for training activities. 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). Agree or Disagree.
3. The current level of benefits available to Council Members is fair and reasonable. (Background: Council Members currently are entitled to Workers Compensation, group life insurance, accidental death and dismemberment, dependent life insurance, dental care, extended health care, vision care, employment and family assistance program. They are not eligible for short term or long term disability insurance, vacation pay. It is noted that Council Members are not employees and therefore not entitled to the same benefits provided to staff). Agree or Disagree.
4. Councillors should continue to be remunerated as part-time versus full-time. (Background: Currently the only member of Council deemed full-time is the Mayor. A survey of seven other comparable Alberta Municipalities confirms that with the exception of one of these comparators, all other municipalities deem their Councillors part-time). Agree or Disagree.
5. Council Members who receive per diems, honorariums or other forms of compensation from external boards, committees, or agencies should be entitled to keep said amounts.



(Background: Current policy requires Council Members to report any external per diems to the City Manager and pay said per diems into City Revenue. The City then pays Councillors a per diem based on city rates. At present only three entities provide a per diem, honorarium or additional compensation: (i) the Capital Region Board (CRB) provides a monthly stipend of \$2,000 for the Chair who currently is our Mayor (in 2015 this amounted to \$24,000); (ii) the CRB also provides a \$285 per diem for attending Board and Committee meetings; (iii) the Alberta Capital Region Wastewater Services Commission typically provides a \$171/meeting honorarium for attending five regular meetings per year and \$427 honorarium for attending the Board Annual Workshop (in 2015 this amounted to \$1,282). Agree or Disagree.

6. Council Member per diems should be eliminated. Agree or Disagree.
7. Council Members must provide original receipts in order to be eligible for expense claims while on city business. Agree or Disagree.
8. There should be a maximum annual amount that Council Members can claim as expenses while conducting city business. (Background: Council currently has a set amount of money and it is allocated to them individually based on their activities. Councillors who attend a conference or serve in an official capacity with Alberta Urban Municipalities Association and the Federation of Canadian Municipalities for example, receive additional money in their allocations). Agree or Disagree.
9. There should be a monthly vehicle allowance for all Council Members covering all travel expenses within the Capital Region thereby eliminating the need to track most kilometers driven while conducting city business. Agree or Disagree.
10. Any other feedback you wish to provide please do so below.

City of St. Albert  
City Council Policy  
C-CC-03: City Council Remuneration and Expense Reimbursement

## Purpose

The purpose of this policy is to provide clarity to Council Members, Administration and the General Public as it relates to how Council Members are compensated and reimbursed for out-of-pocket expenses. And further to ensure that City Council expense reimbursement practices comply with federal and provincial legislation, and provide claimants with appropriate guidance and direction.

## Policy Statement

The City believes that 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. The City also believes that because elected Council Members are accountable to the citizens of St. Albert that they should discharge their duties to the Standards and Practices herein described.

## Definitions

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

“General Council Budget” means the annual budget available to Council Members for general Council expenses including travel, meals, mileage, community event tickets, etc.

“Mayor’s Budget” is for official Mayor/Deputy Mayor use only, corporate association membership dues, and costs related to the holding of Council and Standing Committee meetings and their meals.

“Office Supplies Budget” means the annual budget available to Councillors for office supplies and mobile device fees for use at the Councillor’s home office.

“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.

“Training and Development Budget” means the annual budget available to Council Members to fund training and development costs including course cost, applicable transportation, out-of-town accommodation, meals, and any other reasonable out-of-pockets expenses.

## Standards

### 1. Remuneration and Benefits

- 1.1 The Mayor shall be remunerated a full-time salary per year and Council Members shall be remunerated a part-time salary per year as reflected in Schedule I.
- 1.2 The rates shall be adjusted each year, based on the Annual Edmonton Consumer Price Index from the previous year.
- 1.3 Increases shall be effective as of April 1<sup>st</sup> of each year.
- 1.4 In accordance with the Municipal Government Act and the federal Income Tax Act, one third of the salary paid to Council Members is not taxable as income.
- 1.5 Council Members shall not receive additional remuneration for carrying out the responsibilities of the Deputy Mayor. However, the Deputy Mayor is eligible for expense reimbursement directly related to Deputy Mayor Activities.
- 1.6 Council Members who receive added compensation or honoraria from outside organizations that were not appointed to by Council are not required to report said income to the City. Any honorariums of this nature are deemed and considered taxable by the Canada Revenue Agency.
- 1.7 Council Members shall be entitled to a suite of group benefits as outlined in Schedule I. For added clarity Council Members are not eligible for severance benefits, long term disability insurance or vacation pay. Once benefit coverage is selected, it may only be changed if the Council Member experiences a "life event change" as defined in the contract with the City's benefit provider(s).
- 1.8 Council remuneration and benefits will be reviewed in the third year of a Council term by an external Committee in accordance with the provisions of Bylaw 22/2011, Council Remuneration Review Committee.

### 2. Per Diems

- 2.1 Per Diems are eliminated.

### 3. General Travel and Out-of-Pocket Expenses

- 3.1 Travel within the City of St. Albert limits is not eligible for mileage reimbursement. Travel outside the City of St. Albert shall be compensated at the actual kilometers driven and at a rate established from time to time and as shown in Schedule II.
- 3.2 Travel costs incurred outside of St. Albert related to air (economy), public transit, taxi, rail, car rental, or any other mode of transportation shall be reimbursed upon submission of the appropriate receipts. When receipts are

not available, no reimbursement shall occur unless otherwise specified in Schedule II.

- 3.3 If a Council Member chooses to use a private vehicle, and the reimbursement would be greater than the cost of economy air travel, the Council Member shall be reimbursed an amount equivalent to an economy airfare.
- 3.4 Any reasonable out-of-pocket expenses incurred by a Council Member including but not limited to: accommodations; child care; parking; registrations; meals (including gratuity of not more than 15%; no alcohol; and receipt must identify who was in attendance); tickets to events; incurred as a result of conducting city business shall be reimbursed upon submission of a claim along with applicable receipts.
- 3.5 When receipts are not available or provided, reimbursement shall be in accordance with the amounts shown in Schedule II.
- 3.6 The City shall not pay for spousal or guest expenses associated with Council business with the exception of activities and events that are considered "Official Duties" which are covered in Section "5". This includes airfare, accommodation, registrations, meals, tickets to events and other similar expenses.
- 3.7 All expenses incurred as a result of travel shall be posted to the "General Council Budget" with the exception of "Training and Development Expenses" which are covered in Section "4".

#### 4. Training and Development Expenses

- 4.1 Council Members are responsible for managing their own annual Training and Development as well as monitoring their individual expenses in this regard.
- 4.2 All costs including travel, accommodation, registration fees, or any other reasonable out-of-pocket expenses specific to Training and Development shall conform to Section "3" and will be charged to each Council Member's "Training and Development Budget".
- 4.3 Training and/or development must be deemed as being relevant and reasonable. Two Members of Senior Administration must agree and approve. In the event one or both do not agree, the matter is referred to Council for adjudication.

#### 5. Official Duties

- 5.1 The Office of the Mayor receives formal invitations to attend local, regional and provincial activities, events and meetings that require official representation. The funding for these events shall be expensed to the "Mayor's Budget", separate from the Mayor's individual budget.
- 5.2 If a Deputy Mayor or Council Member is requested to participate in an activity in an official capacity on behalf of the Mayor, the Council Member shall be reimbursed for the associated costs from "Mayor's Budget".

- 5.3 The Mayor or Deputy Mayor may claim for spousal or guest expenses in circumstances where the protocol of the event is that they be accompanied by their spouse or guest.
- 5.4 With the exception of spouse or guest expenses, the expenses claimed for official duties shall conform to Section “3”.
- 5.5 Council Members who attend an official event but not as an official representative will have the associated expense charged to the individual Council Member’s “General Council Budget”.

#### 6. Community Events

- 6.1 Expenses associated with attending St. Albert community events such as tickets can be expensed to the Council Member’s “General Council Budget”.
- 6.2 Cash contributions or sponsorships are not eligible for reimbursement.

#### 7. Political Events

- 7.1 The City shall not reimburse any Council Member for “Political Contributions”.
- 7.2 The City shall not reimburse any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate.

#### 8. Conflict of Interest

- 8.1 If a Council Member chooses to attend an event, conference, etc. hosted or organized by any third party that conducts business with the City or plans to conduct business with the City, all event and/or travel costs must be purchased and expensed through the City and charged to the Council Member’s General Council Budget.
- 8.2 Council Members shall not accept payments, complimentary travel or hotel accommodation or free tickets from any third party that conducts business with the City or plans to conduct business with the City. This includes event registrations, travel, meals, or any other financial or in-kind contribution. For greater clarity, any offer of free tickets, complimentary travel or other such offers where there is a real monetary value must be declined by the Council Member.

#### 9. Municipal Associations

- 9.1 The City shall maintain membership in good standing in the AUMA and FCM.
- 9.2 Any Member of Council may attend the annual AUMA or FCM conference.
- 9.3 Council Members attending the general meetings and conferences of AUMA and FCM will have related expenses charged to their “General Council Budget”.
- 9.4 Council Members who volunteer and/or are elected to serve on the AUMA Board of Directors or any committees thereof do so of their own accord. The

City does not provide or cover any costs associated with said activities. For further clarity, any Per Diems or other expenses covered by AUMA need not be reported to or provided to the City.

9.5 Council Members who volunteer and are elected to serve on the FCM Board of Directors may have their expenses including added compensation covered subject to obtaining the approval of Council in advance.

9.6 Council Members who volunteer and are elected to serve on any other Association Board of Directors do so at their own accord.

## 10. Equipment and Supplies

10.1 To assist in carrying out their duties, Council Members shall be provided with various items of business equipment and related/required software. Any equipment provided remains the property of the City and shall be returned when the individual is no longer a Council Member.

10.2 Council Members may receive a City supplied: (i) a Laptop or tablet device; (ii) mobile telephone; (iii) Fax Machine; (iv) Printer; and (v) reimbursement for High Speed Internet in accordance with Schedule II.

10.3 All consumable office supplies including but not limited to paper and toner shall be provided by the City and charged to the Council Member's "Office Supplies Budget". For further clarity, any reimbursable expense claims for these types of items will not be approved.

## 11. Expense Claim Process

11.1 All eligible expenses for which a Council Member is seeking reimbursement shall be submitted on the standard Council Member Monthly Expense Claim Form. Expense claim forms must be submitted on a monthly basis regardless of whether or not reimbursable expenses were incurred or not. Expense Claim Forms for the previous month's expenses must be submitted to the City Manager or designate on or before the 15<sup>th</sup> day of the following month with full supporting documentation. The CAO shall report to the Council meeting immediately following the reporting results. Members of Council who are not in compliance with this requirement, shall be subject to whatever consequences Council decides to impose.

11.2 Two members from Senior Administration shall review and sign off each expense claim if approved. If one or both of the signatories does not agree that a claimed expense is reasonable, the claim shall be brought forward as a Council agenda item for adjudication. The Council Member whose claim is under scrutiny shall be excluded from any discussion or debate other than providing a response to questions of clarification.

## 12. Reporting

12.1 Each year the City Manager shall present to Council a summary of all Council expense claims and budget use from the previous year.

- 12.2 A quarterly posting on the City's website for each Council Member will include each of the previous three months' expense claim reports.
- 12.3 The CAO shall submit to each Council Member a quarterly report with monthly and year to date actual expenses versus the annual budget.
- 12.4 Council Members are responsible for planning future year budgets based on such matters as the planned level of attendance at meetings, conferences, office supplies and official duties.

### 13. Council End of Term

- 13.1 Following the end of term for a Council Member not returning to office, a final reconciled expense claim form must be submitted for processing within three months of the election date. No further expense claims will be processed after that period.

Council Member Annual Remuneration	Apr 1 2015	Apr 1 2016	Apr 1 2017	Nov 2017	Apr 1 2018	Apr 1 2019	Apr 1 2020	Apr 1 2021
Mayor	\$104,172	\$104,380	(AWEI)	\$125,000	(ECPI)	(ECPI)	(ECPI)	(ECPI)
Councillor	\$36,460	\$36,460	(AWEI)	\$50,000	(ECPI)	(ECPI)	(ECPI)	(ECPI)
General Council Budgets								
Mayor	96,300	49,000	tbd	tbd	tbd	tbd	tbd	tbd
Councillor		30,000 (divided up between all Councillors)	tbd	tbd	tbd	tbd	tbd	tbd
Mayor's Budget		85,000	tbd	tbd	tbd	tbd	tbd	tbd
Office Supplies Budget	71,800	54,100	tbd	tbd	tbd	tbd	tbd	tbd
Training and Development Budgets								
Mayor	\$7,000	\$7,000	tbd	tbd	tbd	tbd	tbd	tbd
Councillor	\$5,000	\$5,000	tbd	tbd	tbd	tbd	tbd	tbd
Council Member Retirement Program								
Mayor	\$3,097	\$3,130	3%	\$6,250	5%	5%	5%	5%
Councillor	\$1,084	\$1,095	3%	\$2,500	5%	5%	5%	5%
Per Diems								
Mayor	\$200	\$200	tbd	n/a	n/a	n/a	n/a	n/a
Councillor	\$200	\$200	tbd	n/a	n/a	n/a	n/a	n/a
Council Member Group Benefits								
Workers Compensation	x	x	x		x	x	x	x
Group Life Insurance	x	x	x		x	x	x	x
AD&D	x	x	x		x	x	x	x
Dependent Life Insurance	x	x	x		x	x	x	x
Dental Care	x	x	x		x	x	x	x
Extended Health Care	x	x	x		x	x	x	x
Vision Care	x	x	x		x	x	x	x
EFAP	x	x	x		x	x	x	x
Pension Contribution	x	x	x					
RPP					x	x	x	x



Schedule II  
Expense Reimbursement Rates

Item	Parameter	Amount	Added Conditions
Vehicle Mileage	GOA rate	\$0.515/km	
Parking Meter Charges (no receipt available)	Maximum	\$15/occurrence	
Event Tickets (no receipt available)	Maximum	\$10/event	
Child Care (no receipt available)	Maximum	\$40/day	Only for council meetings and other agencies, boards or committees that Council has appointed a council member representative
Home Office Internet (receipt required)	Maximum	\$60/month	