

---

# 2015 Council Remuneration Review

---

Recommendations from the Task  
Force on Council Remuneration

---

July 13, 2015

---



**Table of Contents**

Executive Summary ..... 1

Mandate ..... 4

    Council Remuneration Policy ..... 4

    Task Force on Council Remuneration ..... 4

    Task Force Terms of Reference ..... 4

Methodology ..... 5

    Key Factors ..... 5

        Financial Position & Economic Influences ..... 6

        Growth and Development Outlook ..... 6

        Input from Administration ..... 7

        Input from Members of Council ..... 7

        City of Spruce Grove Compensation Philosophy ..... 7

        Comparators ..... 8

Recommendations ..... 8

    1. Council Remuneration – Base Salary ..... 8

    2. Deputy Mayor Supplemental Salary ..... 9

    3. Honoraria ..... 9

    4. Benefits ..... 10

    5. Allowances ..... 11

    6. Technology and Office Supplies ..... 12

    7. Status of the Office of the Mayor ..... 13

Financial Impacts ..... 13

    Base Salary – Mayor and Alderman ..... 14

    Honoraria ..... 14

    2015 Financial Implications ..... 15

Policy Impacts ..... 15

    Council Remuneration Policy ..... 15

    Council Device Policy ..... 16

Appendices ..... 17

References ..... 18



## Executive Summary

Duly elected municipal councils provide both leadership and service through governance. The salary and benefits they receive attempt to strike a balance between adequate compensation for the work that is required of a public official and the call to serve one's community. The Council of the City of Spruce Grove established the Council Remuneration Policy as a governing tool to guide this balance. The Policy stipulates that a comprehensive review of salaries, honorariums and expenses take place every election year to, in part, review and maintain that balance.

Council compensation was last reviewed by an independent task force in 2013 consisting of four members of the public. It was recommended by that task force that council remuneration reviews take place at the mid-point of a council term to alleviate pressures that may be present during an election year and to allow for more efficient planning and budgeting of any approved changes.

In April 2015, Council approved the establishment of the 2015 Task Force on Council Remuneration (Task Force) to review the results of the 2013 recommendations and to review and provide recommendations concerning forms of compensation to elected officials for the 2017-2021 term. The scope of this review included status of the Office of the Mayor and issuance and support of technology, in addition to base salary, honorarium rates, benefits, and allowances.

Included within this report is a detailed overview of the mandate, methodology and process of the task force. The recommendations, financial impact, policy impact and rationale are outlined in detail.

Based on the information gathered and discussions on part of the task force, the following recommendations are presented:

### 1. Council Remuneration – Base Salary

#### 1.1. The base salary for the Mayor be adjusted follows:

- a) Effective September 1, 2015 - increase from \$64,753.31 to \$70,000.00
- b) Effective for 2016 – increase from \$70,000.00 to \$75,000.00
- c) Effective for 2017 – increase the salary by 5%

#### 1.2. The base salary for an Alderman be adjusted as follows:

- a) Effective September 1, 2015 – increase from \$30,543.98 to \$35,550
- b) Effective for 2016 – increase the salary by 5%

c) Effective for 2017 – increase the salary by 5%

1.3. For the 2017 to 2021 Council Term, provide annual salary increases, for both the Mayor and Aldermen, of 3% along with the Cost of Living Allowance increase provided to the organization commencing in 2018.

2. Deputy Mayor Supplemental Salary

2.1. Effective October 27, 2015 - increase the Deputy Mayor supplemental salary from \$500 per month to \$750 per month.

3. Honoraria

3.1. That the current honoraria rates continue to increase by COLA annually.

3.2. Effective September 1, 2015 - the scope of activities where honoraria can be claimed be expanded to include business activities taking place in Spruce Grove, where Council representation is required, notwithstanding those exclusions listed in the policy.

3.3. Effective 2016 - the expense budgets would be increased by \$1,000 for an Alderman and \$5,000 for the Mayor.

3.4. That the Council Remuneration Policy be revised to capture the recommendation noted in 3.2.

4. Benefits

4.1. That the benefits provided to Council as outlined in section 5 and section 10 of the Council Remuneration Policy remain the same.

5. Allowances

5.1. That the Travel and Subsistence rates continue to be updated annually according to the Treasury Board of Canada Secretariat and Revenue Canada suggested rates, as per Policy 9,053CM, Business Travel and Expense.

6. Technology and Office Supplies

6.1. That the monthly office and technology allowance of \$100 remain the same.

6.2. Effective for the 2017 – 2021 Term - the one-time per term home office set-up allowance be increased from \$150 to \$300 beginning with the next term of Council.

6.3. That Council formalize the issuance and support of technology and respective devices through policy to take effect October 1, 2015.

7. Status of the Office of the Mayor

7.1. That Council strongly consider a move to a full-time Mayor for the 2017 election based on current trends in growth and business development and that a task force be struck early in 2017 to determine specifically if those trends are continuing and thus a full-time Mayor is warranted for the City of Spruce Grove.

The recommendations are provided for Council's review and approval. The comments and observations included in this report are provided for context and consideration.

## Mandate

### ***Council Remuneration Policy***

Council established a Council Remuneration Policy that sets out compensation and benefits for the duly elected Council of the day. The policy attempts to strike a balance between the work that is required of a public official and the call to serve one's community.

The Policy stipulates that a comprehensive review of salaries, honorariums and expenses will take place every election year, and that the review may be conducted through a task force comprised of City of Spruce Grove residents. Council encouraged the use of a task force as an effective means to independently research and review compensation while engaging and partnering with residents. Administration recruited members for this task force using advertisements in the local newspaper, social media outlets, the City's website, and through word of mouth.

The Council Remuneration Policy is attached to this report as Appendix A.

### ***Task Force on Council Remuneration***

Council approved the formation of the Task Force on Council Remuneration and appointed members at the April 13, 2015 regular meeting of Council. Five residents of the City came forward to volunteer their time on the 2015 Task Force on Council Remuneration. The appointed members brought a wealth of experience from both public and private sectors; including expertise in financial management, human resources, intergovernmental relations, and leadership.

The 2015 Task Force is comprised of five members, Mr. Robert Da Roza, Mr. Bob Gervais, Mr. Rob Meiklejohn, Mr. James Rigby, and Mr. Ed Toupin. Two individuals who served during the 2013 remuneration review were appointed once again in 2015, thus providing the Task Force with continuity and further insight into previous recommendations.

### ***Task Force Terms of Reference***

The Terms of Reference identifies the Task Force as an independent body charged with reviewing and bringing forward recommended changes on remuneration, honorarium, benefits and allowances for the Mayor and Aldermen. The Task Force was also asked to review the status of the Office of the Mayor and implementation of a corporate approach to the issuance and support of technology, as per recommendations from the

2013 Council Remuneration Review. The final report and recommendations of the Task Force are not binding upon Council, and may be amended or set aside as Council deems appropriate.

The Terms of Reference are attached to this report as Appendix B.

## **Methodology**

Following a review of the Task Force on Council Remuneration Terms of Reference, as approved by Council, members spent time reviewing background information gathered to support their work. Information included previous council remuneration review documentation and reports, City of Spruce Grove policies pertaining to council remuneration, allowances, and device provision, 2014 council salary and benefit disclosure and RRSP contributions, comparator compensation information, and recent compensation review reports from other municipalities.

The Task Force recognized the importance of considering both the unique circumstances of the public office within Spruce Grove, and the review of compensation as it relates to municipal public office in a manner that reflects the duties, responsibilities, skill, effort, authority and decision making. To this end, the Task Force set up a series of meetings to obtain input from both Council and Administration, and allowed for additional meetings to deliberate their recommendations. The Task Force met six times and between the five volunteer members, spent a total of over 72 hours reviewing all aspects set forth in the terms of reference regarding council remuneration.

## ***Key Factors***

A number of key factors were used by the Task Force to inform and guide their recommendations. They included:

- The City's current financial position and how municipal budgeting and financing works;
- The current state of the economy, inflation, the Consumer Price Index and other factors influencing the economy of the region and the province;
- The long-range financial outlook for the City including upcoming development and capital projects that will affect the financial position of the City to the end of 2021;
- An analysis of the unprecedented growth the City is experiencing, and the long-range planning and growth outlook;
- A review of remuneration reports and compensation and benefit figures of other like-sized and geographically relevant municipalities within Alberta;

- The growing complexity of political matters, regional influences, economic growth and participation within the capital region;
- Consultation with Administration's Executive Leadership Team; and
- Public demand for increased transparency, public engagement and appearances by Council.

The Task Force also reviewed, in detail, the approved remuneration recommendations following the 2013 Council remuneration review to determine if they were still relevant given today's circumstances.

### **Financial Position & Economic Influences**

The Task Force reviewed the 2015-2035 City of Spruce Grove Strategic Plan, and Administration provided an overview of the Corporate Planning process, recent Cost of Living Adjustment increases, and the 2014 Council Salary and Benefit Disclosure.

The Finance Manager came before the Task Force to discuss the current financial position of the City of Spruce Grove, including long range financial planning, debt management, residential to non-residential assessment ratios, and the corporate plan and budget of the City of Spruce Grove. Pertinent to discussions regarding projected workloads and demands on Council was the City's Long-Range Capital Plan, which outlines significantly large projects that will affect the City's financial position within the next 6 years.

It was noted during these discussions that despite what is being communicated in the news, Alberta economists believe that this economic downturn is likely to recover by 2017, and the current economic situation was assumed to have minimal impact on the City's overall position.

### **Growth and Development Outlook**

The Senior Planner provided the Task Force with information regarding current development and growth within the City of Spruce Grove. It was noted that the City has been experiencing growth at a rate of 4-6% annually over the past five years, however, the preliminary results of the municipal census suggest that there was more substantial growth within the City over the past year. The task force discussed growth impacts and gained insights into the growth study currently taking place as well as the potential results of that study over the longer term as they were asked to review the compensation of Council up until 2021.

The Task Force noted that growth and development has a direct impact on Council, as when a municipality experiences an increase in housing development, demands are

placed on the municipality for further infrastructure and services in order to meet the needs of the growing population. Second only to the City of Edmonton, the City of Spruce Grove has the highest growth within the Capital Region in terms of new housing starts and residential building permits issued. This development and growth affects Council as they are required to make governance related decisions to best manage and support this growth, and often results in an increase in time commitment.

### **Input from Administration**

The Task Force met with the Executive Leadership Team (ELT), which is comprised of the City Manager and General Managers of Administration. Meetings with the ELT helped the Task Force to gain a better understanding of municipal government and the unique challenges and successes of the City of Spruce Grove. Impacts of regional initiatives and partnerships, changing technology, and increased development on both Council and Administration were discussed. Administration provided insights into corporate planning and upcoming projects of the City's departments for the remainder of the current council term and the next council term ending in 2021. The respective roles of Council and Administration were discussed, and how the governance interface changes as a municipal organization grows into a larger entity.

The ELT brought to the discussion varying levels of experience both within Spruce Grove and at other municipalities of varying size.

### **Input from Members of Council**

The Task Force opted to interview every member of council for 40 minutes to discuss the unique activities and commitments of each member of Council. Members of council were asked to complete a questionnaire developed by the Task Force. The responses were used as a starting point for discussions during the interviews. Questions posed to Council related to the current and future demands being placed on Council, compensation and support needed to perform their duties.

### **City of Spruce Grove Compensation Philosophy**

The Task Force was briefed on the City of Spruce Grove's compensation philosophy and principles. In keeping with the compensation philosophy, the Task Force aimed to maintain a fair, equitable and competitive compensation that is aligned with the strategic and corporate plan while acknowledging commitment to effective stewardship of public funds. The definition of competitive compensation is described by the City of Spruce Grove as "... between the 50<sup>th</sup> and 60<sup>th</sup> percentile using the minimum of the pay range

as the control point relative to similar benchmarked municipalities.”<sup>1</sup> Also noted within the objectives was the importance of “total compensation” in attracting, retaining and recognizing qualified members of Council. This philosophy was used as a reference for the discussions of the Task Force.

## **Comparators**

The Task Force engaged Administration to conduct research of comparator municipalities to assist them in making informed recommendations. Compensation and allowance information from like-sized and geographically relevant municipalities were provided to the Task Force, and is included within this report as Appendix C.

## **Recommendations**

### **1. Council Remuneration – Base Salary**

#### *Recommendations:*

- 1.1. The base salary for the Mayor be adjusted follows:
  - a) Effective September 1, 2015 - increase from \$64,753.31 to \$70,000.00
  - b) Effective for 2016 – increase from \$70,000.00 to \$75,000.00
  - c) Effective for 2017 – increase the salary by 5%
  
- 1.2. The base salary for an Alderman be adjusted as follows:
  - a) Effective September 1, 2015 – increase from \$30,543.98 to \$35,550
  - b) Effective for 2016 – increase the salary by 5%
  - c) Effective for 2017 – increase the salary by 5%
  
- 1.3. For the 2017 to 2021 Council Term, provide annual salary increases, for both the Mayor and Aldermen, of 3% along with the Cost of Living Allowance (COLA) increase provided to the organization commencing in 2018.

#### *Rationale:*

The compensation philosophy of the City of Spruce Grove is to offer a salary that is competitive and generally at the mid-range of like communities. The current Task Force has observed that the current base salary of the Mayor and Aldermen is not achieving

---

<sup>1</sup> City of Spruce Grove Compensation Program, July 21, 2014.

the intent of the philosophy. The recommendations for the remainder of the current term are intended to achieve the goal of the corporate compensation philosophy.

The Task Force noted that the City of Spruce Grove is an active participant in the capital region and is positioning itself to be part of the larger global market. The impact of this is an increasing demand on Council's time to participate in these activities as well as a requirement to delve into and decide on more complex matters than in previous years.

The Task Force also noted that as the city grows so does the demand on Council for a larger visual presence in the community.

## ***2. Deputy Mayor Supplemental Salary***

### *Recommendation:*

- 2.1. Effective October 27, 2015 - increase the Deputy Mayor supplemental salary from \$500 per month to \$750 per month.

### *Rationale:*

The position of Deputy Mayor is being relied on more heavily to facilitate Council's active participation in the community, the tri-municipal region and the greater capital region. The increase reflects the increased demand on time and requirement to participate in more complex matters.

October 27, 2015 represents the beginning of the final set of the deputy mayor rotation for the current term of Council.

## ***3. Honoraria***

### *Recommendations:*

- 3.1. That the current honoraria rates continue to increase by COLA annually.
- 3.2. Effective September 1, 2015 - the scope of activities where honoraria can be claimed be expanded to include business activities taking place in Spruce Grove, where Council representation is required, notwithstanding those exclusions listed in the policy.

- 3.3. Effective 2016 - the expense budgets would be increased by \$1,000 for an Alderman and \$5,000 for the Mayor.
- 3.4. That the Council Remuneration Policy be revised to capture the recommendation noted in 3.2.

*Rationale:*

The growth of Spruce Grove as a community as well as its increasing influence within the capital region has resulted in business being conducted both within the municipality as well as outside the municipality.

Section 6 of the Council Remuneration Policy should be revised to expand the scope of when honoraria can be claimed to include business within the municipality; something previously excluded. Further clarity should be given to what types of meetings and/or events are eligible for honoraria and what types are not.

An analysis of Council activity and respective calendars in concert with the revised scope of business that would be eligible for honoraria provided the basis for the recommended budget increases. Further details are provided in the financial impacts below.

Further detail regarding the draft Council Remuneration Policy has been provided for Council consideration under separate cover.

#### **4. Benefits**

*Recommendation:*

- 4.1. That the benefits provided to Council as outlined in section 5 and section 10 of the Council Remuneration Policy remain the same.

*Rationale:*

The Task Force determined that the City provides excellent benefits to Council and for consistency would like to keep the benefits aligned with those that are provided to City Administration.

Members of Council are offered the same benefits package as City Administration.

These benefits include but are not limited to:

- a. Extended Health benefits
- b. Dental benefits
- c. Life Insurance
- d. Health and Wellness benefit
- e. Canada Savings Bond contribution deductions
- f. Self-directed RRSP contribution deductions
- g. Tax Free Savings Account contribution deductions
- h. Computer Purchase Program
- i. Employee Family Assistance Program

Council may also participate in a retirement savings program where the City matches up to 4% of a Council's annual salary into an RRSP or RIF for each year of elected service to the City.

## **5. Allowances**

### *Recommendation:*

- 5.1. That the Travel and Subsistence rates continue to be updated annually according to the Treasury Board of Canada Secretariat and Revenue Canada suggested rates, as per Policy 9,053CM, Business Travel and Expense.

### *Rationale:*

The Task Force agreed with the corporate approach to travel and subsistence and believed it to be sufficient for Council.

Policy 9,053, Business Travel and Expense is attached to this report as Appendix D.

### *Recommendation:*

- 5.2. That the car allowance of \$100 per month for the Mayor and \$50 per month for the Aldermen remain the same.

*Rationale:*

The Task Force spoke with members of Council and based on those conversation believes the car allowance is fair when all aspects of the recommended compensation adjustments are considered.

**6. Technology and Office Supplies***Recommendations:*

- 6.1. That the monthly office and technology allowance of \$100 remain the same.
- 6.2. Effective for the 2017 – 2021 Term - the one-time per term home office set-up allowance be increased from \$150 to \$300.
- 6.3. That Council formalize the issuance and support of technology and respective devices through policy to take effect October 1, 2015.

*Rationale:*

Technology is being used to a greater degree in order to conduct business and stay connected with residents and the City. Costs associated with the purchase, support and operation of this technology and its increased use have risen and a formalized process for issuance and support is imperative.

Administration has drafted an administrative policy that is consistent with the recommendations from the Task Force regarding technology and office supply provisions. The draft policy is attached as Appendix E for Council's reference. Should Council approve recommendation 6.3, Aldermen will be eligible for a city-issued smartphone and plan, or reimbursement of their existing plan to a maximum of \$60. The logistics of this policy are addressed within Briefing Note – Council Device Policy provided as Appendix F.

## 7. Status of the Office of the Mayor

### *Recommendations:*

- 7.1. That Council strongly consider a move to a full-time Mayor for the 2017 election based on current trends in growth and business development and that a task force be struck early in 2017 to determine specifically if those trends are continuing and thus a full-time Mayor is warranted for the City of Spruce Grove.

### *Rationale:*

Spruce Grove is a busy, growing community that is positioning itself as an influential force within the capital region. With this comes increased demands on its Council as well as its Mayor, as the chief elected official. It is likely that Spruce Grove could benefit from a full-time Mayor commencing with the 2017 to 2021 term of Council should trends continue.

A decision at this point in Council's term would be premature, however it would be beneficial for the community to consider this again closer to the election in 2017 when more information is available. The Task Force would encourage Council to be proactive in its decision regarding the Office of the Mayor rather than reactive as there is a fear that waiting until the 2021-2025 term may be too late.

## **Financial Impacts**

For the purposes of this analysis, it is important to note that budgeting is based on assumptions and estimates and as such, actual results could vary. The following assumptions and estimates were made for the purposes of this analysis:

1. Honoraria costs are projected based on current calendars and anticipated activity increases taken from interviews with Council and senior Administration.
2. The cost of living adjustment will be based on the City's budgeted consumer price index figures.
3. Salary projections will be made out to 2019, the mid-point of the next Council term.

The car allowance, office supply allowance, benefits, and travel and subsistence, have been excluded from the analysis as that the Task Force recommends they remain unchanged.

**Base Salary – Mayor and Alderman**

The estimated cost increase resulting from the recommended changes to Council salaries for 2015 is approximately \$35,000.

*Figure 1: 2015 Remuneration Comparison*

	Deputy Mayor (2 mos)	Salary Mayor	Salary Alderman	Total Remuneration
<b>2015 Remuneration - Recommended</b>	\$ 1,500	\$ 70,000.00	\$ 35,550	\$ 283,300.00
<b>2014 Remuneration - Status Quo</b>	1,000	64,753.31	30,543.98	248,017.19
<b>Total Increase</b>	\$ 500	\$ 5,246.69	\$ 5,006.02	\$ 35,782.81

The following figures outline projected base salaries for future years:

*Figures 2 and 3: Mayor and Alderman Projected Base Salary 2016-2019*

Mayor Base Salary		Alderman Base Salary	
<b>2016</b>	\$75,000	<b>2016</b>	\$37,328
<b>2017</b>	\$78,750	<b>2017</b>	\$39,194
<b>2018</b>	\$82,703	<b>2018</b>	\$41,162
<b>2019</b>	\$86,872	<b>2019</b>	\$43,237

**Honoraria**

Expanding the scope of eligible business related meetings will result in an increase in the number of billable events attended by Council. An estimation of this increase along with associated costs is provided below.

It is worth noting that the numbers provided in this analysis are a rough estimate, and are based on the limited data available for examination.

The cost impact of the proposed changes for 2015 would be approximately \$2,900 with a full year being \$11,631.51. Figure 4, below, outlines the calculations:

*Figure 4: Honoraria Scope and Cost Increase*

	Mayor	Alderman (each)	Total
<b>Estimated Number of New Business Events Eligible for Honoraria (annual)</b>	36	5	66
<b>Estimated Total Events (2016)</b>	45	8	93
<b>Estimated Annual Cost (based on ½ day expense)</b>	\$5,628.15	\$1,000.56	\$11,631.51

Expense budgets would need to be increased for 2016 to accommodate this change.

### ***2015 Financial Implications***

A variance of approximately \$39,000, as a result of implementing the recommendations may need to be reported, in the Council expense line, as part of the City's 2015 financial statements.

The City of Spruce Grove 2016-2018 Corporate Plan is scheduled to be approved by Council in November of 2015. As such, it is anticipated that the 2016 budget will need to be increased by approximately \$53,141.00 to reflect the recommendations outlined within this report.

### **Policy Impacts**

Two policies will need to be addressed in order to implement the recommendations above. Both policies will be brought to Council, under separate cover, for consideration. Drafts are provided as appendices G and F for information.

### ***Council Remuneration Policy***

Section 6 of the Council Remuneration Policy should be amended to reflect the expanded scope of business activities that will be eligible for honoraria. Administration has been asked to prepare a revised remuneration policy and provide it to Council for consideration.

***Council Device Policy***

Administration has been asked to draft a Council Device Policy that will support the work of Council by providing them with mobile devices. The flexibility, usability and portability of mobile devices is advantageous as members of Council perform their duties from various locations. The policy will address mobile device procurement, administrative support, and other responsibilities associated with obtaining and using a mobile device for City of Spruce Grove Council business. This policy will also be consistent with the corporate direction on the provision of mobile devices for City business.

## Appendices

Appendix A: Policy 5,016 – Council Remuneration

Appendix B: Task Force on Council Remuneration Terms of Reference

Appendix C: Compensation Comparison

Appendix D: Policy 9,053CM – Business Travel and Expense Policy

Appendix E: Policy 5,018 – Draft Council Device Policy

Appendix F: Briefing Note – Council Device Policy

Appendix G: Policy 5,016 – Draft Council Remuneration – Proposed Revisions

## References

1. 2015 – 2035 Strategic Plan
2. Long-term Capital Plan
3. City of Spruce Grove Compensation Philosophy and Principles
4. Town of Stony Plain Council Compensation and Expenses Policy, 2015
5. Strathcona County Council Remuneration Review, 2014

	<b>CORPORATE POLICY</b>	<b>Policy No:</b> 5,016 (Revised)
		<b>Approved By:</b> Council
		<b>Effective Date:</b> June 24, 2013
		<b>Resolution No.:</b> 185-13
		<b>Department:</b> Corporate Services – City Clerk’s Section

## COUNCIL REMUNERATION POLICY

### POLICY STATEMENT

The City of Spruce Grove has a duly elected Council comprised of local residents who represent the interests of the City and govern its operations. This policy sets out equitable compensation and benefits for all the work involved in holding public office in the City of Spruce Grove.

#### 1. PURPOSE

This policy is intended to clarify the benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

#### 2. DEFINITIONS

N/A

#### 3. RESPONSIBILITIES

N/A

#### 4. REMUNERATION

- 4.1 The salary for the Mayor and Aldermen will be adjusted annually to reflect current economic conditions. This will be done in conjunction with the annual cost of living review conducted by the Human Resource Department of the City of Spruce Grove.
- 4.2 Each Alderman shall receive a set salary adjustment during their term of Deputy Mayor in compensation for additional duties. This adjustment will be reviewed in conjunction with sections 4.1 and 4.3.

	<b>CORPORATE POLICY</b>	<b>Policy No:</b> 5,016 (Revised)
		<b>Approved By:</b> Council
		<b>Effective Date:</b> June 24, 2013
		<b>Resolution No.:</b> 185-13
		<b>Department:</b> Corporate Services – City Clerk’s Section

4.3 Administration will be responsible for conducting a comprehensive review of salaries, honorariums and expenses every election year. This review may be conducted through striking a task force comprised of residents of the City of Spruce Grove. A report with recommendations will be presented to Council no later than June, prior to the election.

## 5. BENEFITS

5.1 Members of Council may participate in City of Spruce Grove initiated benefit programs where eligible. Benefits include but are not limited to:

- a. Extended Health benefits
- b. Dental benefits
- c. Life Insurance
- d. Health and Wellness benefit
- e. Canada Savings Bond contribution deductions
- f. Self-directed RRSP contribution deductions
- g. Tax Free Savings Account contribution deductions
- h. Computer Purchase Program
- i. Employee Family Assistance Program

## 6. HONORARIUM

6.1 Members of Council will receive an honorarium for the required attendance at out of town functions as an official representative of the City. Honoraria will be paid on either a full day or a half day basis.

- 6.2 Honoraria will not be paid for attendance at such activities as:
- a. Regular Council Meetings, Special Meetings of Council, Committee of the Whole Meetings and City Budget Meetings
  - b. Regular Meetings of related Boards, Committees or Commissions as designated at the Annual Organizational Meeting of Council.
  - c. Golf Tournaments
  - d. Openings
  - e. General public appearances
  - f. Community events such as Canada Day, Remembrance Day, and National Aboriginal Day

	<b>CORPORATE POLICY</b>	<b>Policy No:</b> 5,016 (Revised)
		<b>Approved By:</b> Council
		<b>Effective Date:</b> June 24, 2013
		<b>Resolution No.:</b> 185-13
		<b>Department:</b> Corporate Services – City Clerk’s Section

- g. Other purely social events
- h. Attendance at political party functions of any type

6.3 ½ Day is defined as a minimum of two (2) hours and a maximum of four (4) hours, and Full Day is defined as in excess of four (4) hours

6.4 Honoraria rates will be updated every January in conjunction with the annual cost of living review conducted by the Human Resource Department of the City of Spruce Grove.

## 7. TRAVEL AND SUBSISTENCE

7.1 There exists a continuing requirement for members of Council to attend conferences and conventions as part of their professional development.

7.2 A separate financial account entitled Alderman’s and/or Mayor’s Expense is established to provide the necessary funding for members of Council to attend events such as:

- a. The Federation of Canadian Municipalities (FCM) Annual Convention, and
- b. The Alberta Urban Municipalities Association (AUMA) Annual Convention, and
- c. Other educational or professional development conferences, conventions and seminars.

7.3 All out of Province travel must be pre-approved by the Mayor.

7.4 Council shall review attendance at the FCM Convention and the AUMA Convention on an annual basis.

7.5 Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual member’s Alderman’s and/or Mayor’s Expense Budget.

7.6 Council representation at any Provincial or National Conferences, Conventions or Seminars will be the decision of Council as a whole.

	<b>CORPORATE POLICY</b>	<b>Policy No:</b> 5,016 (Revised)
		<b>Approved By:</b> Council
		<b>Effective Date:</b> June 24, 2013
		<b>Resolution No.:</b> 185-13
		<b>Department:</b> Corporate Services – City Clerk’s Section

Funding for attendance at these activities shall be from the Alderman’s and/or Mayor’s Expense budget.

- 7.7 The City will pay the reasonable expenses of it’s delegation including:
  - a. Overnight lodging
  - b. Travel by the lowest possible economy fare
  - c. Meals (not covered by registration costs)
  - d. Registration Costs
  - e. Reasonable entertainment / hosting costs e.g. meals / beverages for guest(s)
- 7.8 Costs incurred when traveling to conferences, conventions and other training sessions, as well as meeting with representatives of other governments at locations beyond City boundaries (including transportation, meals, hotels, communication and other costs) will be reimbursed at the actual rate of the expense or in accordance with the Business Travel and Expense Policy, 9,053CM should receipts not be provided.
- 7.9 Members of Council using their personal automobile for out of town City business shall be compensated in accordance with the Business Travel and Expense Policy, 9,053CM.
- 7.10 Members of Council will be provided a monthly allowance for travel within the municipality.
- 7.11 Council will continue the practice of providing an accountable, recoverable travel advance and a Corporate Credit Card to members of Council.
- 7.12 Members of Council will not be reimbursed for attending a political party function or fundraiser.

**8. SPOUSES/PARTNERS**

- 8.1 If a spouse/partner accompanies a member of Council to an out of town conference/convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense except as noted in sections 8.2 and 8.3.

	<b>CORPORATE POLICY</b>	<b>Policy No:</b> 5,016 (Revised)
		<b>Approved By:</b> Council
		<b>Effective Date:</b> June 24, 2013
		<b>Resolution No.:</b> 185-13
		<b>Department:</b> Corporate Services – City Clerk’s Section

8.2 Where the spouse/partner is invited through a conference to accompany the member of Council to banquets/receptions, their tickets for these banquets/receptions may be charged to the Alderman’s and/or Mayor’s Expense budget. If the cost of conference registration for a spouse/partner includes banquet/reception tickets and is less than or equal to the cost of banquet/reception tickets purchased separately, the registration fee for the spouse/partner may be charged to the Alderman’s and/or Mayor’s Expense budget.

8.3 When a member of Council is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Alderman’s and/or Mayor’s Expense budget.

**9. EXPENDITURE TRACKING**

In order that Council may track expenditures, Administration shall provide Council with a monthly statement covering their individual Alderman’s and/or Mayor’s Expense Budget. Aldermen shall be accountable to the Mayor for the management of their individual budgets.

**10. RETIREMENT SAVINGS PLAN**

Members of Council may participate in a retirement savings program. An annual matching contribution of up to 4% of a member of Council’s annual salary will be deposited into a Registered Retirement Savings Plan or Retirement Savings Plan in their name for each year of elected service to the City.

**RELATED DOCUMENTS**

Business Travel and Expense Policy, 9,053CM

<p><b>APPROVAL</b></p> <p>Mayor: <u>Original signed by Stuart Houston</u>    Date: <u>July 15, 2013</u></p>
---



## 2015 COUNCIL REMUNERATION TASK FORCE TERMS OF REFERENCE

### **Purpose:**

The Council Remuneration Task Force is established to review the salaries and benefits available to a member of Council as well as recommend which expenses will be assumed by the municipality when carrying out their official duties.

### **Scope:**

The Task Force will review the following:

- Mayor and Alderman Remuneration
- Mayor and Alderman Honorarium and when they are applicable
- Benefits provided to Mayor and Alderman
- Allowances and other provisions such as technology, travel and subsistence

The Task Force will also review the following specific items identified by the 2013 Council Remuneration Task Force as being prudent to consider:

#### *Review Part-Time Status of the Office of the Mayor*

The 2013 Task Force indicated that they believed it would be prudent for the City to re-evaluate this at the midpoint of the Mayor's term to determine if a move to a full-time mayor is warranted for the next term of Council.

#### *Review When Appropriate to Provide Honoraria*

With community growth and development there has been a transition to many more meetings taking place within municipal boundaries rather than "out of town". A review of when and where it is appropriate to provide honoraria should take place along with what the financial impacts of such a course of action would be.

#### *Review Including Council in the Corporate Approach to Issuance of and Support for Devices*

When addressing the allowance for technology and office expenses, the 2013 Task Force discussed the types of devices that are provided to Council as well as those they have personally. The 2013 Task Force indicated that it would be beneficial consider including Council in the corporate approach to the issuance and support of devices.

**Composition:**

The Task Force will be composed of three to five public members who currently reside in the City of Spruce Grove and meet the eligibility requirements of an elector as stipulated in the *Local Authorities Election Act*.

At the first Task Force meeting the members shall choose a Chairman from among their number. The Chairman shall act as a spokesperson for the Task Force and as liaison between the Task Force and Administration.

**Membership Participation:**

Members who have been appointed to the Task Force by Council will receive no remuneration. Members who cannot fulfill the commitment may be replaced by Council.

**Decision Process:**

Decisions of the Task Force will be made by simple majority of the members present. The Chairman shall be considered a member and shall be entitled to vote on all motions of the Task Force.

**Quorum:**

A quorum for Task Force meetings shall be three (3) members including the Chairman.

**Closed Meeting Sessions:**

Task Force meetings will not be open to the public.

**Administrative Support:**

The City Clerk shall assume the role of staff advisor to coordinate and assist the activities of the Task Force.

**Task Force Reporting:**

The Task Force shall present its report to Council no later than the Regular Council Meeting scheduled on June 22, 2015. This would require the Task Force to complete its deliberations and the report no later than June 12, 2015.

The Task Force report to Council shall be in the form of advice and recommendations. These recommendations are not binding upon Council, and may be amended or set aside as Council deems appropriate.

### Council Remuneration - Market Comparisons 2013 & 2015

Municipality	Population 2013	Population Current (2014)	Assessment Ratio Res to Non Res	# of Council Members	Status of Office of the Mayor 2013	Mayor Status - 2015	Salary - Mayor 2013	Salary - Mayor 2015	Salary - Alderman 2013	Salary - Alderman 2015	Honoraria Rate 1/2 day & Full Day 2015	
City of Spruce Grove	26,171	29,526	82 / 18	7	Part-time	Part-time	\$58,733.00	\$63,057.39	\$27,704.00	\$30,088.00	\$125.07	\$250.11
City of Airdrie*	45,711	54,891	85 / 15	7	Full-time	Full-time	\$46,667.00	\$56,667.00	\$18,000.00	\$18,000.00	\$75.00	\$150.00
Town of Okotoks**	24,962	27,331	87 / 17	7	Full-time	Full-time	\$64,492.00	\$76,892.42	\$34,213.00	\$38,213.00	\$100.00	\$200.00
City of Leduc	25,482	28,583	73 / 27	7	Part-time	Part-time	\$74,929.40	\$75,912.20	\$35,339.00	\$35,872.20	\$0.00	\$0.00
City of St. Albert	61,466	63,255	87 / 17	7	Full-time	Full-time	\$97,340.00	\$104,172.00	\$34,069.00	\$36,460.00	\$100.00	\$200.00
Town of Stony Plain	15,051	15,051	86 / 14	7	Part-time	Part-time	\$36,519.00	\$60,000.00	\$18,260.00	\$30,000.00	\$0.00	\$0.00
Parkland County	30,568	30,568		7	Part-time	Full-time	\$65,837.00	\$78,000.00	\$43,247.00	\$45,876.00	\$128.00	\$256.00
City of Medicine Hat	61,180	61,180		9	Full-time	Full-time	\$95,500.00	\$96,959.00	\$31,700.00	\$32,216.00	\$100.00	\$150.00
City of Fort Saskatchewan	20,475	22,808	55 / 45	7	Full-time	Full-time	\$69,769.11	\$76,145.88	\$26,926.83	\$31,953.81	\$100.00	\$200.00
Average:								\$78,093.56		\$33,573.88		

\* - Base salary - also receive 1/3 expenses

\*\* - Honoraria is maxed at \$2,800/year and is not frequently utilized by Council

**Estimated Salary Projections 2016 & 2017**

Municipality	Salary - Mayor 2015	Salary - Alderman 2015	Salary - Mayor 2016	Salary - Alderman 2016	Salary - Mayor 2017	Salary - Alderman 2017
Town of Okotoks	\$76,892.42	\$38,213.00	-	-	-	-
City of Leduc	\$75,912.20	\$35,872.20	\$77,567.09	\$36,654.21	\$79,133.94	\$37,394.63
City of St. Albert	\$104,172.00	\$36,460.00	-	-	-	-
Town of Stony Plain	\$60,000.00	\$30,000.00	\$61,038.00	\$30,654.00	\$62,546.42	\$31,273.21
Parkland County	\$78,000.00	\$45,876.00	\$82,745.82	\$46,908.21	\$87,780.39	\$47,963.65
City of Medicine Hat	\$96,959.00	\$32,216.00	-	-	-	-
City of Fort Saskatchewan	\$76,145.88	\$31,953.81	-	-	-	-
<b>Median</b>			\$73,783.64	\$38,072.14	\$76,486.92	\$38,877.16
<b>Proposed Spruce Grove</b>			<b>\$75,000.00</b>	<b>\$37,328.00</b>	<b>\$78,750.00</b>	<b>\$39,194.00</b>

**Comments:**

Consumer Price Index (CPI) was calculated based on City of Spruce Grove assumptions.

Projections were projected based on municipal remuneration reports and assumed CPI and COLA figures.

**Comparison of Base Salary Projections and Recommendations**

		Range		Median of Comparators	2013	2015
		Low	High		Recommendation	Recommended
<b>2015 Base Salary *</b>	Mayor	\$56,667.00	\$104,172.00	\$78,093.56	\$65,070.82	\$70,000.00
	Alderman	\$18,000.00	\$45,876.00	\$33,573.88	\$31,307.25	\$35,550.00
<b>2016 Base Salary (Estimated)**</b>	Mayor	\$61,038.00	\$82,745.82	\$73,783.64	\$68,324.36	\$75,000.00
	Alderman	\$30,654.00	\$46,908.21	\$38,072.14	\$32,872.61	\$37,328.00
<b>2017 Base Salary (Estimated)**</b>	Mayor	\$62,546.42	\$87,780.39	\$76,486.92	\$71,740.58	\$78,750.00
	Alderman	\$31,273.21	\$47,963.65	\$38,877.16	\$34,516.24	\$39,194.00

\*Comparators: Airdrie, Okotoks, St. Albert, Stony Plain, Parkland County, Medicine Hat and Fort Saskatchewan

\*\*Comparators: Leduc, Stony Plain, Parkland County only

	<b>ADMINISTRATIVE POLICY</b>	<b>Policy No:</b> 9,053CM <b>Approved By:</b> City Manager
		<b>Effective Date:</b> December 16, 2012
		<b>Department:</b> Human Resources

## BUSINESS TRAVEL AND EXPENSE

### POLICY STATEMENT

The City of Spruce Grove believes that employees should be fairly compensated for business related travel. Travel should be undertaken with the view of maximum efficiency in a fiscally responsible manner.

#### 1. PURPOSE

This policy sets out the parameters for business related travel compensation.

#### 2. DEFINITIONS

Special terms defined in this policy are defined in the HR Glossary of Terms.

#### 3. RESPONSIBILITIES

##### 3.1 Employee

- a. Must have additional insurance coverage in the amount of one million dollars liability for use of their personal vehicle for business purposes.
- b. Submit employee expense claims on the required forms for business related travel expenses.
- c. Seek the most cost effective mode of transportation and accommodations when making travel arrangements.

##### 3.2 Supervisor

- a. Approve employee travel.
- b. Ensure that all travel outside of Canada is approved by the City Manager.
- c. Review and approve employee travel expense claims.

	<b>ADMINISTRATIVE POLICY</b>	<b>Policy No:</b> 9,053CM
		<b>Approved By:</b> City Manager
		<b>Effective Date:</b> December 16, 2012
		<b>Department:</b> Human Resources

### 3.3 Finance

Maintain all related expense forms with current reimbursement rates as set out in this policy.

## 4. USE OF CITY VEHICLE

- 4.1 City owned vehicles are to be used for City approved business only. Staff whose duties necessitate the use of a City owned vehicle may stop for minor convenience purposes.
- 4.2 City owned vehicles may only be used as an employee's primary vehicle if required under their terms of employment.

## 5. USE OF PERSONAL VEHICLE

- 5.1 Employees using their personal vehicle for City business shall be compensated at the published rate for vehicle travel expenses in accordance with the Canada Revenue Agency for the Province of Alberta. This rate will be followed for each tax year. This rate is intended to cover the cost of using their personal vehicle, including vehicle maintenance and fuel costs.
- 5.2 Employees claiming mileage expenses must submit a proof of personal liability insurance, of a minimum one million dollars. This proof would be a copy of their insurance and need only be submitted with the expense report once per year.

## 6. RELATED TRAVEL EXPENSES

- 6.1 Other means of transportation and related expenses will be paid on submission of receipts.
- 6.2 All travel outside of Canada must be approved by the City Manager.
- 6.3 Accommodation and meal expenses will be paid at reasonable actual costs upon production of receipts or statements. In the event there are no receipts available, the City will reimburse meal expenses at the rates published by the

	<b>ADMINISTRATIVE POLICY</b>	<b>Policy No:</b> 9,053CM <b>Approved By:</b> City Manager
		<b>Effective Date:</b> December 16, 2012
		<b>Department:</b> Human Resources

Treasury Board of Canada Secretariat. These rates will be followed for each calendar year.

- 6.4 If a spouse/partner accompanies an employee on City business, the expenses of the spouse/partner for travel and meals are considered a personal expense and not covered by the city.

#### RELATED DOCUMENTS

Procedure 9,016 Corporate Vehicle

Business Transportation and Subsistence Policy 9,015 rescinded

#### APPROVAL

City Manager: Original Signed By D. Lagore      Date: December 6, 2012

	<b>ADMINISTRATIVE POLICY</b>  Council Device Policy	<b>Policy No:</b> 5,018CM
		<b>Approved By:</b> City Manager
		<b>Effective Date:</b>
		<b>Department:</b> Corporate Services

## COUNCIL DEVICE POLICY

### POLICY STATEMENT

Mobile devices are important tools for members of council and their use is encouraged so that Council may undertake their role more effectively. The flexibility, usability and portability of mobile devices is advantageous as members of council perform their duties from various locations. This policy addresses mobile device procurement, administrative support, and other responsibilities associated with obtaining and using a mobile device for City of Spruce Grove Council business.

### 1. PURPOSE

- 1.1 To address responsibilities of administration and council in the procurement and use of mobile devices for city business.
- 1.2 To establish guidelines for the support, maintenance and replacement of mobile devices for members of council.

### 2. DEFINITIONS

- 2.1 “**Administration**” means the employees of the City of Spruce Grove.
- 2.2 “**City**” means the City of Spruce Grove.
- 2.3 “**City-owned device**” means a device that was purchased with City of Spruce Grove funds and provided to a member of council for use.
- 2.4 “**Corporate Office**” means the City department responsible for the overall administration of the City of Spruce Grove and provides support to the City Manager and Council.

	<b>ADMINISTRATIVE POLICY</b>  Council Device Policy	<b>Policy No:</b> 5,018CM
		<b>Approved By:</b> City Manager
		<b>Effective Date:</b>
		<b>Department:</b> Corporate Services

- 2.5 **“Council”** means the duly elected officials of the City of Spruce Grove, also known as the Mayor and Aldermen or Councillors.
- 2.6 **“Device”** means a mobile media implement that allows people to access data and information from wherever they are. For the purposes of this policy, device refers to smartphones, tablets and/or laptops.
- 2.7 **“Personal Device”** means a device that is purchased by a member of council, not the City of Spruce Grove.

### 3. RESPONSIBILITIES

- 3.1 Administration:
  - a. Ensure technology provided to Council is current and relevant to position.
- 3.2 Corporate Office:
  - a. Coordinates appointments between Council and Information Systems department.
  - b. Main point of contact for all Council requests for support.
- 3.3 Members of Council:
  - a. Ensure the physical security of their mobile device.
  - b. Ensure the security of city data and information on the device or within applications of the device.
  - c. Ensure all requests for support or devices are booked through Corporate Office.

### 4. SCOPE

	<b>ADMINISTRATIVE POLICY</b>  Council Device Policy	<b>Policy No:</b> 5,018CM
		<b>Approved By:</b> City Manager
		<b>Effective Date:</b>
		<b>Department:</b> Corporate Services

- 4.1 This policy applies to all City of Spruce Grove elected members of council who use mobile devices for city business.
- 4.2 The provisions for technology are consistent with the organizational approach to providing technology and with the recommendations of the council remuneration review, as approved by Council.
- 4.3 This policy applies to all mobile devices that fit the following classifications:
  - a. Smartphones or cell phones
  - b. Tablets
  - c. Laptop computers

## 5. DEVICE OWNERSHIP AND LIFECYCLE

- 5.1 Any mobile device provided to a member of council by the City remains the property of the City of Spruce Grove.
- 5.2 All city-owned devices must be returned to Administration at the end of the term of council.
- 5.3 In the event of an early departure from Council, any city-owned devices must be returned to Administration immediately.
- 5.4 The lifecycle of a mobile device is typically 2 years. Devices will be reviewed every two years and updated or replaced if required.
- 5.5 After the lifecycle has expired and a new device has been issued, a council member may choose to purchase the old device at market price.
- 5.6 A council member may use a city-owned device for personal use, provided the council member adheres to the City's general security policies.

	<b>ADMINISTRATIVE POLICY</b>  Council Device Policy	<b>Policy No:</b> 5,018CM
		<b>Approved By:</b> City Manager
		<b>Effective Date:</b>
		<b>Department:</b> Corporate Services

## 6. LOST OR STOLEN DEVICES

- 6.1 Should a mobile device that is used for City business be lost or stolen, Corporate Office must be notified immediately.
- 6.2 If a city-owned device is lost or stolen, one replacement device will be provided within the lifecycle of the device.
- 6.3 If the device that is lost or stolen is a personal device as per Section 8 of this policy, one replacement will be provided per term and it must be selected from the City's list of accepted devices.
- 6.4 If the replacement device is lost or stolen, Administration will order a new device and the council member will be personally responsible for the replacement cost.
- 6.5 If a council member uses a one-time monetary allowance to purchase a mobile phone, no additional funds will be supplied if that device is lost or stolen.

## 7. CITY-OWNED DEVICE PROCUREMENT

- 7.1 Administration will maintain a list of acceptable devices. This list will also specify the supported applications and minimum operating requirements of the devices.  
  
This list will be maintained by Administration and provided to Council, through Corporate Office, upon request.
- 7.2 Council members may choose their preferred device from the list of acceptable devices.
- 7.3 Administration is responsible for the procurement of the selected device for each council member.

	<b>ADMINISTRATIVE POLICY</b>  Council Device Policy	<b>Policy No:</b> 5,018CM
		<b>Approved By:</b> City Manager
		<b>Effective Date:</b>
		<b>Department:</b> Corporate Services

- 7.4 Additional equipment may be provided to support the use of the device. This may include keyboards, additional chargers, stylus pens, or cases.

## 8. OPT-OUT

- 8.1 A council member may choose to opt-out of receiving a city-owned device if the council member's personal device meets the minimum operating requirements as specified by Administration. If the opt-out option is selected:
- a. Administration will review the device to ensure access to the electronic agenda, email and calendar are enabled, and
  - b. The council member using the personal mobile device must adhere to the City of Spruce Grove security policies, as amended, to ensure all City data on the device is protected.

## 9. TRAINING

- 9.1 Training will be provided to council for:
- a. Accessing electronic agendas
  - b. Accessing email and calendar
  - c. Use of any other City-sanctioned application

## 10. SUPPORT

- 10.1 All requests for mobile device support will be booked through Corporate Office.
- 10.2 Administration will provide support to ensure electronic agenda packages, City of Spruce Grove email, and calendars are accessible.

	<b>ADMINISTRATIVE POLICY</b>  Council Device Policy	<b>Policy No:</b> 5,018CM
		<b>Approved By:</b> City Manager
		<b>Effective Date:</b>
		<b>Department:</b> Corporate Services

- 10.3 Administration will support only sanctioned devices and applications.
- 10.4 Administration will support personal devices under Section 8 only with respect to city sanctioned applications.
- 10.5 City Administration is not accountable for conflicts or problems caused by the use of unsanctioned media, hardware, or software.

**RELATED DOCUMENTS**

- Policy 5,016 – Council Remuneration Policy
- Policy 9,026CM – Data Security Policy
- Policy 9,027CM – Managing User Accounts and Access Controls Policy
- Policy 9,030CM – General Acceptable Use Policy
- Policy 9,035CM – Mobile Device Technical Policy
- Policy 9,043CM – Smartphone and Cell Phone Usage
- Policy 12,001CM – Return of Records Policy

<b>APPROVAL</b>	
Mayor _____	Date _____



## BRIEFING NOTE

**DATE:** March 24, 2015

**SUBJECT:** Council Device Policy

**TO:** City Manager

**FROM:** City Clerk's Office

---

### **PURPOSE:**

A policy is required to set out the parameters of what mobile devices are provided to Council and how they are provided and supported by administration. A clearly communicated policy will provide much needed direction for both administration and council, and allow for further transparency regarding council remuneration and additional benefits.

Corporate Services is seeking confirmation of a proposed course of action prior to putting more work into the draft policy. As a component of the Council Remuneration Review, Corporate Services would like to have a draft policy for the task force to review and provide input to. The Council Remuneration Task Force is scheduled to be appointed on April 13, 2015, and the first meeting of the task force will likely occur toward the end of April.

### **BACKGROUND:**

Corporate Services reviewed our existing provisions and processes in relation to Council devices, and is proposing a simplified approach to device procurement that is aligned with current administrative policies and procedures. Recognizing that the roles of council and administration are different, the duties of council as outlined in the MGA and Council Administration Protocol were reviewed. The council duties that require technology were identified, and Corporate Services looked at what technology would be best suited for those duties.

Currently Aldermen receive:

- A city owned tablet of their choice, but with the option to opt out
- Monthly Office Allowance of \$100 that is used toward cellphone bills, paper, printer ink, notebooks, home office supplies, etc.
- A once per term general allowance of \$150 that was originally intended for the purchase of mobile phones, PDAs, or other items that may be required to complete their council duties.

In addition to the provisions allocated to the Aldermen, the Mayor receives a City-owned smartphone and a \$60/mth cell phone plan.

Issues have arisen in terms of replacement of the device (based on preference rather than need), levels of support provided by city administration, parameters for the use of the \$150 per term allowance, replacement of personal devices when the council member has chosen to opt out of city issued devices and so on.

**OPTIONS:**

Corporate Services proposes the following be provided to Council:

Summary of Current Provisions*	Summary of Proposed Provisions
Tablet (iPad)	1. Tablet or Laptop
Monthly Office Supply Allowance (\$100)	2. Monthly Office Supply Allowance (\$100)
General Allowance, once per term (\$150)	3. Home Office Set-up Allowance (\$150)
Smartphone and plan (\$60/mth) and basic travel plan ( <b>For Mayor Only</b> )	4. Smartphone, plan (\$60/mth) and basic travel plan (\$30) if required to stay connected

\* Only the Mayor currently receives a smartphone and \$60/mth plan and travel plan option.

1. Tablet or Laptop

A tablet or laptop is required for electronic agenda access, calendar, email and research by Council Members. After review in 2013, it was noted that Council keep busy schedules and mobility of this device is important to their respective roles.

Data plans for tablets will not be provided, however, wifi access will be made available to members of council within City Hall.

Replacement of lost or stolen devices, as well as life-cycle replacement, will be addressed in the same manner as administration which is once per 2 year life-cycle.

2. Monthly Office Supply Allowance

The \$100 monthly office supply allowance remains unchanged, and is reimbursable upon receipts. This allowance can be used toward internet access, printers, printer ink, paper, or anything deemed appropriate to carry out council office duties.

3. Home Office Set-up Allowance

The general allowance has been renamed to “Home Office Set-up” for further transparency. This allowance was previously used for items such as a mobile phone, PDA, or any other electronic device deemed appropriate. Recognizing that a large portion of Council work is completed within their homes, a once per term office setup allowance of \$150 will be provided to Council to set up their office. Items that can be reimbursed include other reasonable electronics such as bluetooth, printer, wifi modem, and other items such as desk, chair, etc.

#### 4. Smartphone

A smartphone is required for phone calls with residents, city manager, and council. Smartphones also can be used for meeting management and scheduling, email correspondence, and research.

A smartphone will be provided to all members of Council at the beginning of the term. The City of Spruce Grove has comprehensive cellphone plans from both Rogers and Telus, and these plans average \$60/month for the Mayor and members of administration alike. Should a council member wish to use their own device, that council member will be reimbursed \$60/month to cover basic plan operating costs.

If a council member has a city owned device and wishes to download applications onto the smartphone, the council member will be required to create their own google play or apple ID account to purchase apps. If the council member intends to travel and it is required that that member remain connected, administration must be notified and a basic travel plan (\$30) will be provided.

As with regular council expenses, the Mayor will approve the smartphone bills of council members, and the Deputy Mayor will approve the smartphone bills of the Mayor.

Replacement of lost or stolen devices, as well as life-cycle replacement, will be addressed in the same manner as administration which is once per 2 year life-cycle.

#### **STRATEGIC GOALS:**

N/A

#### **IMPACTS/CONSULTATION:**

The City Clerk's Office has met with members of Corporate Services and Corporate Office to gain a better understanding of existing practices and requirements. During consultation, it was evident that a broad spectrum exists of interpretations and expectations of what council requires to effectively perform their duties. The City Clerk's Office attempted to balance all considerations and concerns, while making proposals that make sense to both council and administration.

## FINANCIAL CONSIDERATIONS:

Costs associated with the increase in mobile device provisions will be budgeted for and managed by both Information Systems and Corporate Office.

Current Costs		
	Mayor	Aldermen
Tablet (iPad and accessories)	\$675	\$4,050
Monthly Office Supply Allowance (\$100)	\$1,200	\$7,200
General Allowance, once per term (\$150)	\$150	\$900
Mayor Smartphone, plan (\$60/mth)	\$720	n/a
Mayor Travel Plan	\$30	n/a
<b>TOTAL</b>	<b>\$2,775</b>	<b>\$12,150</b>

Proposed Costs		
	Mayor	Aldermen
Tablet (iPad and accessories)	\$675	\$4,050
Monthly Office Supply Allowance (\$100)	\$1,200	\$7,200
General Allowance, once per term (\$150)	\$150	\$900
Smartphone, plan (\$60/mth)	\$720	\$4,320
Smartphone Travel Plan (If required)	\$30	\$180
<b>TOTAL</b>	<b>\$2,775</b>	<b>\$16,650</b>

Additional annual costs would be approximately \$4,500.

The cost of smartphones will vary depending on the device requested and plan negotiated with our cellphone plan providers.

## ATTACHMENTS:

N/A

	<b>CORPORATE POLICY</b>	<b>Policy No:</b> 5,016 (Revised)
		<b>Approved By:</b> Council
		<b>Effective Date:</b>
		<b>Resolution No.:</b>
		<b>Department:</b> Corporate Services – City Clerk’s Section

## COUNCIL REMUNERATION POLICY

### POLICY STATEMENT

The City of Spruce Grove has a duly elected Council comprised of local residents who represent the interests of the City and govern its operations. This policy sets out equitable compensation and benefits for all the work involved in holding public office in the City of Spruce Grove.

#### 1. PURPOSE

This policy is intended to clarify the benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

#### 2. DEFINITIONS

“City” means the City of Spruce Grove

#### 3. RESPONSIBILITIES

N/A

#### 4. REMUNERATION

- 4.1 The salary for the Mayor and Aldermen will be adjusted annually to reflect current economic conditions. This will be done in conjunction with the annual cost of living review conducted by the Human Resource Department of the City.
- 4.2 Each Alderman shall receive a set salary adjustment during their term as Deputy Mayor in compensation for additional duties. This adjustment will be reviewed in conjunction with sections 4.1 and 4.3.

	<b>CORPORATE POLICY</b>	<b>Policy No:</b> 5,016 (Revised)
		<b>Approved By:</b> Council
		<b>Effective Date:</b>
		<b>Resolution No.:</b>
		<b>Department:</b> Corporate Services – City Clerk’s Section

4.3 Administration will be responsible for conducting a comprehensive review of salaries, honorariums and expenses every Council term. This review may be conducted through striking a task force comprised of residents of the City. A report with recommendations will be presented to Council no later than June, prior to the election.

## 5. BENEFITS

5.1 Members of Council may participate in City initiated benefit programs where eligible. Benefits include but are not limited to:

- a. Extended Health benefits
- b. Dental benefits
- c. Life Insurance
- d. Health and Wellness benefit
- e. Canada Savings Bond contribution deductions
- f. Self-directed RRSP contribution deductions
- g. Tax Free Savings Account contribution deductions
- h. Computer Purchase Program
- i. Employee Family Assistance Program

## 6. HONORARIUM

6.1 Members of Council will receive an honorarium when their attendance is required as an official representative of the City. Honoraria will be paid on either a full day or a half day basis.

- 6.2 Honoraria will not be paid for attendance at the following:
- a. Regular Council Meetings, Special Meetings of Council, Committee of the Whole Meetings and City Budget Meetings
  - b. In-house education or workshop events put on by the City
  - c. Meetings where honoraria are paid by an organization other than the City
  - d. Golf Tournaments
  - e. Ceremonial events such as openings or anniversaries for local businesses
  - f. General public appearances

	<b>CORPORATE POLICY</b>	<b>Policy No:</b> 5,016 (Revised)
		<b>Approved By:</b> Council
		<b>Effective Date:</b>
		<b>Resolution No.:</b>
		<b>Department:</b> Corporate Services – City Clerk’s Section

- g. Community events such as National Aboriginal Day, Canada Day, Remembrance Day, and Christmas in Central Park.
- h. Other purely social events
- i. Attendance at political party functions of any type

6.3 ½ Day is defined as a minimum of two (2) hours and a maximum of four (4) hours, and Full Day is defined as in excess of four (4) hours

6.4 Honoraria rates will be updated every January in conjunction with the annual cost of living review conducted by the Human Resource Department of the City.

## 7. TRAVEL AND SUBSISTENCE

7.1 There exists a continuing requirement for members of Council to attend conferences and conventions as part of their professional development.

7.2 A separate financial account entitled Alderman’s and/or Mayor’s Expense is established to provide the necessary funding for members of Council to attend events such as:

- a. The Federation of Canadian Municipalities (FCM) Annual Convention, and
- b. The Alberta Urban Municipalities Association (AUMA) Annual Convention, and
- c. Other educational or professional development conferences, conventions and seminars.

7.3 All out of Province travel must be pre-approved by the Mayor.

7.4 Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual member’s Alderman’s and/or Mayor’s Expense Budget.

7.5 The City will pay the reasonable expenses of its delegation including:

- a. Overnight lodging
- b. Travel by the lowest possible economy fare
- c. Meals (not covered by registration costs)

	<b>CORPORATE POLICY</b>	<b>Policy No:</b> 5,016 (Revised)
		<b>Approved By:</b> Council
		<b>Effective Date:</b>
		<b>Resolution No.:</b>
		<b>Department:</b> Corporate Services – City Clerk’s Section

- d. Registration Costs
- e. Reasonable entertainment / hosting costs e.g. meals / beverages for guest(s)

7.8 Costs incurred when traveling to conferences, conventions and other training sessions, as well as meeting with representatives of other governments (including transportation, meals, hotels, communication and other costs) will be reimbursed at the actual rate of the expense or in accordance with the Business Travel and Expense Policy, 9,053CM should receipts not be provided.

7.9 Members of Council using their personal automobile for out of town City business shall be compensated in accordance with the Business Travel and Expense Policy, 9,053CM.

7.10 Members of Council will be provided a monthly allowance for travel within the municipality.

7.11 The City will continue the practice of providing an accountable, recoverable travel advance and a Corporate Credit Card to members of Council.

7.12 Members of Council will not be reimbursed for attending a political party function or fundraiser.

**8. SPOUSES/PARTNERS**

8.1 If a spouse/partner accompanies a member of Council to an out of town conference/convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense except as noted in sections 8.2 and 8.3.

8.2 Where the spouse/partner is invited through a conference to accompany the member of Council to banquets/receptions, their tickets for these banquets/receptions may be charged to the Alderman’s and/or Mayor’s Expense budget. If the cost of conference registration for a spouse/partner includes banquet/reception tickets and is less than or equal to the cost of banquet/reception tickets purchased separately, the

	<b>CORPORATE POLICY</b>	<b>Policy No:</b> 5,016 (Revised)
		<b>Approved By:</b> Council
		<b>Effective Date:</b>
		<b>Resolution No.:</b>
		<b>Department:</b> Corporate Services – City Clerk’s Section

registration fee for the spouse/partner may be charged to the Alderman’s and/or Mayor’s Expense budget.

- 8.3 When a member of Council is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Alderman’s and/or Mayor’s Expense budget.

**9. EXPENDITURE TRACKING**

In order that Council may track expenditures, Administration shall provide Council with a monthly statement covering their individual Alderman’s and/or Mayor’s Expense Budget. Aldermen shall be accountable to the Mayor for the management of their individual budgets.

**10. RETIREMENT SAVINGS PLAN**

Members of Council may participate in a retirement savings program. An annual matching contribution of up to 4% of a member of Council’s annual salary will be deposited into a Registered Retirement Savings Plan or Retirement Savings Plan in their name for each year of elected service to the City.

**11. MOBILE DEVICES**

The City shall provide Council with mobile devices, as set out in policy 5,018CM Council Device Policy, in order to support their work on City of Spruce Grove Council business.

**RELATED DOCUMENTS**

- Business Travel and Expense Policy, 9,053CM
- Council Device Policy, 5,018CM

<b>APPROVAL</b>	
Mayor: _____	Date: _____