
2019 Council Remuneration Review

Recommendations from the Task
Force on Council Remuneration

May 2019

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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 term of Council to review and maintain that balance.

A Council Remuneration Review Task Force, made up of six Spruce Grove electors was established by Council to conduct this review in 2019 within the scope of the terms of reference.

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 the part of the Task Force, the following recommendations are presented:

1. Impact of Change to Municipally Elected Officials Taxable Income

Increase Council base salaries by 10% effective January 1, 2019

2. Parental Leave Benefits for Councillors

Enact a Parental Leave for Elected Officials Bylaw

3. Mayor and Councillor Remuneration 2021-2025 Term

Mayor Salary	Annually increase by two times the City's annual market rate adjustment
Councillor Salary	Set to 50% of Mayor's salary

4. Mayor and Councillor Honourarium 2021-2025 Term	
Mayor Honourarium	Eligible only for work outside of City business hours (8:30am to 4:30pm)
Councillor Honourarium	Remain unchanged
5. Benefits 2021-2025 Term	
The benefit program offered to Council remain unchanged.	
6. Allowances 2021-2025 Term	
Travel and Subsistence	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.
Technology Allowance	The monthly office and technology allowance of \$100 remain unchanged.
Home Office Set-up	The one-time per term home office set-up allowance of \$300 remain unchanged.
Issuance and Support of Technology	The issuance and support of technology and respective devices remain unchanged.
Vehicle Allowance	That the car allowance of \$100 per month for the Mayor and \$50 per month for Councillors increase to \$120 per month and \$60 per month respectively effective the first pay period of the 2021 to 2025 term of Council.
Other Recommendation for Consideration	
Position Profiles for a Councillor and a Mayor	Council consider directing administration to draft position profiles for a Councillor and a Mayor.

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

History

Council remuneration is reviewed each Council term along with other relevant matters that are appropriate to consider. Below is a brief history of previous task force recommendations related to those other matters.

The 2013 Task Force recommended by 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. The Council Remuneration Policy was revised to allow for greater flexibility in when a review would take place during a council term.

The 2015 Task Force on Council Remuneration reviewed the results of the 2013 recommendations and provided 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.

A Task Force was struck in 2017 to specifically review the status of the office of the Mayor based on the recommendation of the 2015 Task Force to have more data available prior to making a recommendation. The 2017 Task Force recommended the role of the Mayor become a full-time one. The group cited increased demands on the position, growth of the municipality, and participation in the development of the capital region as a business partner.

Mandate

Council Remuneration Policy

The Council Remuneration Policy stipulates that a comprehensive review of salaries, honorariums and expenses will take place during Council's term, and that the review may be conducted through a task force comprised of City of Spruce Grove electors. 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 struck the 2019 Council Remuneration Review Task Force and approved their terms of reference at its regular meeting on November 13, 2018. Six electors from the city came forward to volunteer their time on the 2019 Task Force on Council Remuneration and were appointed by Council on January 28, 2019. The appointed members brought a wealth of experience from both public and private sectors; including expertise in business, municipal government, human resources, intergovernmental relations, auditing and taxation, and leadership.

The 2019 Task Force is comprised of six members, Mr. Emmanuel Zervakis (Chair), Ms. Jennifer O'Brien (Secretary), Mr. Lorne Corbett, Mr. Bill Kesanko, Mr. Jan Vanderbijl, and Mr. Roger Ward.

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 Councillors. Details of the scope of their work is as follows:

For the current term of Council - review and prepare recommendations on the following:

- The impact of the change to municipal elected officials' taxable income
- The provision and implementation of parental leave benefits for Councillors

For the 2021 to 2025 term of Council - review and prepare recommendations on the following:

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

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, 2018 council salary and benefit disclosure and RRSP contributions, and detailed comparator compensation information 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 interviews to obtain input from Council and allowed for additional meetings to deliberate their recommendations. The Task Force met nine times and between the six volunteer members, spent approximately 200 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 as well as how growth has recently shifted in the city;
- a review of remuneration reports and compensation and benefit figures of 10 comparator municipalities within Alberta;
- the growing complexity of political matters, regional influences, economic growth and participation within the capital region; and
- public demand for increased transparency, public engagement and appearances by Council.

Input from Members of Council

The Task Force opted to interview each member of council to discuss their unique activities and commitments and to gain an understanding of their viewpoints on the above matters. The Task Force developed interview questions and 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, their thoughts on parental leave benefits for elected officials, 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 50th and 60th percentile using the minimum of the pay range as the control point relative to similar benchmarked municipalities."¹ 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 10 comparator municipalities to assist them in making informed recommendations. Compensation and allowance information from those municipalities were provided to the Task Force, and is included within this report as Appendix C.

The following table identifies the comparator municipalities:

- | | |
|-------------------------|------------------------------|
| 1. City of Airdrie | 6. City of Grande Prairie |
| 2. City of St. Albert | 7. City of Fort Saskatchewan |
| 3. City of Red Deer | 8. Town of Cochrane |
| 4. City of Medicine Hat | 9. Town of Okotoks |
| 5. City of Leduc | 10. Town of Stony Plain |

Recommendations

1. Impact of Change to Municipal Elected Officials' Taxable Income

Recommendation:

- 1.1 Provide a 10% increase to the Mayor and Councillors' base salaries effective January 1, 2019.
- The Mayor's base salary will increase from \$95,463 to \$105,009
 - A Councillor's base salary will increase from \$42,519 to \$46,771

Rationale:

¹ City of Spruce Grove Compensation Program, July 21, 2014.

Effective January 1, 2019, the federal government removed a tax-free allowance applicable to 1/3 of a municipal elected officials' income. This has had a negative impact on the income of municipal elected officials. The Task Force noted that all comparators communities responded with various salary increases to compensate for this impact.

The Task Force believes that a 10% increase in income to the Mayor and Councillors' salaries is appropriate as it results in a net zero tax impact. Take home pay for the Mayor and Councillors will be brought back up to 2018 levels.

This also places the base salaries at the average of the comparator communities which is consistent with the compensation philosophy of the City of Spruce Grove to offer a salary that is competitive and generally at the mid-range of like communities. The table

Municipal Group Comparator	2019 Mayor Annual Base Salary	2019 Councillor Annual Base Salary
City of Spruce Grove	\$95,463	\$42,519
City of Airdrie	\$112,462	\$52,780
City of Fort Saskatchewan	\$97,377	\$38,684
City of Grande Prairie	\$103,108	\$56,375
City of Leduc	\$92,947	\$42,242
City of Medicine Hat	\$129,650	\$43,150
City of Red Deer	\$125,575	\$66,360
City of St. Albert	\$131,920	\$51,900
Town of Cochrane	\$99,600	\$34,595
Town of Okotoks	\$94,158	\$43,342
Town of Stony Plain	\$71,811	\$35,100
Group Comparator Average	\$105,861	\$46,453
Group Comparator Median	\$99,600	\$43,150

illustrates the current salaries of the comparator communities all of whom have already adjusted for the changes to taxable income for municipal elected officials.

2. Parental Leave Benefits for Councillors

Recommendation:

2.1 Enact a Parental Leave for Elected Officials Bylaw

Rationale:

Recent changes to the *Municipal Government Act* have enabled municipal governments to enact a bylaw respecting maternity and parental leave for councillors. The Task Force supports enabling a more family-friendly environment for municipal elected officials and recommends that the Council of the City of Spruce Grove enact a Parental Leave for Elected Officials Bylaw.

The Task Force reviewed several bylaws from across the province as well as other bylaws throughout the country and have a proposed draft (Appendix D) for Council's consideration. The draft is, in the opinion of the Task Force, fair and appropriate for Spruce Grove.

3. Base Salaries for the Mayor and Councillors - For the 2021 to 2025 Term

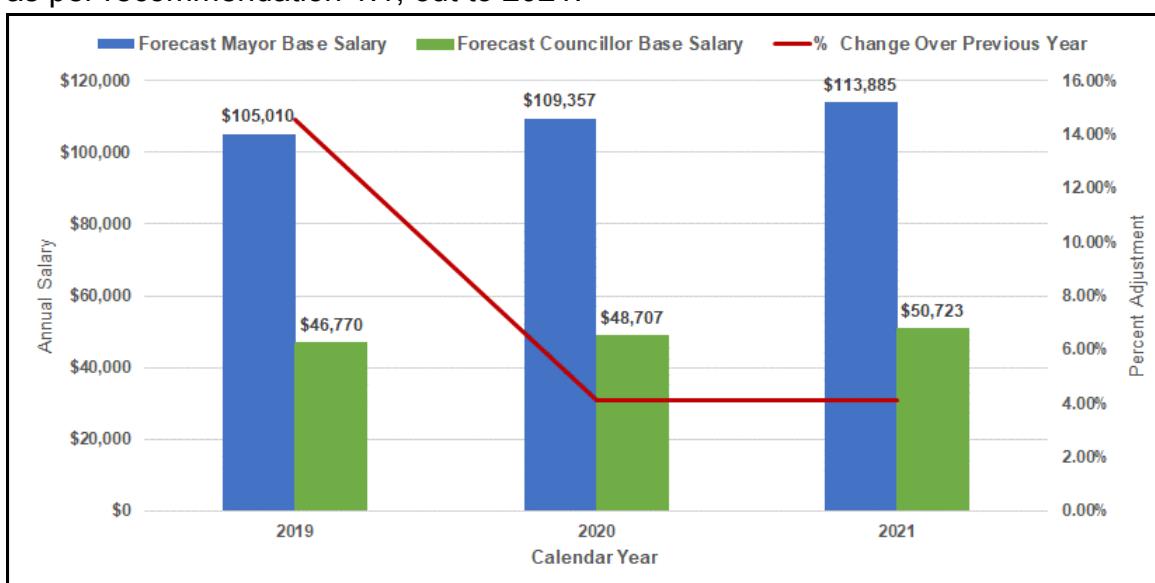
Recommendations:

- 3.1. That the base salary for a Councillor be set at 50% of the Mayor's salary effective the first pay period of the 2021 to 2025 term of Council.
- 3.2. That the Mayor's base salary receive an annual increase that is equivalent to two times the City's annual market rate adjustment and that this becomes effective for the first pay period of 2022.

Rationale:

The Task Force noted that the differential between the salary of the Mayor and that of a Councillor has been decreasing over time and wished to address the disparity. This table illustrates the historical decreasing differential between the two salaries.

The graph below illustrates the projected differential at the adjusted base salary rates, as per recommendation 1.1, out to 2021.



Maintaining a 50% differential between the two salaries would be appropriate given the differentiation between the roles and responsibilities of the Mayor and Councillors. This also provides greater clarity when considering compensation in the future. With the new formula, any increase to the Mayor's base salary will have a corresponding increase to a Councillor's base salary to maintain the 50% differential.

The proposed annual incremental increases to the Mayor's base salary and resulting increases to the Councillor's base salary is deemed by the Task Force to be fair and appropriate considering the current economy as well as the economic outlook for the province.

Salaries currently sit at the average of the comparator municipalities and the proposed market increases are intended to maintain salaries at or near the average for the 2021 to 2025 term. The Task Force also noted that all members of Council indicated, during their interviews, they believed they were fairly compensated and no further increase was warranted.

4. Honouraria Mayor and Councillors - For the 2021 to 2025 Term

Recommendation:

- 4.1. That the Council Remuneration Policy be revised to reflect that the Mayor only be eligible to claim honouraria outside City of Spruce Grove business hours which are 8:30 a.m. to 4:30 p.m. Monday to Friday and that this become effective for the first pay period of the 2021 to 2025 term of Council.
- 4.2. That the Council Remuneration Policy be revised to exclude internal board and committee meetings from being eligible for honouraria and that this become effective the first pay period of the 2021 to 2025 term of Council.

Calendar Year	Annual Base Salary		
	Mayor (1)	Councillor (2)	Percent Differential (2/1)
2013	\$58,733	\$27,704	47.2%
2014	\$61,670	\$29,090	47.2%
2015	\$70,000	\$35,550	50.8%
2016	\$75,000	\$37,328	49.8%
2017	\$88,000	\$39,194	44.5%
2018	\$91,300	\$40,664	44.5%

- 4.3. That the rates for honouraria and related increases continue as stipulated in the Council Remuneration Policy.

Rationale:

The Task Force is of the opinion that the full-time salary of the Mayor would apply to their duties as outlined in the Municipal Government Act in concert with work taking place during the City's regular business hours. Honouraria would apply to duties outside this scope and outside City business hours. This reflects the principle of honouraria which is to apply to extra responsibilities.

This same principle is applied to Councillors attending internal board and committee meetings to which they have been appointed. The Task Force is of the opinion that this work is within the scope of the base salary and as such should be excluded from being eligible for honouraria.

The Task Force reviewed the Council Remuneration Policy with respect to Honouraria and section 6.4 stipulates:

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

The Task Force believes that the annual increase to honouraria set out in the policy is appropriate. Rates are also consistent with comparator municipalities as reflected in the table below:

Municipal Group Comparator	2019 Honorarium Rate	
	Half Day \$ Amount	Full Day \$ Amount
City of Spruce Grove	\$131	\$262
City of Airdrie	\$75	\$150
City of Fort Saskatchewan	\$100	\$200
City of Grande Prairie	\$400	\$400
City of Leduc	\$0	\$0
City of Medicine Hat	\$100	\$150
City of Red Deer	\$0	\$0
City of St. Albert	\$0	\$0
Town of Cochrane	\$0	\$0
Town of Okotoks	\$200	\$200
Town of Stony Plain	\$0	\$0
Group Comparator Average	\$175	\$220

5. Benefits - For the 2021 to 2025 Term

Recommendation:

- 5.1 That the benefit program offered to Council remain unchanged.

Rationale:

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

6. Allowances - For the 2021 to 2025 Term

Recommendation:

- 6.1. 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.
- 6.2. That the monthly office and technology allowance of \$100 remain unchanged.
- 6.3. That the one-time per term home office set-up allowance of \$300 remain unchanged.

- 6.4. That the issuance and support of technology and respective devices remain unchanged.
- 6.5. That the car allowance of \$100 per month for the Mayor and \$50 per month for Councillors increase to \$120 per month and \$60 per month respectively effective the first pay period of the 2021 to 2025 term of Council.

Rationale:

The Task Force reviewed allowances and believes that they are fair and appropriate with the exception of the car allowance. The Task Force noted increasing demand on Councillors within the community and the increasing cost of fuel as factors in its recommendation.

Considerations

The Task Force gained further insight into municipal governance at the City during its tenure and made some key observations that they believe are important to share with Council for their consideration.

Position Profiles for Councillors and the Mayor

The Task Force believes that position profiles for Councillors and the Mayor would be appropriate. This matter was also identified during the Interviews with members of Council. The 2017 Task Force on Mayoralty Status also identified key roles and responsibilities. They included leadership and strategic support as well as communication.

The profiles would clearly demonstrate the scope of responsibilities and demands of the position beyond what is stipulated in the Municipal Government. They would also identify the difference in the roles and responsibilities of a Councillor from that of a Mayor and incorporate the additional expectations place on a Deputy Mayor.

Recommendation:

The Task Force recommends Council consider directing administration to draft position profiles for a Councillor and a Mayor for their review and approval and that they be implemented for the next term of Council.

Reviewing Reports and Related Data

The Task Force noted that a significant amount of time was dedicated to reviewing Council agenda packages, briefings and other various reports. It is anticipated that this

demand will grow as both the volume and complexity of these documents increases. The Task Force would like to identify this as a potential issue and encourage City administration explore the preparation of these various documents to support Council in making informed decisions in an effective and efficient manner.

Financial Impacts

The recommendations outlined above will be factored into the City's corporate plans for the appropriate years and brought forward to Council for approval as part of the City's corporate planning process. The immediate impact of \$32,000 for 2019 can be absorbed within the organizations' overall budget.

From Recommendation 1.1 - Impact of Change to Taxable Income

The projected financial impact for 2019 is approximately \$32,000 and can be absorbed within the organizations' overall budget. The projected financial impact for the remaining years in Council's term will be approximately \$74,529 and can be incorporated into upcoming budgets. These projections have been calculated based on the approved base salary increases from the previous Task Force as well as the Provincial Outlook Economic Forecast Alberta – Conference Board of Canada, and the City of Spruce Grove non-union employee market adjustment methodology.

From Recommendation 3.1 – Salaries for the 2021 to 2025 Term

Base salaries in 2021 are anticipated to be \$113,885 for the Mayor and \$50,723 for a Councillor. A Councillor's salary will be 45% of the Mayor's salary. Increasing the Councillor's salary to 50% for the next council term will have an approximate \$3,200 impact in 2021. Salary increases for future years is dependent on the annual market rate adjustment.

From Recommendation 6.5 – Car Allowances

The anticipated expense increase to the City for car allowances is \$30 per month. This equates to approximately \$90 in 2021 and \$360 annually. These expenses will be incorporated into future budgets and brought to Council for approval as part of the City's corporate planning process.

Policy Impacts

The following policy implications have been identified should Council approve the recommendations for this Task Force:

Council Remuneration Policy

The Council Remuneration Policy will need to be revised in time for the new term of Council. The Task Force is of the understanding that City administration will bring these revisions forward for Council approval in 2021 just prior to them being required.

Position Profiles for Councillors and the Mayor

Position profiles for the Councillor and Mayor positions would need to be drafted in future years in order to be in place for the beginning of the 2021 to 2025 term.

Appendices

Appendix A - Policy 5,016 - Council Remuneration Policy

Appendix B - Task Force Terms of Reference

Appendix C - Results and Analysis of the 2019 Council Remuneration Survey

Appendix D - Draft Parental Leave for Councillors Bylaw

	CORPORATE POLICY COUNCIL REMUNERATION	Policy No: 5,016 (Revised) Approved By: Council Effective Date: September 1, 2015 Resolution No.: 272-15 Department: Corporate Services – City Clerk’s Section
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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.
- 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



CORPORATE POLICY

COUNCIL REMUNERATION

Policy No: 5,016 (Revised)

Approved By: Council

Effective Date: September 1, 2015

Resolution No.: 272-15

Department: Corporate Services – City Clerk's Section

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
 - 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

	CORPORATE POLICY COUNCIL REMUNERATION	Policy No: 5,016 (Revised) Approved By: Council Effective Date: September 1, 2015 Resolution No.: 272-15 Department: Corporate Services – City Clerk’s Section
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- 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)
 - d. Registration Costs
 - e. Reasonable entertainment / hosting costs e.g. meals / beverages for guest(s)

	CORPORATE POLICY COUNCIL REMUNERATION	Policy No: 5,016 (Revised) Approved By: Council Effective Date: September 1, 2015 Resolution No.: 272-15 Department: Corporate Services – City Clerk’s Section
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- 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 registration fee for the spouse/partner may be charged to the Alderman’s and/or Mayor’s Expense budget.

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- 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

APPROVAL

Mayor: Original signed by Stuart Houston Date: July 17, 2015



2019 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 and recommend any adjustments they deem appropriate. The Task Force will also recommend which expenses will be assumed by the municipality when Councillors are carrying out their official duties.

Scope:

The Task Force will review the following, as outlined in Corporate Policy 5,016, Council Remuneration, for the 2021 to 2025 term of Council and prepare recommendations for Council's consideration.

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

The following specific items will also be reviewed.

Review When it is 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.

The Task Force will review the following specific items for the current term of Council and prepare recommendations for Council's consideration.

Review the impact of the Change to municipally elected officials taxable income

The Government of Canada proposed in budget 2017, and later passed as an amendment to the *Federal Income Tax Act*, the requirement for municipal officials' non-accountable allowances to be included as income and fully taxable. Until 2019, one-third of expense allowances was considered a non-taxable benefit. In Alberta, under the *Municipal Government Act*, section 275.1, one-third of municipal officials' remuneration (salaries, indemnities, honorariums and allowances) is deemed as an expense allowance. Currently, this provision applies to City of Spruce Grove Councillors. The reimbursement of receipted employment expenses continues to remain a non-taxable

benefit to the elected official. This measure will apply to the 2019 and subsequent taxation years.

Review the provision and implementation of parental leave benefits for Councillors

Recent amendments to the Municipal Government Act included the ability for Councils to support Councillors to balance their duties as an elected official with their role as a parent. Councils may, by bylaw, entitle a Councillor to parental leave for the birth or adoption of a child.

Composition:

The Task Force will be composed of three to six 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 may 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.

Closed Meeting Sessions:

The Task Force may discuss matters in a closed meeting format in accordance to the *Freedom of Information and Protection of Privacy Act*.

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.

Administrative Support:

The City Clerk or designate 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 24, 2019. This would require the Task Force to complete its deliberations and the report no later than June 14, 2019.

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.

Survey Results and Analysis of 2019 Council Remuneration Survey – Cash Compensation and Benefits

Survey Sponsored by



**Prepared by J.J. Tremblay
& Associates Consulting
Services Inc.**

Version 2b – April 11, 2019

Restricted to Survey Participants Only

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Survey Methodology

On behalf of the City of Spruce Grove's Council Remuneration Task Force – 2019, we contacted a group of ten (10) Alberta municipalities to conduct a survey of their Council Remuneration Practices during the month of February 2019. The Municipal Group Comparator included the following municipalities:

1. City of Airdrie	6. City of Grande Prairie
2. City of St. Albert	7. City of Fort Saskatchewan
3. City of Red Deer	8. Town of Cochrane
4. City of Medicine Hat	9. Town of Okotoks
5. City of Leduc	10. Town of Stony Plain

The purpose of the survey was to collect current information (2018 and 2019) concerning the Mayor and Councillor base salary, 2019 taxable earnings, honorarium, car allowance, training and conference budget, mobile and computer devices, technology and office supplies, and benefits package.

Data was collected from ten (10) municipalities over a two (2) month period - from February to March 2019. The table below shows the breakdown of key demographics from each participating municipality.

Council Remuneration - Market Comparator Demographics							
	Municipalities	Council Size	Municipal Census Population	2016 Canada Census Population	2011 Canada Census Population	Annual Growth Rate Between 2016 & 2011 Censuses	Annual Growth Rate Between Last Municipal & 2011 Censuses
1	City of Airdrie	7	68,091 (2018)	61,581	43,271	42.3%	57.4%
2	City of St. Albert	7	68,082 (2018)	65,589	61,466	6.7%	10.8%
3	City of Red Deer	9	99,832 (2016)	100,418	90,564	10.9%	10.2%
4	City of Medicine Hat	9	63,018 (2015)	63,260	60,005	5.4%	5.0%
5	City of Leduc	7	32,448 (2018)	29,993	24,304	23.4%	33.5%
6	City of Grande Prairie	9	69,088 (2018)	63,166	55,655	13.5%	24.1%
7	City of Fort Saskatchewan	7	26,326 (2018)	24,149	19,051	26.8%	38.2%
8	City of Spruce Grove	7	35,766 (2018)	34,066	26,171	30.2%	36.7%
9	Town of Cochrane	7	25,122 (2016)	25,853	17,580	47.1%	42.9%
10	Town of Okotoks	7	28,016 (2015)	28,881	24,511	17.8%	14.3%
11	Town of Stony Plain	7	16,127 (2015)	17,189	15,051	14.2%	7.1%
Sources: Population and dwelling counts, Canada, provinces and territories, and census subdivisions (municipalities), 2016 and 2011 censuses, Statistics Canada and Alberta Municipal Affairs.							
(*) Includes all types of dwelling structure types i.e. Single-detached house, apartment in a building that has five or more storeys, apartment in a building that has fewer than five storeys, row house, semi-detached house, Apartment or flat in a duplex, etc. as defined by Statistics Canada.							

PART 1 – Cash Compensation – Participants reported data on the following information:

<ul style="list-style-type: none"> ▪ Actual Base Salary ▪ Honorarium – Half Day & Full Day ▪ Annual Car Allowance ▪ Training & Conference Budget 	<ul style="list-style-type: none"> ▪ Mobile Devices ▪ Computer Devices ▪ Technology & Office Supplies
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PART 2 – Benefits Package – Participants reported data on the following information:

- | | |
|--|--|
| <ul style="list-style-type: none">▪ Life Insurance and Accidental Death & Dismemberment (AD&D)▪ Health Plan▪ Dental Plan | <ul style="list-style-type: none">▪ Employee/Family Assistance Program▪ Retirement Benefit▪ Other Benefits |
|--|--|

1. Council Remuneration – Annual Base Salary

Table 1 - 2019 Council Remuneration Survey

Municipal Group Comparator	Mayor	
	2019 Annual Base Salary	% Change over 2018
City of Spruce Grove	\$95,463	4.6%
City of Airdrie	\$112,462	15.6%
City of Fort Saskatchewan	\$97,377	22.5%
City of Grande Prairie	\$103,108	0.0%
City of Leduc	\$92,947	18.5%
City of Medicine Hat	\$129,650	24.1%
City of Red Deer	\$125,575	18.2%
City of St. Albert	\$131,920	17.3%
Town of Cochrane	\$99,600	0.0%
Town of Okotoks	\$94,158	18.4%
Town of Stony Plain	\$71,811	18.1%
Group Comparator Average:		19.1%

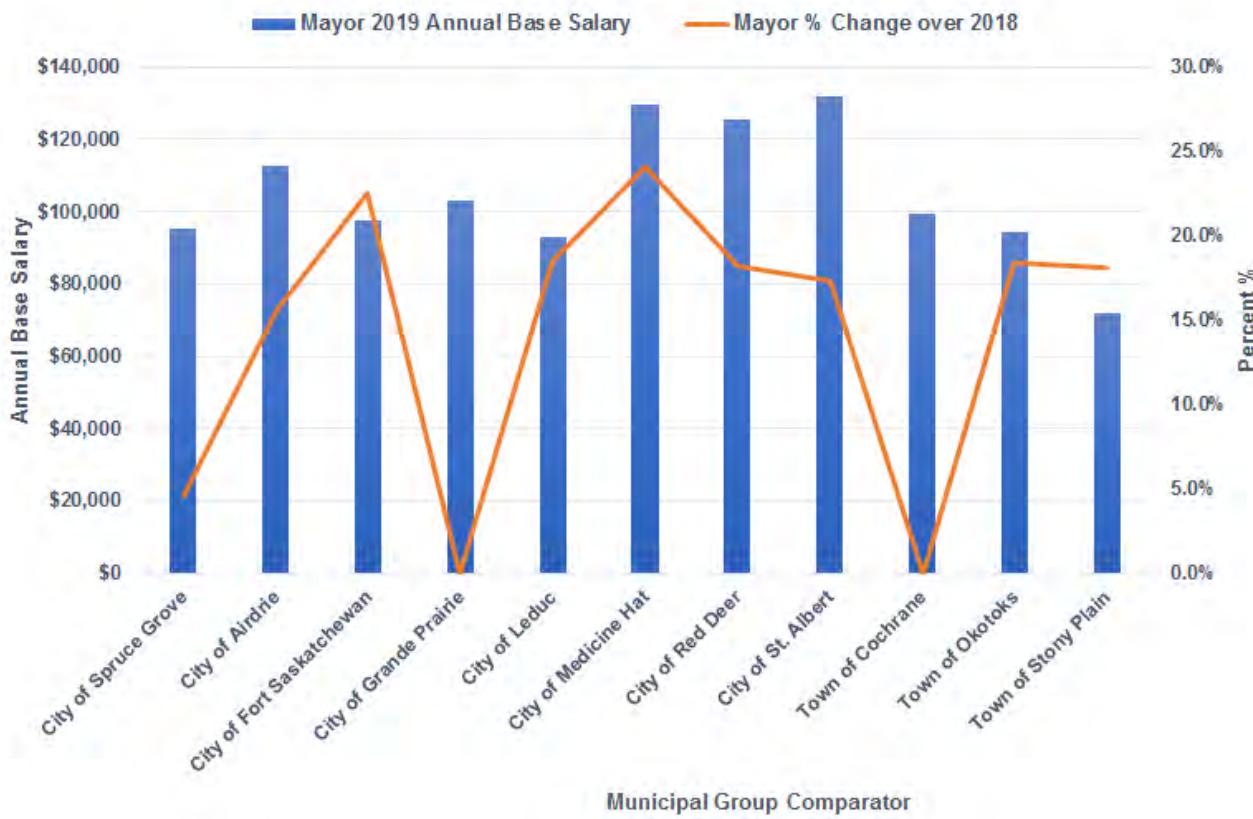
Table 1 lists the actual Mayor annual base salary (2019) reported by survey participants and also it indicates the percentage adjustment in annual base salary by each participant over 2018. Overall, the Municipal Group Comparator (10 respondents) had an average increase of 19.1% over 2018.

Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average.

More important, all ten (10) survey respondents confirmed for 2019 that they have topped-up the remuneration of Mayor to reflect the loss of the 1/3 non-taxable exemption status of previous years.

Graph 1 compares each actual Mayor annual base salary (2019) against each other and their percentage adjustment from 2018.

Graph 1 - Comparison of 2019 Mayor Annual Base Salary Between Municipal Group Comparator & Percent Increase from Previous Year



1. Council Remuneration – Annual Base Salary (cont'd)

Table 2 - 2019 Council Remuneration Survey

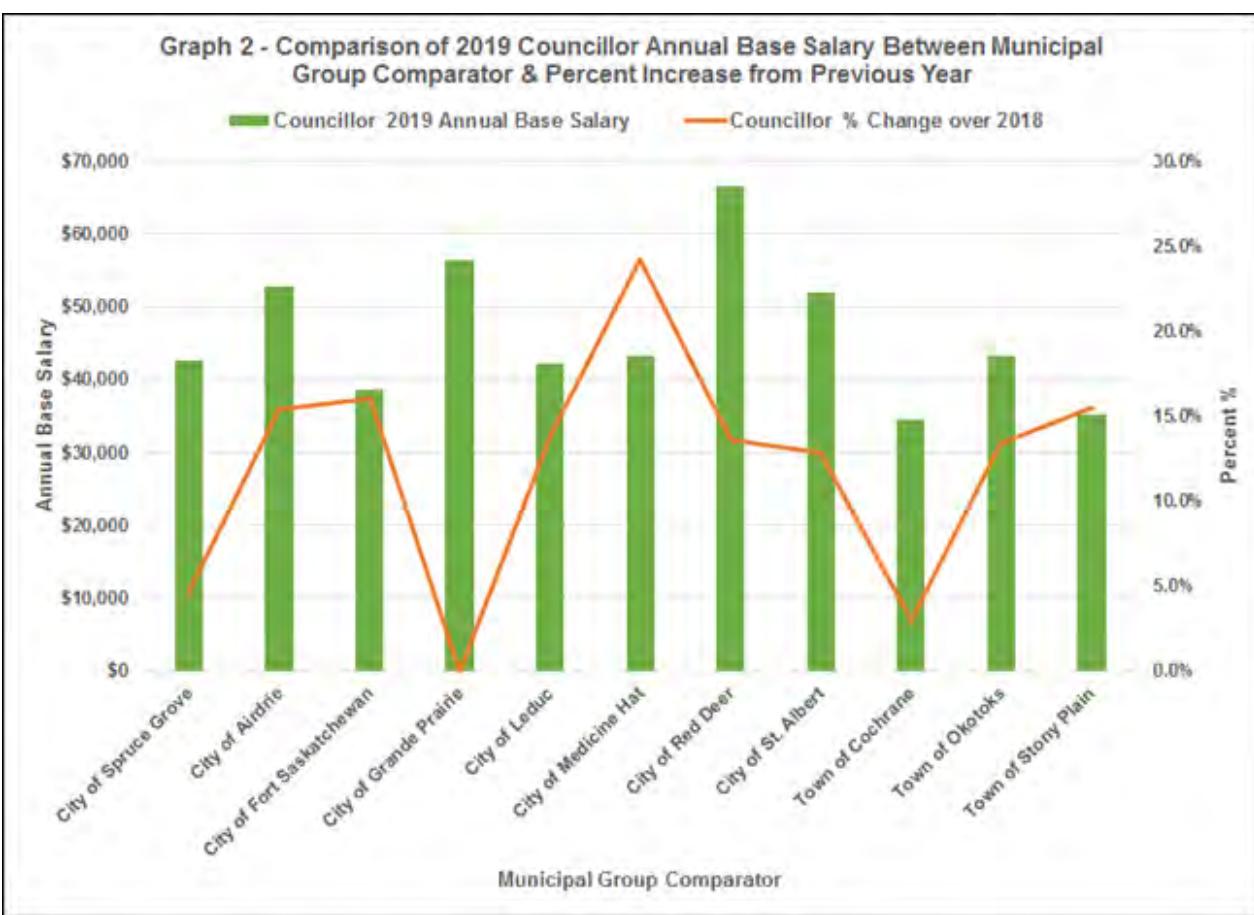
Municipal Group Comparator	Councillor	
	2019 Annual Base Salary	% Change over 2018
City of Spruce Grove	\$42,519	4.6%
City of Airdrie	\$52,780	15.4%
City of Fort Saskatchewan	\$38,684	16.0%
City of Grande Prairie	\$56,375	0.0%
City of Leduc	\$42,242	13.9%
City of Medicine Hat	\$43,150	24.2%
City of Red Deer	\$66,630	13.6%
City of St. Albert	\$51,900	12.9%
Town of Cochrane	\$34,595	3.0%
Town of Okotoks	\$43,342	13.4%
Town of Stony Plain	\$35,100	15.5%
Group Comparator Average:		16.0%

Table 2 lists the actual Councillor annual base salary (2019) reported by survey participants, and also it indicates the percentage change in each individual annual base salary from 2018 to 2019. Overall, the Municipal Group Comparator (10 respondents) had an average increase of 16.0% over 2018.

Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average.

More important, all ten (10) survey respondents confirmed that they have topped-up the remuneration of Councillor to reflect the loss of the 1/3 non-taxable exemption status of previous years.

Graph 2 compares Councillor actual annual base salary (2019) against each other and their percentage adjustment from 2018.



1. Council Remuneration – Annual Base Salary (cont'd)

Table 3 - 2019 Council Remuneration Survey

Municipal Group Comparator	2019 Mayor Annual Base Salary	2019 Councillor Annual Base Salary
City of Spruce Grove	\$95,463	\$42,519
City of Airdrie	\$112,462	\$52,780
City of Fort Saskatchewan	\$97,377	\$38,684
City of Grande Prairie	\$103,108	\$56,375
City of Leduc	\$92,947	\$42,242
City of Medicine Hat	\$129,650	\$43,150
City of Red Deer	\$125,575	\$66,360
City of St. Albert	\$131,920	\$51,900
Town of Cochrane	\$99,600	\$34,595
Town of Okotoks	\$94,158	\$43,342
Town of Stony Plain	\$71,811	\$35,100
Group Comparator Average	\$105,861	\$46,453
Group Comparator Median	\$99,600	\$43,150

Table 3 compares the actual Mayor and Councillor annual base salary (2019) reported by survey participants. Overall, the Municipal Group Comparator (10 respondents) had an average annual base salary of \$105,861 for Mayor and an average of \$46,453 for Councillor. Also, the Municipal Group Comparator median annual base salary for the Mayor was \$99,600 and for Councillor was \$43,150. The **median** is the value separating the higher half (50%) from the lower half (50%) of a data set.

Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average or Median.

Graph 3 compares Mayor and Councillor actual annual base salary (2019) against each other, as well as the average and median of the Municipal Group Comparator average and median.

Graph 3 - Comparison of 2019 Annual Base Salary of Mayor & Councillor Between Municipal Group Comparator



1. Council Remuneration – Annual Base Salary (cont'd)

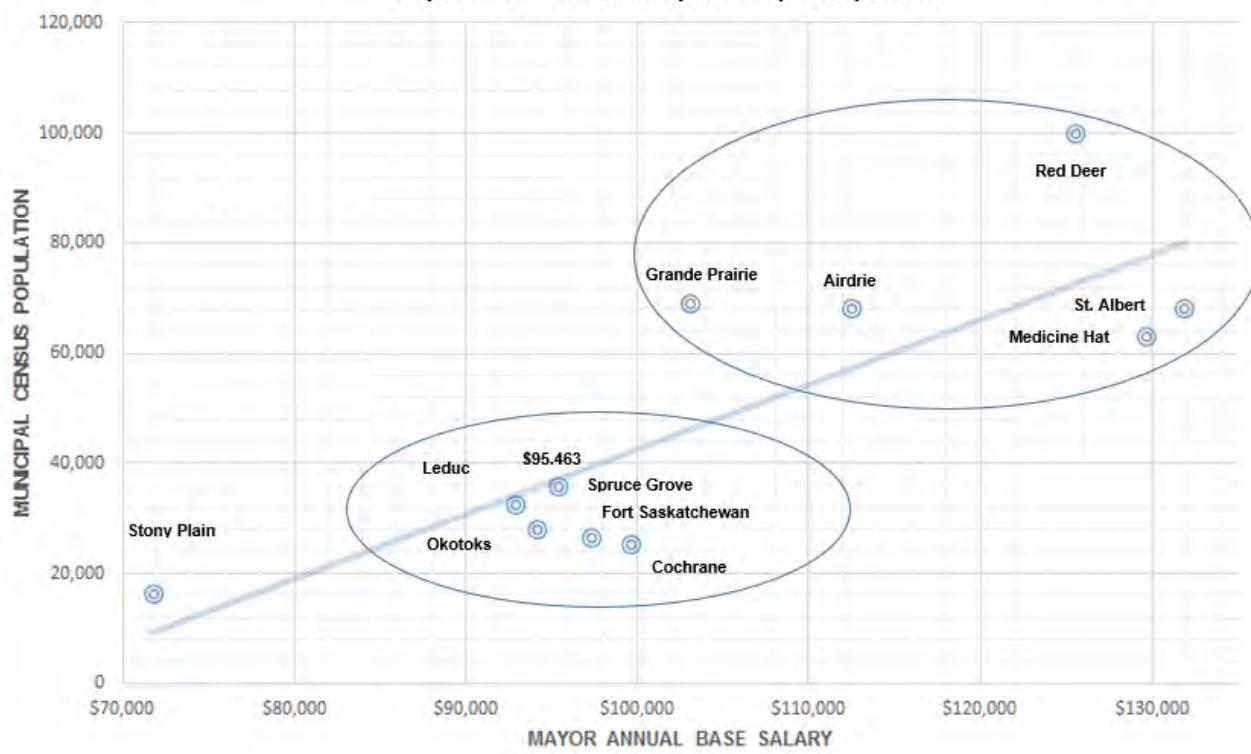
Table 4 - 2019 Council Remuneration Survey

Municipal Group Comparator	2019 Mayor Annual Base Salary	Municipal Census Population
City of Spruce Grove	\$95,463	35,766
City of Airdrie	\$112,462	68,091
City of Fort Saskatchewan	\$97,377	26,326
City of Grande Prairie	\$103,108	69,088
City of Leduc	\$92,947	32,448
City of Medicine Hat	\$129,650	63,018
City of Red Deer	\$125,575	99,832
City of St. Albert	\$131,920	68,082
Town of Cochrane	\$99,600	25,122
Town of Okotoks	\$94,158	28,016
Town of Stony Plain	\$71,811	16,127
Group Comparator Average	\$105,861	
Group Comparator Median	\$99,600	

Table 5 compares 2019 Mayor annual base salary against each most recent municipal census population from the Municipal Group Comparator.

Graph 5 shows the linear regression between the 2019 Mayor annual base salary and their respective most recent municipal census population. The graph also indicates that the City of Spruce Grove currently ranks in **4th** position (\$95,463) in terms of highest annual base salary of Mayor among the Municipal Group Comparator.

Graph 4 – Linear Regression of the Mayor Annual Base Salary versus Municipal Census Population of the Municipal Group Comparator



2. Council Remuneration – Honorarium

Table 5 - 2019 Council Remuneration Survey

Municipal Group Comparator	2019 Honorarium Rate	
	Half Day \$ Amount	Full Day \$ Amount
City of Spruce Grove	\$131	\$262
City of Airdrie	\$75	\$150
City of Fort Saskatchewan	\$100	\$200
City of Grande Prairie	\$400	\$400
City of Leduc	\$0	\$0
City of Medicine Hat	\$100	\$150
City of Red Deer	\$0	\$0
City of St. Albert	\$0	\$0
Town of Cochrane	\$0	\$0
Town of Okotoks	\$200	\$200
Town of Stony Plain	\$0	\$0
Group Comparator Average	\$175	\$220

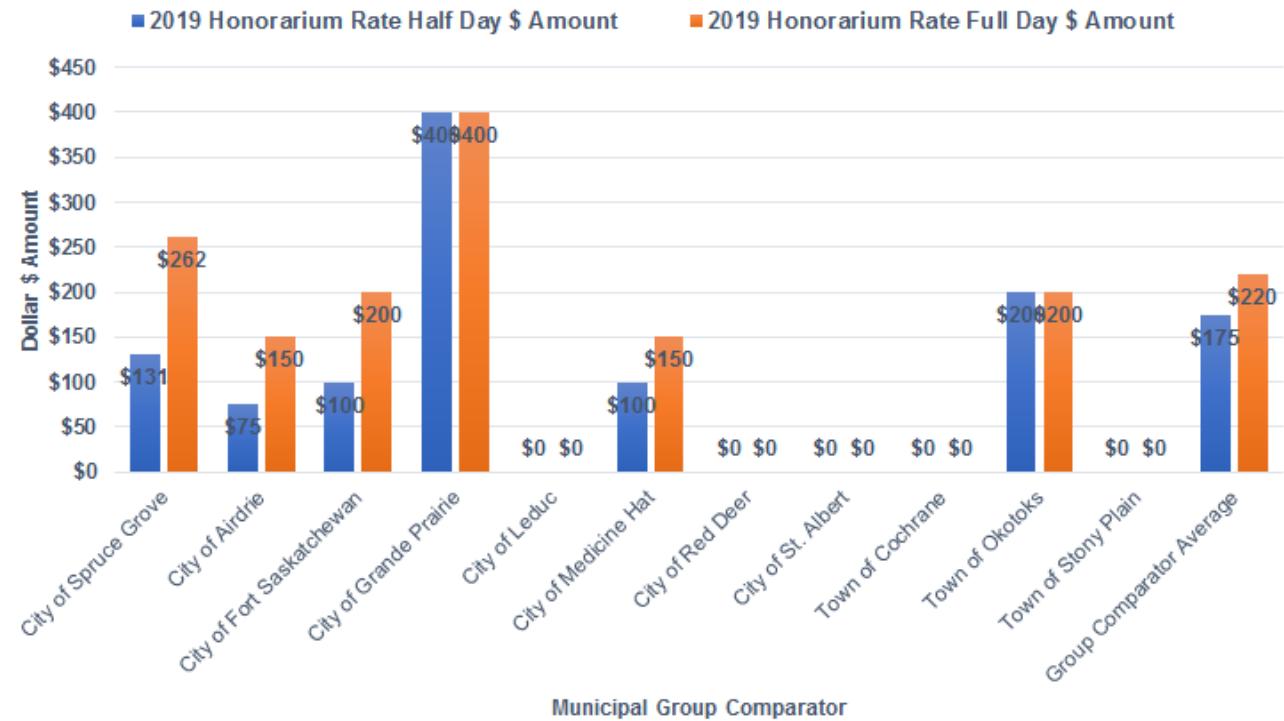
Table 5 compares the 2019 honorarium rate of Council members reported by the Municipal Group Comparator. Five (5) out of nine (10) municipalities or 50% don't pay honorarium to Council members. For those municipalities who offer honorarium, five (5) out of nine (10) or 50% pay honorarium to Council members. The average half day amount is \$175 and the average full day amount is \$220.

Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average.

Note: Half day honoraria is defined as a minimum of 2 hours and a maximum of 4 hours, and a full day is defined as in excess of 4 hours.

Graph 5 compares the 2019 honorarium rates (half day and full day) offered from 50% of the Municipal Group Comparator.

Graph 5 - Comparison of 2019 Honorarium Rates of Council Members Between the Municipal Group Comparator



3. Council Remuneration – Annual Car Allowance

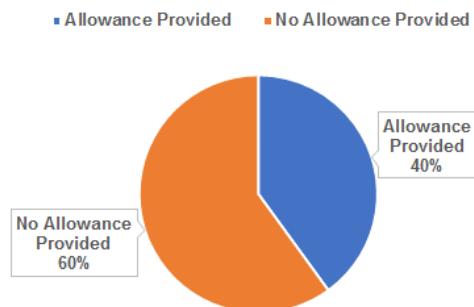
Table 6 - 2019 Council Remuneration Survey		
Municipal Group Comparator	Annual Car Allowance	
	Mayor	Councillor
City of Spruce Grove	\$1,200	\$600
City of Airdrie	\$4,800	\$0
City of Fort Saskatchewan	\$2,400	\$600
City of Grande Prairie	\$4,800	\$0
City of Leduc	\$0	\$0
City of Medicine Hat	\$0	\$0
City of Red Deer	\$4,107	\$0
City of St. Albert	\$0	\$0
Town of Cochrane	\$0	\$0
Town of Okotoks	\$0	\$0
Town of Stony Plain	\$0	\$0
Group Comparator Average	\$4,027	\$600

Table 6 shows the 2019 annual car allowance reported by the Municipal Group Comparator. Four (4) out of ten (10) municipalities or 40% are providing a car allowance to the Mayor while only one (1) out of ten (10) municipalities or 10% is providing an allowance to Councillor. For those municipalities who provided an annual car allowance, the allowance ranges from \$2,400 minimum to \$4,800 maximum with an annual average of \$4,027.

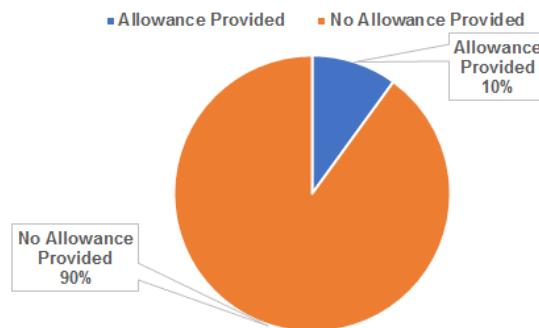
Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average.

Graph 6a & 6b illustrate the distribution between those participating municipalities that provided an annual car allowance to the Mayor and Councillor and those who did not in 2019.

Graph 6a - Percent Distribution of 2019 Car Allowance Provided to Mayor by Municipal Group Comparator



Graph 6b - Percent Distribution of 2019 Car Allowance Provided to Councillor by Municipal Group Comparator



4. Council Remuneration – Training & Conference Budget

Table 7 - 2019 Council Remuneration Survey

Municipal Group Comparator	2019 Training & Conference Budget	
	Mayor Annual Amount	Councillor Annual Amount
City of Spruce Grove	\$36,028	\$16,236
City of Airdrie		
City of Fort Saskatchewan		
City of Grande Prairie		
City of Leduc	\$19,535	\$11,935
City of Medicine Hat	\$5,000	\$5,000
City of Red Deer	\$24,000	\$14,000
City of St. Albert		
Town of Cochrane	\$8,500	\$4,000
Town of Okotoks	\$2,500	\$2,500
Town of Stony Plain	\$2,500	\$2,500
Group Comparator Average	\$10,339	\$6,656

Table 7 shows the 2019 training and conference budget reported by the Municipal Group Comparator. Six (6) out of ten (10) municipalities or 60% have reported a training and conference budget for the Mayor and Councillor. For those municipalities who reported a training and conference budget, the budget ranges from \$2,500 minimum to \$24,000 maximum with an average of \$10,339 for the Mayor and \$6,656 minimum to \$14,000 maximum with an average of \$6,656 for Councillor. Four (4) municipalities or 40% did not provide information.

Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average.

Graph 7 compares those participating municipalities that reported their 2019 training and conference budget for the Mayor and Councillor.

Graph 7 - Comparison of 2019 Training & Conference Budget for Mayor & Councillor Between Municipal Group Comparator

- 2019 Training & Conference Budget Councillor Annual Amount
- 2019 Training & Conference Budget Mayor Annual Amount



5. Council Remuneration – Mobile Devices

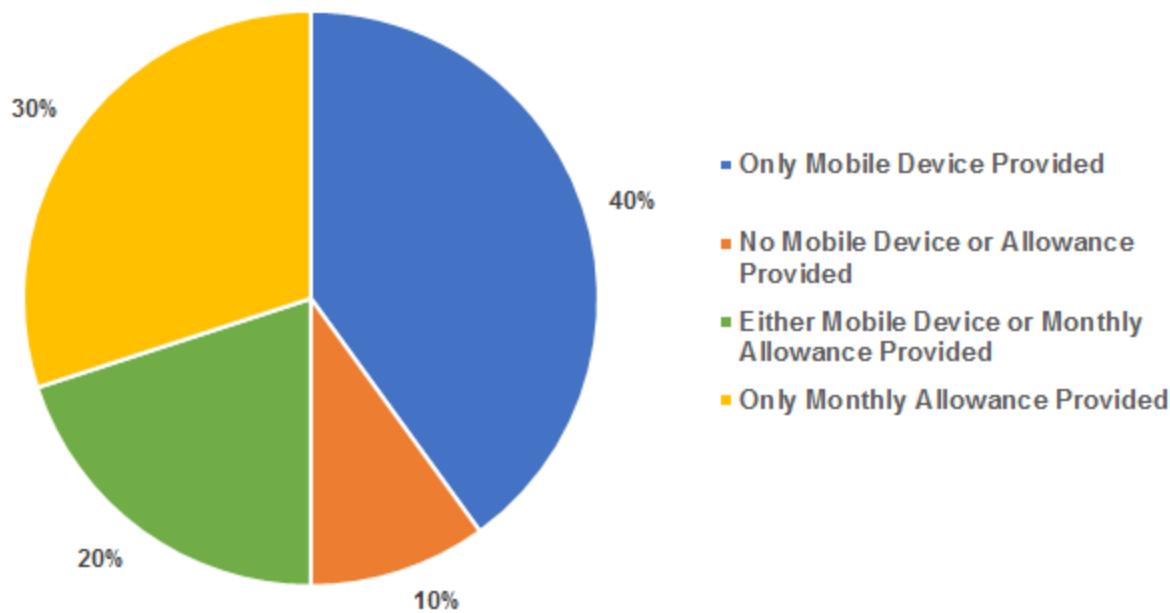
Table 8 - 2019 Council Remuneration Survey

Municipal Group Comparator	Mobile Devices	
	Mayor	Mayor Monthly Allowance (if applicable)
City of Spruce Grove	Yes	No
City of Airdrie	Yes	No
City of Fort Saskatchewan	Yes	No
City of Grande Prairie	No	Yes
City of Leduc	Either	Either
City of Medicine Hat	Yes	No
City of Red Deer	Either	Either
City of St. Albert	No	Yes
Town of Cochrane	No	Yes
Town of Okotoks	Yes	No
Town of Stony Plain	No	No

Table 8 describes the various practices used by municipalities in providing mobile devices to the Mayor in 2019. Only one (1) out of ten (10) municipalities or 10% doesn't provide a mobile device or monthly allowance to the role. Nine (9) out of ten (10) or 90% provide either a mobile device or a monthly allowance to the role.

Graph 8 shows the percent distribution of various alternatives used by municipalities in providing the Mayor with mobile devices – only mobile device, no mobile device or allowance, either mobile device or monthly allowance, or monthly allowance only.

Graph 8 - Percent Distribution of Mobile Devices Provided to the Mayor by the Municipal Group Comparator



5. Council Remuneration – Mobile Devices (cont'd)

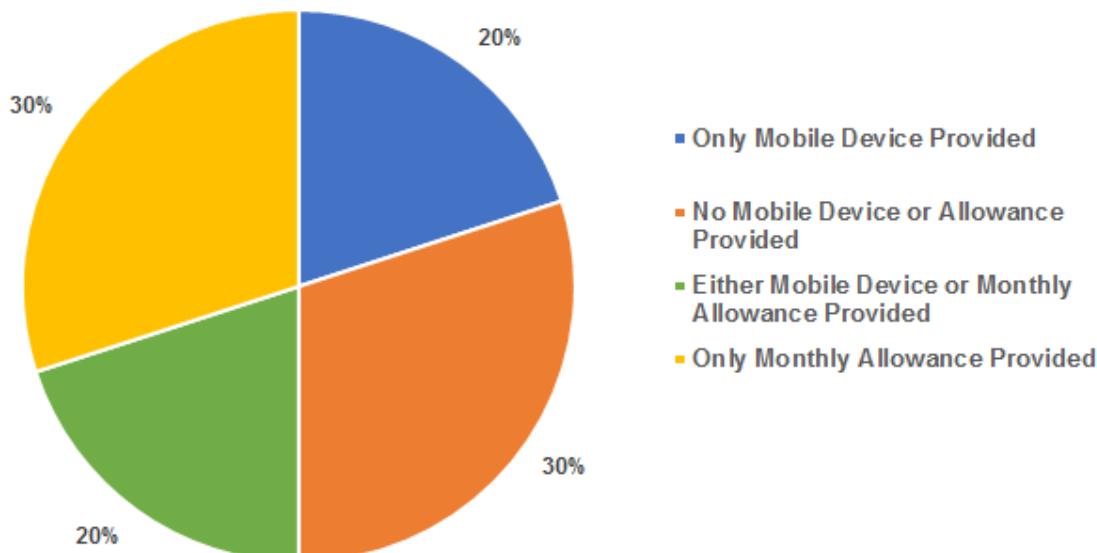
Table 9 - 2019 Council Remuneration Survey

Municipal Group Comparator	Mobile Devices	
	Councillor	Councillor Monthly Allowance (if applicable)
City of Spruce Grove	No	Yes
City of Airdrie	No	No
City of Fort Saskatchewan	No	Yes
City of Grande Prairie	No	No
City of Leduc	Either	Either
City of Medicine Hat	Yes	No
City of Red Deer	Either	Either
City of St. Albert	No	Yes
Town of Cochrane	No	Yes
Town of Okotoks	Yes	No
Town of Stony Plain	No	No

Table 9 describes the various practices used by municipalities in providing mobile devices to Councillor in 2019. Only three (3) out of ten (10) or 30% don't provide a mobile device or monthly allowance to the role. Seven (7) out of ten (10) or 70% provide either a mobile device or a monthly allowance to the role.

Graph 9 shows the percent distribution of various alternatives used by municipalities in providing Councillor with mobile devices – only mobile device, no mobile device or allowance, either mobile device or monthly allowance, or monthly allowance only.

Graph 9 - Percent Distribution of Mobile Devices Provided to Councillor by the Municipal Group Comparator



6. Council Remuneration – Computer Devices

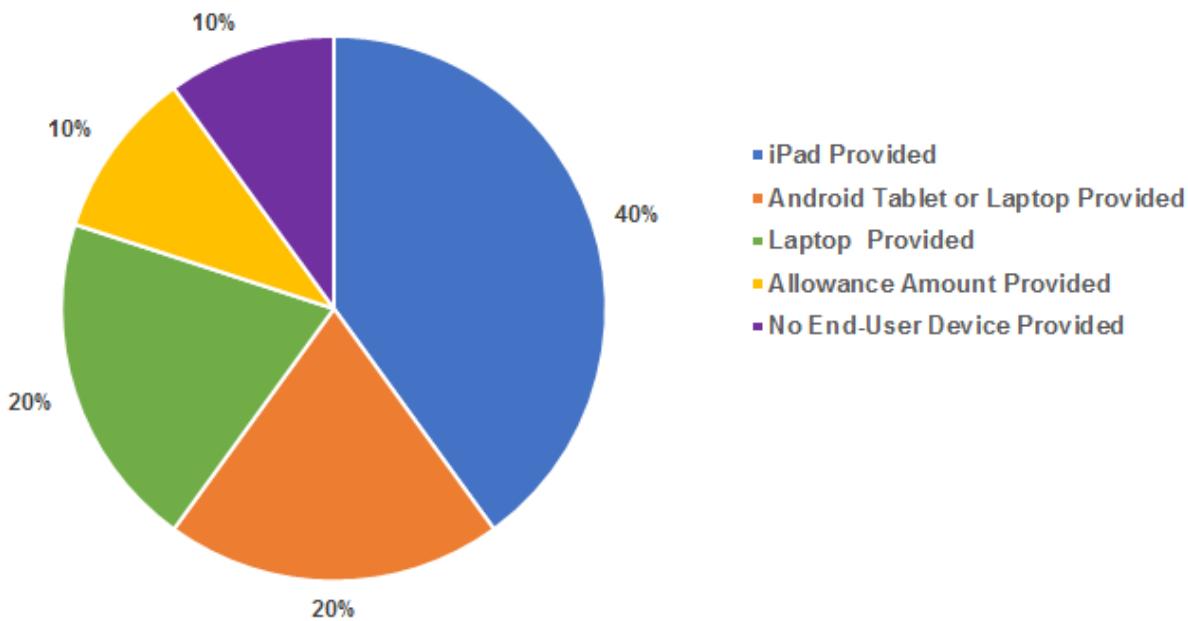
Table 10 - 2019 Council Remuneration Survey

Municipal Group Comparator	End-User Device Type - Mayor			
	iPad Tablet Provided	Android Tablet	Laptop Computer (Windows)	Other
City of Spruce Grove	Yes	No	No	No
City of Airdrie	Yes	No	No	No
City of Fort Saskatchewan	Yes	No	No	No
City of Grande Prairie	Yes	No	No	No
City of Leduc	No	Either	Either	No
City of Medicine Hat	No	No	Yes	No
City of Red Deer	No	Either	Either	Printer
City of St. Albert	No	No	No	No
Town of Cochrane	No	No	Yes	No
Town of Okotoks	No	No	Yes	No
Town of Stony Plain	No	No	No	\$2,000/Yr.

Table 10 shows a multitude of practices used by municipalities in providing the Mayor with end-user device types in 2019. Nine (9) municipalities out of ten (10) or 90% provide an end-user device type (iPad, Android Tablet, Laptop Computer (Windows) or an allowance amount) to their Mayor. Only one (1) municipalities out of ten (10) or 10% doesn't provide an end-user device or monthly allowance to the role.

Graph 10 shows the percent distribution of various alternatives used by municipalities in providing the Mayor with end-user device types – iPad, Android Tablet, Laptop Computer (Windows), or monthly allowance only.

Graph 10 - Percent Distribution of End-User Device Types Provided to the Mayor by the Municipal Group Comparator



6. Council Remuneration – Computer Devices (cont'd)

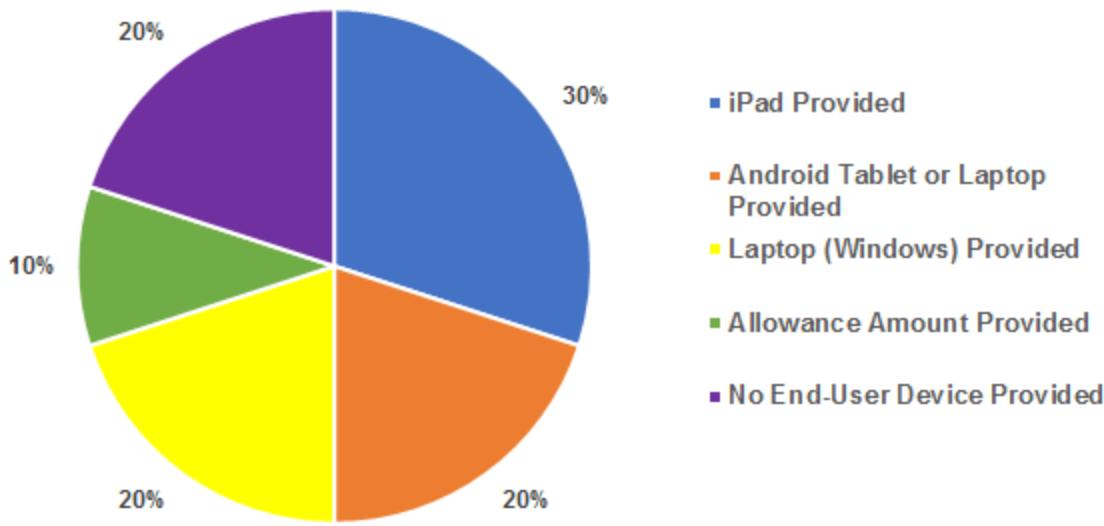
Table 11 - 2019 Council Remuneration Survey

Municipal Group Comparator	End-User Device Type - Councillor			
	iPad Tablet Provided	Android Tablet	Laptop Computer (Windows)	Other
City of Spruce Grove	Yes	No	No	No
City of Airdrie	Yes	No	No	No
City of Fort Saskatchewan	Yes	No	No	No
City of Grande Prairie	Yes	No	Yes	No
City of Leduc	No	Either	Either	No
City of Medicine Hat	No	No	Yes	No
City of Red Deer	No	Either	Either	Printer
City of St. Albert	No	No	No	No
Town of Cochrane	No	No	Yes	No
Town of Okotoks	No	No	No	No
Town of Stony Plain	No	No	No	\$1,750/Yr.

Table 11 shows a multitude of practices used by municipalities in providing Councillor with end-user device types in 2019. Eight (8) municipalities out of ten (10) or 80% provide an end-user device type (iPad, Android Tablet, Laptop Computer (Windows) or an allowance amount) to their Councillor. Only two (2) municipalities out of ten (10) or 20% don't provide an end-user device type or monthly allowance to the role.

Graph 11 shows the percent distribution of various alternatives used by municipalities in providing Councillor with end-user device types – iPad, Android Tablet, Laptop Computer (Windows), or monthly allowance only.

Graph 11 - Percent Distribution of End-User Device Types Provided to Councillor by the Municipal Group Comparator



7. Council Remuneration – Technology & Office Supplies

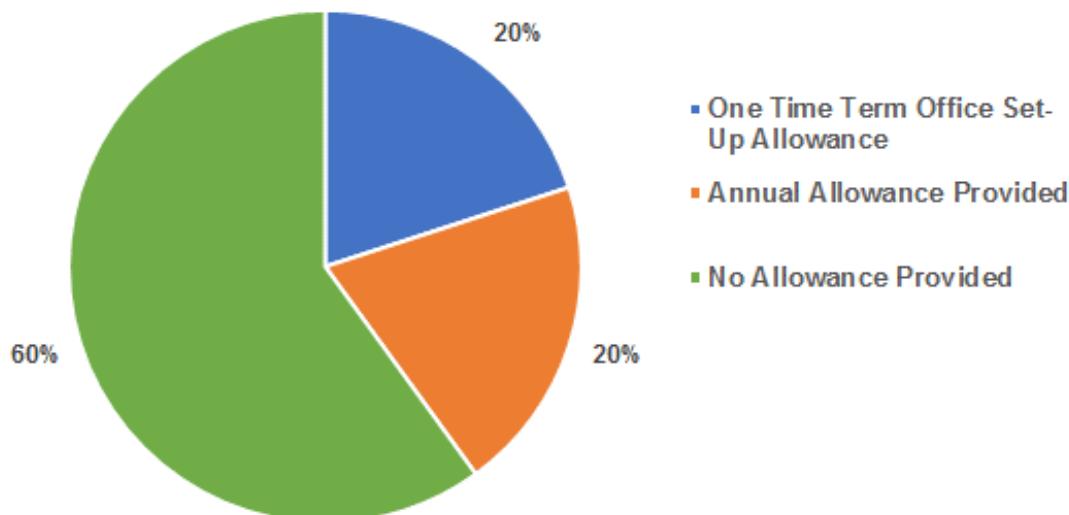
Table 12 - 2019 Council Remuneration Survey

Municipal Group Comparator	Technology & Office Supplies	
	One Time Term Office Set-Up Allowance	Annual \$ Amount
City of Spruce Grove	\$300	\$1,200
City of Airdrie	\$0	\$0
City of Fort Saskatchewan	\$0	\$0
City of Grande Prairie	\$0	\$0
City of Leduc	\$3,000	\$0
City of Medicine Hat	\$0	\$0
City of Red Deer	\$0	\$0
City of St. Albert	\$0	\$840
Town of Cochrane	\$0	\$2,000
Town of Okotoks	\$0	\$0
Town of Stony Plain	\$2,750	\$0

Table 12 reports a limited number of municipalities that provide technology and office supplies to support Council members in 2019. Only four (4) municipalities out of ten (10) or 40% provide some type of one-time term office set-up allowance or annual allowance amount to Council members. In contrast, six (6) municipalities out of ten (10) or 60% don't provide one-time term office set-up allowance or annual allowance amount to Council members.

Graph 12 shows the percent distribution of survey participants' practices in dealing with technology and office supplies to support their Council members.

Graph 12 - Percent Distribution of Technology & Office Supplies Provided to Council Members by the Municipal Group Comparator



8. Benefits Package

Table 13 - 2019 Council Remuneration Survey									
Municipal Group Comparator	Benefits - Life Insurance								
	Basic Group Life		Dependent Life		Optional Group Life			AD&D	
	Benefit Formula	Maximum Benefit	Amount of Insurance - Spouse	Amount of Insurance - Each Child	Eligibility	Benefit Formula	Combined Maximum Basic Life & Optional	Benefit Formula	Maximum Benefit
City of Spruce Grove	3X Annual earnings	\$500,000	\$15,000	\$10,000	Member and/or spouse	Units of \$10,000 to a maximum of \$300,000	\$800,000	3 X Annual earnings	\$500,000
Top Benefit Package	3X Annual earnings	\$500,000	\$20,000	\$10,000	Member and/or spouse	Units of \$10,000 to a maximum of \$500,000	\$850,000	\$30,000	\$500,000
Basic Benefit Package	\$30,000	\$30,000	\$5,000	\$2,000	N/A	N/A	N/A	\$30,000	\$30,000

Table 13 compares the City of Spruce Grove Group Life Insurance Benefit against the top and basic plan designs among the Municipal Group Comparator.

Table 14a - 2019 Council Remuneration Survey									
Municipal Group Comparator	Benefits - Health Plan								
	Prescription Drugs			Hospital Benefits			Extended Health		
	Coverage Level	Payment Type	Drugs Defined	Coverage Level	Private / Semi Private Rooms	Other	Coverage Level	Ambulance & Ancillary Services	Paramedical Practitioners
City of Spruce Grove	100%	Direct Billing	Generic Pricing	100%	Direct Payment	N/A	100%	Included	Included
Top Benefit Package	100%	Direct Billing	Generic Pricing	100%	Direct Payment	N/A	100%	Included	Included
Basic Benefit Package	80%	Direct Billing	Generic Pricing	100%	Direct Payment	N/A	80%	Included	Included

Table 14a compares the City of Spruce Grove Health Plan Benefit (Prescription Drugs, Hospital Benefits and Extended Health) against the top and basic plan designs among the Municipal Group Comparator.

8. Benefits Package (cont'd)

Table 14b- 2019 Council Remuneration Survey						
Municipal Group Comparator	Benefits - Health Plan					
	Out of Province Emergency			Vision Care		
	Coverage Level	Benefit Period	Maximum	Coverage Level	Benefit Period	Maximum
City of Spruce Grove	100%	90 days	\$5,000,000 per participant per incident	100%	Adult 24 months & Child 12 months	Adult & Child \$150 per participant per benefit year
Top Benefit Package	100%	Unlimited	\$5,000,000 per participant per incident	100%	Adult 24 months & Child 12 months	Adult & Child \$350 per participant per benefit year
Basic Benefit Package	100%	60 days	\$1,000,000 per participant per incident	N/A	N/A	N/A

Table 14b compares the City of Spruce Grove Health Plan Benefit (Out of Province Emergency and Vision Care) against the top and basic plan designs among the Municipal Group Comparator.

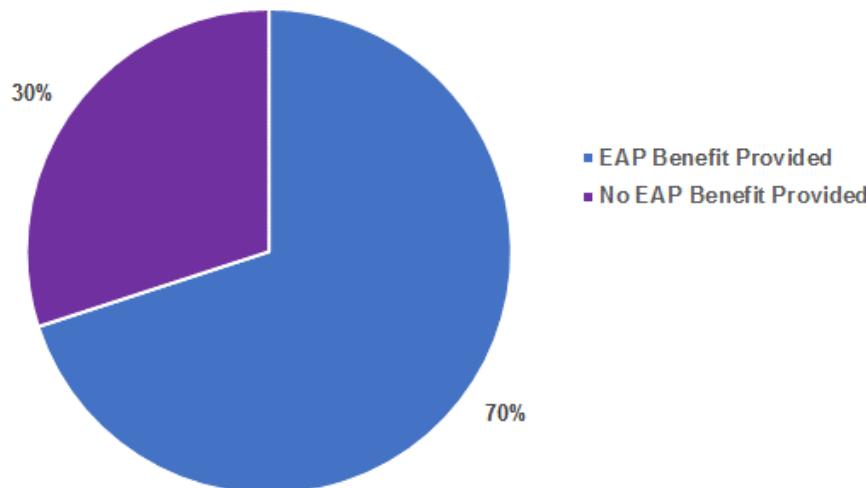
8. Benefits Package (cont'd)

Table 15 - 2019 Council Remuneration Survey						
Municipal Group Comparator	Benefits - Dental Plan					
	Basic Benefits		Extensive Benefits		Orthodontic Benefits	
	Coverage Level	Maximum	Coverage Level	Maximum	Coverage Level	Maximum
City of Spruce Grove	100%	\$2,000 per participant per benefit year combined with Extensive Benefits	50%	\$2,000 per participant per benefit year combined with Basic Benefits	50%	\$2,500 Lifetime per participant
Top Benefit Package	100%	\$3,000 per participant per benefit year combined with Extensive Benefits	80%	\$2,500 per participant per benefit year combined with Basic Benefits	50%	\$3,000 Lifetime per participant
Basic Benefit Package	80%	\$1,500 per participant per benefit year combined with Extensive Benefits	50%	\$1,500 per participant per benefit year combined with Basic Benefits	50%	\$1,500 Lifetime per participant

Table 15 compares the City of Spruce Grove Dental Plan Benefit (Basic, Extensive and Orthodontic Benefits) against the top and basic plan designs among the Municipal Group Comparator.

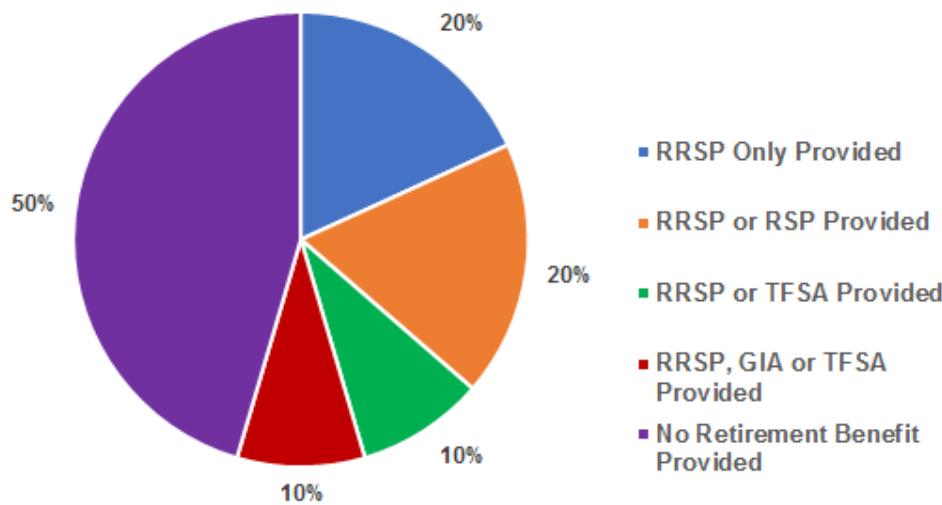
8. Benefits Package (cont'd)

Graph 13 - Percent Distribution of Employee Assistance Program (EAP) Benefit Provided to Council Members Between the Municipal Group Comparator



Graph 13 illustrates the percent distribution of municipalities who provide an Employee Assistance Program (EAP) to their Council members. The City of Spruce Grove provides an EAP benefit to Council members.

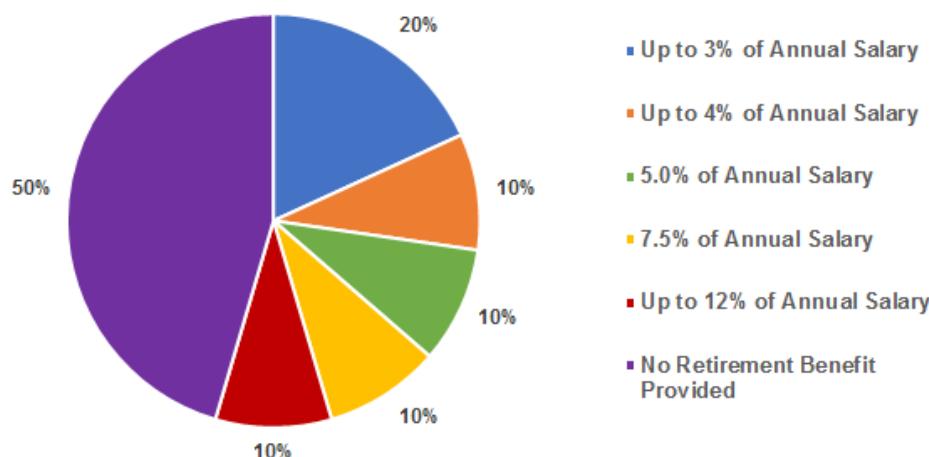
Graph 14a - Percent Distribution of the Type of Retirement Benefit Provided to Council Members by the Municipal Group Comparator



Graph 14a shows the percent distribution of the type of Retirement Benefit is being provided to Council members by the Municipal Group Comparator. The City of Spruce Grove provides RRSP or RSP retirement benefit to Council members.

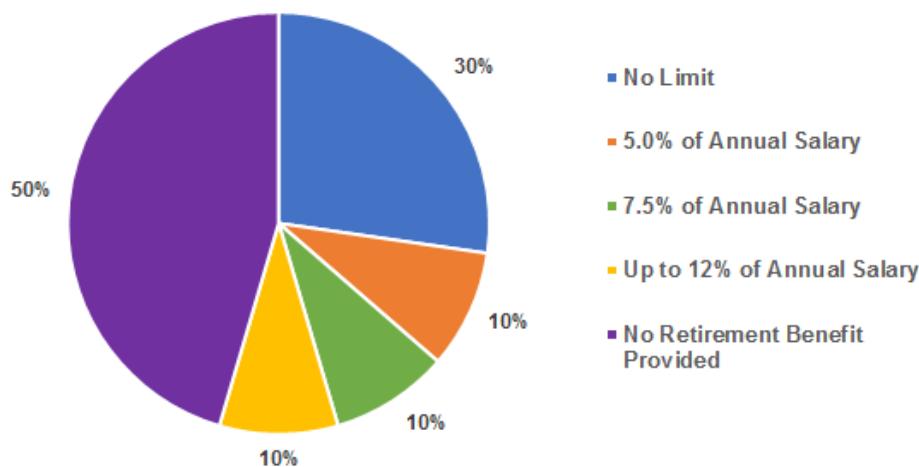
8. Benefits Package (cont'd)

Graph 14b - Percent Distribution of Employer Matching Retirement Contribution to Council Members by the Municipal Group Comparator



Graph 14b shows the percent distribution of the type of Employer matching retirement contribution is being provided to Council members by the Municipal Group Comparator. The City of Spruce Grove provides up to 4% of annual salary as employer matching contribution to Council members.

Graph 14c - Percent Distribution of Council Members Matching Contribution to Employer Sponsored Retirement Benefit by the Municipal Group Comparator



Graph 14c shows the percent distribution of the type Council members matching retirement contribution is being offered by the Municipal Group Comparator. The City of Spruce Grove provides no limit on Council members matching contribution to employer sponsored retirement benefit.

APPENDIX 1 – Survey Questionnaire



Council Remuneration Survey

Name of Organization:				
Name of Contact:				
Telephone Number:				
Council Remuneration - Base Salary				
Year	Mayor Employment Status (FT or PT)	Mayor Annual Base Salary	Councillor Annual Base Salary	Deputy Mayor Supplemental Salary Allowance
2018				
2019				
Council Remuneration - 2019 Taxable Earnings				
Question?	Has the 2019 Base Salary of the Mayor and Councillors been topped-up to compensate for the loss of the 1/3 non-taxable exemption status of previous years? Indicate your choice by an "X".	NO	YES	Undecided
Honorarium				
Year	Half Day \$ Amount	Full Day \$ Amount	Note: Half day honoraria is defined as a minimum of 2 hours and a maximum of 4 hours, and full day is defined as in excess of 4 hours.	
2018				
2019				
Annual Car Allowance				
Year	Mayor Allowance	Councillor Allowance	Note: Allowance could be annual or monthly amounts.	
2018				
2019				
Training & Conference Budget				
Year	Mayor Annual \$ Budget	Councillors Annual \$ Budget	Deputy Mayor Annual \$ Budget	
2018				
2019				
Mobile Devices				
Question?	Do you provide mobile devices (cellular phone) for? Indicate your choice by an "X".	NO	YES	Monthly Allowance Amount if applicable?
	Mayor			
	Councillor			

APPENDIX 1 – Survey Questionnaire (cont'd)

Computer Devices					
Question?	Do you provide an end-user device and what type is it for? Indicate your choice by an "X".	iPad	Android Tablet	Laptop Computer (Windows)	Other
	Mayor				
	Concillor				
Technology & Office Supplies					
Year	One Time Term Home Office Set-up \$ Amount	Annual \$ Allowance	Other Allowances		
2018					
2019					
Benefits - Life Insurance & Accidental Death & Dismemberment					
Basic Group Life	Benefit Formula	Maximum Benefit			
Dependent Life	Amount of Insurance - Spouse	Amount of Insurance - Each Child			
Optional Group Life	Eligibility	Benefit Formula	Combined Maximum Basic Group Life & Optional		
AD&D	Benefit Formula	Maximum Benefit			
Benefits - Health Plan					
Prescription Drugs	Coverage Level	Payment Type	Drugs Defined		
Hospital Benefits	Coverage Level	Private / Semi Privates Rooms	Other		
Extended Health	Coverage Level	Ambulance & Ancillary Services	Paramedical Practitioners		
Out of Province Emergency	Coverage Level	Benefit Period	Maximum		
Vision Care	Coverage Level	Benefit Period	Maximum		

APPENDIX 1 – Survey Questionnaire (cont'd)

Benefits - Dental Plan				
	Coverage Level	Maximum		
Basic Benefits				
Extensive Benefits				
Orthodontic Benefits				
Benefits - Employee / Family Assistance Program				
Question?	Do you provide Employee / Family Assistance Program to Council members? Indicate your choice by an "X".	NO	YES	
Retirement Benefit				
Retirement Savings Plan	Type of Plan	Employer Matching Contribution	Mayor / Councillor Matching Contribution	
Other Benefits				
Other Benefits	Coverage Level	Benefit Period	Maximum	

Instructions: Please enter your Council Remuneration information in the above spreadsheet entitled "Council Remuneration Survey" by entering your answers in the "White Cells" available for that purpose. Also, you can refer to the 2nd TAB "City of Spruce Grove Data" to guide your responses which is located at the bottom of this spreadsheet. If you have any questions regarding the survey, please contact Jean-Jacques (JJ) Tremblay at (780) 940-7499.

THE CITY OF SPRUCE GROVE

BYLAW C-1072-19

PARENTAL LEAVE FOR COUNCILLORS

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a municipality may provide for extended councillor parental leave through enacting a parental leave bylaw;

AND WHEREAS, the City of Spruce Grove wishes to support parental leave for Councillors;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

1. BYLAW TITLE

This bylaw is called “the Parental Leave for Councillors Bylaw”.

2. DEFINITIONS

“Act” means the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto.

“City” means the City of Spruce Grove.

“City Manager” means the person duly appointed as City Manager as per the City Manager Bylaw, or the designate of the City Manager

“Councillor” means a city Councillor duly elected pursuant to the provisions of the *Local Authorities Election Act*, RSA 2000 cL-21 and includes the Mayor.

“Mayor” means the chief elected official.

“Parental Leave” means a period of time during which a Councillor may be absent from all Council and Council Committee meetings, and any other duties assigned to the Councillor by Council.

“Parental Leave Agreement” means a written commitment described in Section 6.

“Remuneration” means salaries, indemnities, honourariums, and allowances paid to a Councillor.

3. MAYORAL PARENTAL LEAVE

If the Mayor takes Parental Leave, any references in this bylaw to the Mayor shall be deemed to refer to the Deputy Mayor.

4. LENGTH AND PERIOD OF LEAVE

Parental Leave taken under this bylaw shall not exceed twenty-six (26) consecutive weeks.

Parental Leave may commence prior to or after the birth or adoption of the Councillor's child, but must commence no earlier than twelve (12) weeks prior to the estimated date of delivery or adoption of the child, and no later than twelve (12) weeks after the day that the child is born or adopted by the Councillor.

An extension to the approved Parental Leave may be granted with the support of the majority of Council.

5. NOTICE OF PARENTAL LEAVE

Unless exigent circumstances exist, a Councillor must provide six (6) weeks' written notice to the Mayor and City Manager that the Councillor intends to take Parental Leave.

The written notice required by Section 5.1 must include:

the start date of Parental Leave;

the anticipated length of Parental Leave, including a date of return; and

if the Councillor was unable to provide six (6) weeks' written notice, the general nature of the exigent circumstances.

6. TERMS OF PARENTAL LEAVE

After providing written notice required by Section 5, and before commencing Parental Leave, a Councillor must submit a signed Parental Leave Agreement to the Mayor and City Manager that includes:

the tasks and duties, if any, that the Councillor intends to continue to perform during all or part of the Parental Leave as set out in section 8;

describes how tasks and duties that the Councillor does not intend to continue to perform during Parental Leave will be performed during the Parental Leave, which may involve, without limiting the generality of the foregoing, certain tasks or duties being performed by another Councillor; and

any workplace accommodations requested for the duration of the leave or following the leave.

If a Councillor's Parental Leave Agreement contemplates another Councillor performing certain tasks and duties during Parental Leave, the Parental Leave Agreement must also be signed by the Councillor providing coverage to confirm that Councillor's acceptance of the responsibilities in question.

A Councillor may revise their Parental Leave Agreement during Parental Leave by submitting a revised Parental Leave Agreement, including signatures of another Councillor, if required, to the Mayor and City Manager.

A Councillor shall comply with their Parental Leave Agreement.

7. **REPRESENTATION OF THE CITY**

During a period of Parental Leave, the Councillors not taking Parental Leave shall continue to represent the City at-large in their capacity as Councillors.

If a Councillor taking Parental Leave is a Council appointed member of a committee, board or other body, and the Councillor's Parental Leave Agreement does not provide that the Councillor will continue to serve as a member of the committee, board, or other body during Parental Leave, Council shall, subject to any restrictions in the governing documents of the committee, board, or other body, ensure that an alternate representative is appointed to the committee, board or other body during the Councillor's Parental Leave.

8. REMUNERATION AND BENEFITS

During the first 10 weeks of Parental Leave, a Councillor shall receive the full remuneration that the Councillor would have otherwise received.

For the remaining time period, a Councillor shall receive a percentage of the remuneration that the Councillor would have otherwise received as follows:

0% if the Councillor does not perform any duties during Parental Leave;

30% if the Councillor prepares for and attends, either in person or using a communication facility, all Council meetings;

20% if the Councillor prepares for and attends, either in person or using a communication facility, all meetings of Boards or Committees that the Councillor has been appointed to by Council;

30% if the Councillor prepares for and attends, either in person or using a communication facility, all Council Committee of the Whole meetings; and

20% if the Councillor attends constituency events and regularly responds to constituency matters by telephone or electronic mail.

For the purposes of section 8.2, a Councillor may perform some or all of the duties described in subsections (a) through (e), and shall receive remuneration for each duty performed for each week the duties are performed.

9. CITY MANAGER ROLE

The City Manager may delegate any power, duty, or function under this bylaw.

On request, the City Manager will provide assistance to a Councillor to prepare a Parental Leave Agreement required under section 6.

For the limited purpose of confirming that the Councillor is performing duties in order to receive partial remuneration during all or part of the Parental Leave, the City Manager may make reasonable inquiries of the Councillor during Parental Leave.

The City Manager may publish a written description of the Parental Leave Agreement on the City's website.

10. REVIEW

This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of Council.

11. SEVERABILITY

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

12. EFFECTIVE DATE

This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried _____, 20____.

Second Reading Carried _____, 20____.

Third Reading Carried _____, 20____.

Date Signed _____, 20 ____.

Mayor

City Clerk