

2025

COUNCIL REMUNERATION REVIEW

Recommendations from the Council
Compensation Review Public Member
Advisory Panel

Presented to Council April 8, 2025

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Message from the Council Remuneration Review Advisory Panel Committee Chair

On June 13, 2023, Council approved the Elected Official Remuneration and Expenses Policy Scope of Work and authorized a third party to administer this work in conjunction with a public member advisory committee. On June 27, 2023, Council approved the Council Compensation Review Advisory Panel Terms of Reference.

Council subsequently appointed Tyler Marlatt, Colin Tooth, and Barb Shackel-Hardman to the Advisory Panel on September 12, 2023.

Transitional Solutions was engaged to conduct a comparative analysis of compensation which included conducting interviews with key stakeholders within council and administering and benchmarking against compensation data from a municipal benchmark group comprised of 12 comparable municipalities.

This review provided the Advisory Panel with information required to propose recommendations for Council consideration. Our report outlines a summary of the methodology and data gathered with our findings, including all reference material.

The Advisory Panel wishes to recognize the contribution to our work and deliberations by Barb Williams, Manager, Legislative Services, in addition to the other County staff who provided background information.

We believe that the recommendations in this report, if adopted, will continue to provide fair compensation for Parkland County Council members and serve as a stimulus for continuing to attract interested and dedicated citizens to stand for political office.

Council Compensation Review Advisory Panel

Recommendations from the Council Compensation Review Public Advisory Panel

Executive Summary of Advisory Panel Recommendations

1. Council Honorarium (base rates)

- a. Recommendation that the current practice for Mayor and Councillors salaries be maintained.
- b. Recommendation that the Deputy Mayor salary be exempt from COLA increase(s) until such time as it aligns with other comparators.

2. Council Expense Practices

- a. Mayor and Council Per Diem Rates
 - i. Recommendation to maintain current per diem rate structure.
 - ii. Recommendation that the next Council Compensation Review further consider transitioning to a base pay structure without per diems similar to Yellowhead County and Strathcona County should this structure become more widely utilized.
- b. Travel Expenses for Mayor, Deputy Mayor, and Councillors
 - i. Recommendation that a mileage rate for travel outside of the region (over 80+ kms) be at the same CRA rate of \$0.72/km for the first 5000 kms and \$0.66 for each additional km over 5000 kms.
 - ii. Recommendation that mileage for travel inside the region (under 80 kms) be compensated through a monthly allowance. This allowance can be calculated based on the average travel within the region over the last term of Council.
- c. Internet and Communication Device Allowance (per month)
 - i. Recommendation to maintain internet allowance at \$113 for Mayor, Deputy Mayor, and Councillors.
 - ii. Recommendation that Mayor, Deputy Mayor, and Councillors be required to use County cell phones for County business.

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- d. Meal Rates for Mayor and Councillors
 - i. Recommendation to maintain meal rates for Mayor, Deputy Mayor, and Councillors to coincide with the Treasury Board of Canada Meal Rates.
 - di. Mandatory and Non-Mandatory Conferences and Conventions
 - i. Recommendation to maintain existing budgets for mandatory and non-mandatory conferences and conventions.
 - dii. Community Relations
 - i. Recommendation that the Community Services Sponsorship and Donation Policy be used to guide donation or sponsorship requests.
 - ii. Recommendation to reallocate a portion of individual Mayor and Council Community Relations budgets to a pooled Community Relations budget; leaving the Mayor with \$2,800 and Councillors each with \$1,800.
 - iii. Recommendation that the pooled Council Community Relations Budget be funded in the amount of \$33,000, to be used for any sponsorships and donations outside of the Community Services Sponsorship and Donation Policy as agreed to by Council as a Whole.
 - iv. Recommendation that these budgets cannot be carried over year to year, and any overages would require Council approval by resolution.
 - diii. Training
 - i. Recommendation to maintain current budgets and process for mandatory and non-mandatory training.
 - ii. Recommendation that an assessment of mandatory training be conducted during council remuneration reviews to ensure Council objectives are in alignment with the Municipal Government Act and other municipalities, and that adequate funds are budgeted accordingly.
 - div. Use of Municipal Property
 - i. Recommendation that Council be required to use County electronic devices.
 - ii. Recommendation to use fleet vehicles for County business, when possible, for out-of-town travel.
 - dv. Benefits
 - i. Maintain current benefits structure.

Recommendations from the Council Compensation Review Public Advisory Panel

Background Information and Methodology

Council Compensation Review Public Member Advisory Panel Terms of Reference

Refer to Appendices section for the Terms of Reference.

Elected Official Remuneration and Expenses Policy Review Scope of Work

Refer to Appendices section for the Scope of Work.

Existing Council Remuneration Policies

Parkland County's compensation for Elected Officials is established by the following policy documents (see policies under Appendices), which formed the basis for this review:

1. Elected Official Remuneration Policy C-AD22.
2. Elected Official Expenses Policy C-AD24.

Market Peer Comparators

Twelve municipalities participated in the survey to gather current information on the remuneration for council positions, including base salary/honorariums, per diems (half & full day), mileage, meal rates, car allowances, budgets for training, conferences, and community relations, provisions for mobile and computer devices, office and technology supplies/allowances, and benefits.

The Municipal Benchmark comprises the following municipalities: Brazeau County, City of Fort Saskatchewan, City of Spruce Grove, Lac Ste. Anne County, Lacombe County, Leduc County, Mountain View County, Red Deer County, Strathcona County, Sturgeon County, Wheatland County, and Yellowhead County.

These municipalities were used as comparables due to three or more of these areas: economics, cost of living, geographic area, blend of urban/rural, population, budget meetings schedule/frequency and number of committees.

Recommendations

The Advisory Panel has made recommendations related to the following areas:

1. Council Honorarium (base rates)
2. Council Expense Practices
 - a. Mayor and Council Per Diem Rates
 - b. Travel Expenses for Mayor and Councillors
 - c. Internet and Communication Device Allowance (per month)
 - d. Meal Rates for Mayor and Councillors
 - e. Mandatory and Non-Mandatory Conferences and Conventions
 - f. Community Relations
 - g. Training
 - h. Use of Municipal Property
 - i. Benefits

Details of each area are outlined below including current state, Transitional Solutions (Consultant) recommendation(s), Administration Comments, and Advisory Panel recommendation(s), based on Survey Results (report attached).

1. Council Honorarium (base rates)

a. Current State¹:

- | | |
|------------------|-----------|
| i. Mayor | \$105,630 |
| ii. Deputy Mayor | \$75,090 |
| iii. Councillors | \$58,490 |

b. Consultant Recommendation(s):

- i. Mayor – maintain current salary. When considering a salary increase, the total compensation package should be considered.
- ii. Deputy Mayor – the Deputy Mayor's current salary exceeds the acceptable range by 10%. Review of the job responsibilities may be necessary to confirm

¹ Basic Honorarium has been adjusted to reflect January 1, 2025, COLA; Consultant report is based on 2024 COLA

Recommendations from the Council Compensation Review Public Advisory Panel

whether the part-time classification is accurate. If it is accurate, the salary should be reassessed considering these findings.

- iii. Councillors – maintain current salary. When considering a salary increase, the total compensation package should be considered.
- iv. Council currently receives an annual Cost of Living Adjustment (COLA) which aligns with current Employee Compensation practices, which is approved at budget time

c. Advisory Panel Recommendations:

- i. Recommendation that the current practice for Mayor and Councillors salaries be maintained.
- ii. Recommendation that the Deputy Mayor salary be exempt from COLA increase(s) until such time as it aligns with other comparators.

2. Council Expense Practices

a. Mayor and Council Per Diem Rates

i. Current State²:

- <4 hours \$166
- >4 hours \$322
- >8 hours \$497

ii. Consultant Recommendation(s):

- Maintain current per diem rates.

iii. Advisory Panel Recommendations:

- Recommendation to maintain current per diem rate structure.
- Recommendation that the next Council Compensation Review further consider transitioning to a base pay structure without per diems similar to Yellowhead County and Strathcona County should this structure become more widely utilized.

b. Travel Expenses for Mayor , Deputy Mayor, and Councillors

i. Current State travel diem:

² Per Diem Rates have been adjusted in accordance with the January 1, 2025, Council approval; Consultant report is based on 2024 rates

- Mayor \$185
- Councillor \$124*
*only applies to council members who live over 40km from County Centre
- CRA rate, \$0.72/km for the first 5000 km; \$0.66 for each additional km over 5000 km, reviewed and adjusted annually if required.

ii. Consultant Recommendation(s):

- Maintain current travel diem and mileage rates.
- Review Councillor Travel Diem Policy – it is recommended that council re-evaluate the \$124.00 travel diem policy for Councillors residing over 40 km from the county centre. Consider a more standardized approach, such as integrating travel expenses into the overall monthly stipend or adopting a uniform per diem rate.

iii. **Advisory Panel Recommendation(s):**

- Recommendation that a mileage rate for travel outside of the region (over 80+ kms) be at the same CRA rate of \$0.72/km for the first 5000 kms and \$0.66 for each additional km over 5000 kms.
- Recommendation that mileage for travel inside the region (under 80 kms) be compensated through a monthly allowance. This allowance can be calculated based on the average travel within the region over the last term of Council.

c. **Internet and Communication Device Allowance (per month)**

i. Current State Internet:

- Mayor \$113
- Councillor \$113

ii. Current State Communication Device (Cell Phone):

- Mayor \$85
- Councillor \$85
- Or Council may use a County issued cell phone

Recommendations from the Council Compensation Review Public Advisory Panel

iii. Consultant Recommendation(s):

- Internet: Re-evaluate the \$113 allowance to ensure it adequately covers internet costs incurred by council members.
- Communication Device (Cell Phone): Consider eliminating the \$85 allowance and require all council members to use County provided cell phones for County communications.

iv. Advisory Panel Recommendations:

- Recommendation to maintain internet allowance at \$113 for Mayor, Deputy Mayor, and Councillors.
- Recommendation that Mayor, Deputy Mayor, and Councillors be required to use County cell phones for County business.

d. Meal Rates for Mayor and Councillors

i. Current State³:

- Breakfast \$24.90
- Lunch \$25.20
- Dinner \$61.85
- Established using Treasury Board of Canada Meal Rates

ii. Consultant Recommendation(s):

- Maintain current meal rates.
- Consider adjusting policy to allow for special circumstances such as travel to high-cost areas (i.e. airports, tourist destinations) to ensure council members are adequately supported without incurring out of pocket expenses.

iii. Advisory Panel Recommendation:

- Recommendation to maintain meal rates for Mayor, Deputy Mayor, and Councillors to coincide with the Treasury Board of Canada Meal Rates.

³ Meal rates were adjusted on December 16, 2024, and are reflected in this report; Consultant report is based on 2024 rates

e. Mandatory and Non-Mandatory Conferences and Conventions

i. Current State:

- Mandatory Convention (RMA Conventions)
 - All associated costs for the RMA Convention are funded through Council Administration budget (not individual budgets).
 - These include, but are not limited to, registration costs, lodging, meals, mileage, airfare, and car rentals.
 - Per Diems (to attend) calculated separately under Council individual per diem budgets
- Non-Mandatory Conferences and Conventions Annual Budget Allocations
 - Mayor Annual Budget \$9,800
 - Councillor Annual Budget \$7,500
 - All associated costs are funded through individual budgets.
 - These include, but are not limited to, registration costs, lodging, meals, mileage, airfare, and car rentals.
 - Per Diems (to attend) calculated separately under Council individual per diem budgets

ii. Consultant Recommendation(s):

- Maintain existing budgets for mandatory and non-mandatory conferences and conventions.

iii. Advisory Panel Recommendation:

- Recommendation to maintain existing budgets for mandatory and non-mandatory conferences and conventions.

f. Community Relations

i. Current State:

- Mayor Budget \$5,800
- Councillor Budget \$4,800
- Council pooled budget \$12,000
 - Council (as a group) may use funds to sponsor or donate matters outside the Community Services sponsorship and donation policy.

Recommendations from the Council Compensation Review Public Advisory Panel

- Not for individual use.
- ii. Consultant Recommendation(s):
 - Consider reducing current budget allocations.
 - Conduct further analysis on how funds are spent and potentially consider moving individual council funds to the pooled budget to better promote transparency and accountability, ensuring funds are effectively used for community engagement.
- iii. **Advisory Panel Recommendations:**
 - Recommendation that the Community Services Sponsorship and Donation Policy be used to guide donation or sponsorship requests.
 - Recommendation to reallocate a portion of individual Mayor and Council Community Relations budgets to a pooled Community Relations budget; leaving the Mayor with \$2,800 and Councillors each with \$1,800.
 - Recommendation that the pooled Council Community Relations Budget be funded in the amount of \$33,000, to be used for any sponsorships and donations outside of the Community Services Sponsorship and Donation Policy as agreed to by Council as a Whole.
 - Recommendation that these budgets cannot be carried over year to year, and any overages would require Council approval by resolution.

g. Training

- i. Current State:
 - Mayor & Council Individual Budgets \$5,000
 - Amount provided over their four (4) year term.
 - Non-mandatory training, used at council's discretion.
 - Council Administration Pooled Budget \$35,000
 - Mandatory training - Elected Officials Education Program, Parkland County Council Orientation Program, Finance Fundamentals, Governance Workshop, True Colors, Leadership Development, Enterprise Risk Management
 - Mayor and Council can also apply for available yearly bursaries of \$5,000 to support the completion of a director's certification. Maximum of one bursary available per councillor over a four-year period.

- ii. Consultant Recommendation(s):
 - Conduct relevance assessments of mandatory training (council feedback survey, post-training, etc.).
 - Link training to council objectives and Municipal Government Act.
 - Annually assess cost of mandatory training to ensure adequate coverage.

iii. **Advisory Panel Recommendations:**

- Recommendation to maintain current budgets and process for mandatory and non-mandatory training.
- Recommendation that an assessment of mandatory training be conducted during council remuneration reviews to ensure Council objectives are in alignment with the Municipal Government Act and other municipalities, and that adequate funds are budgeted accordingly.

h. Use of Municipal Property

- i. Current State:
 - Council currently has access to electronic devices and fleet vehicles use for Council business.
- ii. Consultant Recommendation(s):
 - Maintain current state for electronic devices and fleet vehicles use.

iii. **Advisory Panel Recommendations:**

- Recommendation that Council be required to use County electronic devices.
- Recommendation to use fleet vehicles for County business, when possible, for out-of-town travel.

i. Benefits

- i. Current State:
 - County employee plan (excluding pension).
 - Matching RRSP up to 9%.
 - Once over 70 years old, RRSP matching amount as income.

Recommendations from the Council Compensation Review Public Advisory Panel

- ii. Consultant Recommendation(s):
 - Maintain current benefits structure.
- iii. **Advisory Panel Recommendations:**
 - Maintain current benefits structure.

Appendices

Recommendations from the Council Compensation Review Public Advisory Panel

Appendix A – Terms of Reference, Council Compensation Review Public Member Advisory Panel

Parkland County Council Compensation Review Public Member Advisory Panel Terms of Reference

Purpose

The Public Member Advisory Panel is established to review Mayor and Councillor compensation and to advise on analysis and recommendations prepared by the Council Compensation Review Consultant (the Consultant) regarding the following matters:

1. Amount of Basic Honorarium for Mayor, Deputy Mayor, and Councillor, as provided in Policy C-AD22;
2. Amount of Per Diems and where they are applicable, as provided in Policy C-AD22;
3. Allowances and Other Provisions;
4. Benefits for Council Members; and
5. Any other matters directed by Council.

Membership

1. Up to five (5), and no less than three (3) individuals will be selected from the public-at-large and appointed as Panel members by Council resolution.
2. Panel members must be residents or business owners of Parkland County.
3. Per diems and expenses will be paid for serving on the Panel as provided in Public Committee Members Policy C-AD26 and Elected Official Expenses Policy C-AD24.

Term

1. The Advisory Panel shall terminate upon acceptance of the final Council Compensation Review report by Council, which shall be completed no later than June 30th of the year of a general municipal election.

Administrative Resources

1. Administration will provide support as required.

Panel Duties and Responsibilities

1. Panel members will participate in at least three meetings with the Consultant in an advisory capacity.
2. Panel members will review analysis and recommendations as presented by the Consultant and provide feedback and advice.
3. Panel members will review the draft report as prepared by the Consultant and provide a formal opinion on the recommendations.

Decision and Quorum

1. Quorum is defined as the presence of at least half of the Panel members in addition to the Consultant and an administrative support resource.
2. All decisions and recommendations of the Panel will be made through a consensus-based approach. Consensus does not mean a decision that is perfect for all participants, it means a decision that all participants can live with and that all participants agree to support. For matters where consensus cannot be reached, the majority vote will determine the final decision.
3. Meetings will not be open to the public.
4. The recommendations will be effective following the next municipal election.

Appendix B – Scope of Work, Elected Official Remuneration and Expenses Policy Review

Parkland County

Elected Official Remuneration and Expenses Policy Review

Scope of Work

Description of the project

1. Review provisions of the Elected Official Remuneration Policy and Expenses Policy. To review Mayor and Councillor compensation and provide recommendations for approval based on best practices and benchmarking across Alberta on the following matters:
 - a. Amount of Basic Honorarium for Mayor, Deputy Mayor, and Councillor, as provided in Policy C-AD22,
 - b. Amount of Per Diems and when they are applicable, as provided in Policy C-AD22,
 - c. Allowances and Other Provisions,
 - d. Benefits for Council Members, and
 - e. Any other matters directed by Council.
2. Survey or interview all members of Council to gain a fulsome understanding of the time requirements and environment in which they work.
3. Perform a total compensation survey for Council in other municipalities. This survey will include:
 - a. A comparative analysis of compensation and benefits paid to Mayor and Councillors in other municipalities.
 - b. Include a survey of at least six (6) relevant cities/municipalities, with similarities to Parkland County in three or more of the following areas: economics, cost of living, geographic area, blend of urban/rural representation, population, budget, meeting schedule/frequency, and number of committees.
4. Coordinate information sharing and feedback from a public member advisory panel (to be recruited by Parkland County staff) through a minimum of three meetings.
 - a. Project onboarding and obtaining initial input
 - b. Review and feedback on findings and initial analysis
 - c. Review and feedback on draft report and recommendations

Deliverables

1. A final report prepared of proposed changes to the Elected Officials Remuneration Policy and Expenses Policy including compensation amounts, as well as travel and expense allowances, if warranted for the term of office from October 2025 – October 2029.
2. Present recommendations for changes to Elected Official Remuneration Policy and Expenses Policy to Parkland County Council.

Appendix C – Elected Official Remuneration Policy C-AD22



COUNCIL POLICY C-AD22

Elected Official Remuneration

PREPARED BY:	Legislative Services	COUNCIL APPROVAL DATE:	December 13, 2022
EFFECTIVE DATE:	January 1, 2023	PREVIOUS REVISION DATE:	April 14, 2020
REFERENCES:	<i>Policy C-AD24</i> <i>Election Finances and Contributions Disclosure Act</i> <i>Canada Revenue Agency</i>	LS REVIEW DATE:	November 22, 2022 <i>December 7, 2023</i> <i>December 12, 2024</i> <i>(Updated Schedule A effective Jan 1 2025. Re Budget Approval)</i>
FUNCTION:	Personnel	NEXT REVIEW DATE:	September 1, 2023

PURPOSE

The purpose of this policy is to establish compensation for Elected Officials.

Objectives are to:

- a. Provide fair, consistent, and adequate compensation for Elected Officials at a level that will attract community-minded citizens as candidates for public office;
- b. Ensure compensation provided to Elected Officials is done in a transparent and cost-effective manner;
- c. Ensure that personal costs related to conducting Council business are minimized for Elected Officials; and
- d. Maintain compensation relative to comparative municipalities in Alberta.

POLICY STATEMENT

Parkland County shall provide compensation to Elected Officials for Council Business. It is necessary for the County's Elected Officials to network, to meet with residents, and to support community, committee, and other events.

DEFINITIONS

The following definitions and interpretations apply in this policy:

"Alternate" is the individual(s) who is appointed to a board/committee/commission as an alternate member and is expected to attend on behalf of the appointed elected official when they are unable to attend, or when invited by the appointed elected official or board/committee chair.

"AUMA" means the Alberta Urban Municipalities Association.

"Canada Revenue Agency" means a revenue service of the federal government. CRA collects taxes, administers tax law and policy, and delivers benefit programs and tax credits.

"Chief Administrative Officer or CAO" is the individual appointed to the position of Parkland County's Chief Administrative Officer, or his/her designate.

"Community relations expenses" relate to promoting Parkland County, hosting of dignitaries/residents or supporting local endeavours. Examples include event tickets, sponsorships, and municipally-branded promotional items.

"Conference" is a formal meeting at which individuals participate in the exchange of ideas, information and expertise in work-related subject areas.

"Convention" is an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities.

"Council" is the collective group of Elected Officials who govern Parkland County.

"Council Business" refers to the activities conducted by Council in keeping with the provisions of the *Municipal Government Act*. Examples of Council business includes, but is not limited to, attendance at Council and Committee meetings, municipally-sanctioned events, meetings with the CAO, meetings with constituents, and Community Relations.

"Councillors" are the Elected Officials of Parkland County, excluding the Mayor.

"County" is the Municipality of Parkland County.

"Elected Officials" are the Mayor and Councillors of Parkland County.

"Expenses" are the costs incurred by Elected Officials when conducting Council business.

"Hosting" means occasions when an Elected Official chooses to pay for the expenses of a third party while conducting Council business.

"Mayor" is the Chief Elected Officer as defined in the *Municipal Government Act*.

"Receipt" is the original documentation provided by a vendor which provides detail about the item(s)/services(s) received and the amount of GST paid. Debit and/or credit card slips are not considered receipts, and are not sufficient for reimbursement purposes.

"RMA" means the Rural Municipalities of Alberta association.

"Training and Development" is a process of enhancing a Council member's ability to perform in relation to their governance role.

SCOPE

This policy applies to all Parkland County Elected Officials.

RESPONSIBILITIES

1. Elected Officials shall

- a. Follow this policy to demonstrate transparency and accountability to the taxpayers;
- b. Approve any amendment to this policy.
- c. Engage the services of a third party to review this policy in accordance with the terms of reference that are specified by Elected Officials;

- d. Provide a personal Training and Development Plan for the subsequent year to Council for approval as part of the annual budget process;
- e. Obtain receipts and/or other required documents to substantiate all expenditures. Only detailed itemized receipts with GST number (if applicable) will be accepted. Debit and credit card receipts do not provide sufficient information to substantiate expenditures; however, in the instance where a receipt could not be obtained (i.e. parking machine), approval will be at the discretion of the designated approver;
- f. Submit their expense claims to the Executive Assistant, Mayor and Council; and
- g. Not exceed individual budgets without prior approval of Council, by a resolution passed at a public meeting.

2. Administration shall

- a. Review and budget sufficient funds during the budget cycle, in consultation with Elected Officials, to enable individual Elected Officials and Council as a whole to carry out their respective duties and manage their individual budget;
- b. Review all Elected Officials expense submissions for accuracy and compliance with this policy, and authorize payment of all claims that fully comply with the provisions of this policy;
- c. Inform Elected Officials of any expense claims that do not fully comply with the provisions of this policy;
- d. Coordinate travel, accommodation, convention and conference activities of Elected Officials to benefit from group rates or discounts to the extent feasible and practical;
- e. Coordinate and manage travel and accommodation for mandatory training, conventions, conferences and County events; and
- f. Publish financial reports on a monthly basis.

STANDARDS

1. Basic Honorarium

- a. A basic (annual) honorarium shall be paid to Elected Officials for the performance of their duties as Elected Officials. The basic honorarium rate is approved through the annual budget process and is identified in Schedule "A".
- b. Each Elected Official shall receive basic honorarium for the following duties:

Attendance at all regularly scheduled meetings of:

 - i. Council or Governance and Priority Committee meetings, which qualifies as an eight (8) hour day for each meeting, this also includes Special Council Meetings.
 - ii. Elected Officials meetings with residents and community groups (including open houses and public meetings).
 - iii. Meetings with the CAO and/or staff to discuss County business held on Council or Governance and Priority Committee meeting days where the working day does not exceed eight (8) hours.
 - iv. Conducting annual evaluations of the CAO.

- v. Meetings where attendance is as a dignitary or representative of the County, excluding joint Council meetings.
- vi. Emergency meetings to deal with disaster occurrences.
- vii. Attendance at County functions in the context of celebrations or functions.
- viii. Attendance at public events hosted or co-hosted by the County meant for celebration or public recognition.
- ix. Direct work with residents and businesses of the County.
- x. Preparation work.

2. Per Diems

- a. The current per diem rates are identified in Schedule "A".
- b. Elected Officials are to provide details of meetings that they have attended, including the length of the meetings (inclusive on travel time) on their expense submission.
- c. Half-day or evening meetings are subject to the following qualifications for per diems, inclusive of travel time:
 - i. Meeting 0:00 – 4:00 hours – one half per diem.
 - ii. Meeting 4:01 – 8:00 hours – one per diem.
 - iii. Meeting greater than 8 hours – one and a half per diem.
- d. Per diems will be paid for attendance at the following:
 - i. Meetings of any external committee or board to which the Elected Official is appointed by Council. Or attendance as an alternate when the appointed Elected Official is unable to attend, or when invited by the appointed Elected Official or board/committee chair.
 - ii. Internal Elected Officials committees to which the Elected Official is appointed by Council, or attendance as an alternate when the appointed Elected Official is unable to attend, or when invited by the appointed Elected Official or committee chair.
 - iii. Meetings held with administration outside of Council or Governance and Priorities Committee meeting days, this includes Annual Budget Meetings held outside of regular meeting days.
 - iv. Meetings with other governments and government agencies outside of Council or Committee of the Whole meeting days, including joint council meetings.
 - v. Mandatory training as identified in Schedule "C".
 - vi. Conferences and conventions.
 - vii. Rural Municipalities of Alberta (RMA) meetings, including Zone meetings.
 - Per diems will be paid for Pembina Zone meetings, as all Elected Officials are expected to attend.
 - viii. Road Tours.
 - ix. Interviews for Council staffing positions or Public Committee appointments.

- x. Elected Officials orientation meetings/sessions.
- xi. Elected Official Strategic Planning sessions.
- xii. If per diems are paid by external organizations, no per diems will be paid to the Elected Official by Parkland County.

3. Benefits

- a. Elected Officials will be given the opportunity to join the County Benefits Plan in accordance with the rules and regulations set out in that plan.
- b. If eligible, an Elected Official may choose to participate in a Registered Retirement Savings Plan (RRSP) with a contribution that will be matched by the County. These contributions are calculated based on a basic honorarium and per diem in accordance with the Canada Revenue Agency (CRA) guidelines. If the Elected Official becomes ineligible during their term in accordance with the CRA guidelines and had been contributing to the RRSP Plan, they will continue to receive an amount equivalent to the County's portion as a taxable allowance.
- c. Elected Officials are to provide sufficient information to Employee Services (Payroll) and sign up for eligible benefits.

4. Other Compensation

a. Personal Communication Device

Each Elected Official shall receive a County-issued tablet (i.e., iPad or comparable) and either a County-issued communication device (i.e., iPhone or comparable), or a monthly allowance for the use of a personal communication device as per the County rate identified.

b. Internet Service

Each Elected Official shall receive a monthly allowance to cover basic high speed Internet operation costs from their place of residence.

c. Monthly Travel Allowance

Council members who live over 40 km from Parkland County Centre may receive an optional monthly travel allowance, at a rate identified in Schedule "A", to compensate for travel time and vehicle maintenance costs that are not covered by other per diems. The Mayor may receive an optional travel per diem, at a rate identified in Schedule "A", to compensate for travel time that is not covered by other per diems.

d. Training and Professional Development

- i. Elected Officials are encouraged to participate in professional training and development opportunities to enhance their skills and knowledge to effectively fulfill their governance roles and responsibilities.
- ii. Mandatory training will be budgeted as general training in the Council as a Whole budget. Mandatory training is identified in Schedule "C".
- iii. Each Elected Official shall be entitled to a yearly allowance for training and development. The current individual budget amount is identified in Schedule "C".
- iv. Each Elected Official is responsible for keeping within their budgeted amounts for training/professional development.

- v. Elected Officials will present their education plans of the content and benefit of the courses they wish to take for approval of Council prior to the summer break. This should align with Council's Strategic Plan and their individual learning goals. Council shall have authority to approve each Elected Official's plan. If new requests occur following summer break, Elected Officials shall bring any training requests to Council for approval.

e. Conferences and Conventions

- i. Elected Officials are expected to represent Parkland County at conferences and conventions. Mandatory conferences and conventions are identified in Schedule "B". These will be budgeted in the Council as a Whole budget, as it is expected that all of Council attend.
- ii. Each Elected Official is authorized by Council to utilize his/her individual approved Conference and Convention budget for attending conferences, conventions and other such functions outside of the mandatory conferences and conventions.
- iii. No Elected Official shall exceed individual Conference and Convention budgets without prior approval of Council by a resolution passed at a public meeting. If an Elected Official exceeds their annual budget, the overage will be deducted from the next year's budget allocation once approved by Council. If an Elected Official does not spend their full annual budget, the remaining amount will be carried forward to the following year.
- iv. For budget purposes, Elected Officials are expected to report to Council on the conferences and conventions they intend to attend prior to the summer break. Upon attendance, Elected Officials must report in a formal manner, identifying possible best practices, policies or administrative controls that may provide value to the County and its residents.

f. Community Relations

Each Elected Official will be allocated an annual budget for community relation expenses to be used at their discretion. This allocation is identified in Schedule "B". The following principles shall be applied to Community Relations expenses:

- i. No expense may be incurred to advance the personal interests of a sitting member of Council. This shall include personal advertising and personally-branded promotional products, events and services.
- ii. No expense may be incurred under this budget within the 6 months prior to a municipal election without the prior approval of Council, by resolution.
- iii. Elected Officials should demonstrate a prudent use of resources focusing on transparency and accountability.
- iv. Expenses should support Council objectives.
- v. Any expense that falls outside the approved policy requires prior approval of the Council as a whole, by resolution.
- vi. No Elected Official shall exceed individual Community Relations budgets without prior approval of Council by a resolution passed at a public meeting. If an Elected Official exceeds their annual budget, the overage will be deducted from the next year's budget

allocation once approved by Council. If an Elected Official does not spend their full annual budget, the remaining amount will be carried forward to the following year.

- vii. Sponsorships on behalf of Council as a Whole will be budgeted through the Council as a Whole's Community Relations Budget.

5. Exclusions

- a. In the event that an Elected Official receives any remuneration from an external board or committee or commission for that Elected Official's duly authorized attendance on behalf of the County at a meeting of the said board, commission or committee, the Elected Official shall *not* be paid a per diem by the County.
- b. In the event that a member of Council attends an event that is hosted by a provincial or federal political party (such as a provincial fund-raising function), the Elected Officials shall *not* be paid a per diem by the County for their attendance. Expenses that are deemed to *not* be political, contributions shall be reimbursed as a meal expense only, up to a maximum of \$25, pursuant to the *Election Finances and Contributions Disclosure Act Section 23(3) (a)*.
- c. The County shall not pay for any spousal or guest expenses.
- d. The County shall not reimburse any Elected Official for, or otherwise directly or indirectly pay for, any political contributions.

6. Conflicts or Disputes

- a. In the event that requested remuneration is beyond what is outlined in this policy, or a conflict arises, the details of the matter shall be referred to Council for decision through resolution.

7. Remuneration Review

- a. Elected Officials remuneration is to be reviewed mid-term of each four-year council term.
- b. Council shall approve a Terms of Reference or Scope of Work for the Elected Officials Remuneration Review.
- c. Council shall request a third party review of Elected Official remuneration be undertaken to bring forward recommendations regarding Council remuneration. Any resulting recommendations, if approved by Council, would be effective as of the beginning of the subsequent Council term.

ATTACHMENTS

Schedule "A" Honorarium, Per Diems and Allowances

Schedule "B" Mandatory Conferences, Meetings and Conventions

Schedule "C" Mandatory Training

SCHEDULE "A"

HONORARIUM, PER DIEMS AND ALLOWANCES

Honorariums for the Mayor and Councillors may be adjusted annually through the budget process to reflect current economic conditions.

BASIC HONORARIUM

Mayor	\$105,630
Deputy Mayor	\$ 75,090
Council Members	\$ 58,490

PER DIEMS

Meeting Duration	4 hours or less	Over 4-8 hours	More than 8 hours
Mayor	\$166	\$332	\$497
Deputy Mayor	\$166	\$332	\$497
Council Member	\$166	\$332	\$497


TRAVEL DIEM

Mayor	\$185/month
Councillor	\$124/month for Councillor who lives over 40 kms from Parkland County Centre

ALLOWANCES

Internet Service	\$113/ month
Communication Device	\$85/month or as provided in Option A in Schedule "A" to Mobile Device Use Procedures A-ISO2-P1, whichever is the higher amount.

Note: Schedule "A" is reviewed by Legislative Services (LS) on an annual basis under the authority of Policy C-AD22.

LS Endorsement: 

Date of Endorsement: January 1, 2025

SCHEDULE "B"**MANDATORY CONFERENCES AND CONVENTIONS****Funding will be provided for all Elected Officials to attend:**

- Rural Municipalities of Alberta Conventions

Non-Mandatory Conferences, Meetings and Conventions Annual Budget Allocations

Councillor - \$7,500 each per year

Mayor - \$9,800 per year (*Councillor budget plus \$2,300*)

Per diems are not included in the calculation of Elected Official's Conference and Convention budgets. All other costs associated with conferences and conventions are required to be funded through this budget. These include, but are not limited to, registration costs, lodging, meals, mileage, airfare, and car rentals.

* Please note, these amounts are subject to change through a vote by Council during the annual budget cycle. The policy will be updated accordingly.

Community Relations Annual Budget Allocations

Mayor and Councillor \$4,800 each per year

Mayor \$5,800 per year

* Please note, these amounts are subject to change through a vote by Council during the annual budget cycle. The policy will be updated accordingly.

SCHEDULE "C"
MANDATORY TRAINING

Year One of Elected Official Term:

- Elected Officials Education Program
- Parkland County Council Orientation Program
- Finance Fundamentals
- Governance Workshop
- True Colors
- Leadership Development
- Enterprise Risk Management

Years Two to Four of Elected Official Term:

- Leadership Development

Annual Budget Allocations

Mayor and Councillors

\$5,000 each over the four (4) year term

Council as a Whole

The Mayor and/or Councillors can also apply for available yearly bursaries of \$5,000 to support the completion of a director's certification. There is a maximum of one bursary available per Councillor over a four year period.

Appendix D – Elected Official Expenses Policy C-AD24



COUNCIL POLICY C-AD24

Elected Official Expenses

PREPARED BY:	Legislative Services	COUNCIL APPROVAL DATE:	September 22, 2020
EFFECTIVE DATE:	September 22, 2020		
REFERENCES:	Council Expenses Schedule "A" Elected Official Remuneration Policy C-AD22	PREVIOUS REVISION DATE:	February 6, 2016
FUNCTION:	Personnel	LS REVIEW DATE:	August 3, 2020

PURPOSE

The purpose of this policy is to provide guidelines for the reimbursement of expenses incurred by Elected Officials in the performance of their duties and to comply with the provisions of Elected Official Remuneration Policy C-AD22.

POLICY STATEMENT

Parkland County shall reimburse business expenses incurred by Elected Officials in the performance of their duties. Where business expenses are incurred by Elected Officials, it is expected that logic and good business sense prevail.

DEFINITIONS

1. "Business Expenses" shall include but are not limited to, travel, registration costs, lodging, meals, mileage, airfare, and car rentals.
2. "County" means the municipality of Parkland County.
3. "Elected Official(s)" means Mayor, Deputy Mayor and all members of Council.

SCOPE

This Policy applies to all Parkland County Elected Officials.

RESPONSIBILITIES

The implementation of this policy is the responsibility of the Elected Officials. The monitoring and evaluating of this policy is the responsibility of the Elected Officials, with administrative assistance from Corporate and Shared Services and/or designate.

STANDARDS

Expense Statements:

4. Members of Council requesting reimbursement for business expenses shall submit their expense claims to Legislative Services through the Travel and Expense AX Module or other accepted means.

5. Where an Elected Official has incurred expenses beyond what is outlined in policy, or a conflict arises, the matter shall be referred to Council for resolution.
6. Approved expense statements are processed for payment to the Elected Official.
7. Expense claims are to be submitted monthly. Late monthly expense claims must be submitted no later than two (2) months following the month of incurring such expenses, or it shall be deemed that the Elected Official does not wish to make a claim for the given month and has forfeited their entitlement to such. All monthly expense claims are required to be submitted by December 15 of each year in order to allow time for processing before the end of the calendar year.
8. Approved Elected Official expense claims shall be posted monthly to the County's website, along with monthly statements of each Elected Official's expenditures, for public information.

Travel Expenses:

9. Transportation

- a. Kilometers travelled will be reimbursed at the per kilometer rate prescribed annually by the Canada Revenue Agency under Section 7306 of the Income Tax Regulations, as specified in Schedule "A" of this policy. Rates for mileage will be reviewed and adjusted annually by the General Manager or Corporate and Shared Services or designate to reflect current trends in costs as indicated in Schedule "A".
- b. For Elected Officials, kilometers travelled are calculated from his/her residence.
- c. For Elected Officials, kilometers travelled to and from the County office will be reimbursed, and such kilometers are taxable as per Revenue Canada regulations.
- d. Where business travel is required, the most direct, economical and logical mode of travel shall be utilized.
- e. Where it may be more economical for an Elected Official to lengthen his/her stay in order to benefit from reduced airfares, the Elected Official, by mutual consent with the Mayor or, in his/her absence, the Deputy Mayor, may do so and may submit the additional expenses and per diem upon approval.
- f. Where an Elected Official chooses to use a mode of transportation other than that prescribed above, reimbursement shall be as though the mode of transportation prescribed above were used.
- g. An Elected Official may select a route or mode of transportation to combine personal activities with County business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed mode of transportation.
- h. Air travel shall be in accordance with the provisions of Elected Official Remuneration Policy C-AD22.
- i. Travel outside Canada shall be reimbursed in Canadian currency plus the applicable exchange rate.

10. Accommodation

- j. The County will pay accommodation costs (standard hotel room) in accordance with the provisions of Elected Official Remuneration Policy C-AD22.

11. Meals

- k. The County will reimburse for meals in accordance with provisions of Elected Official Remuneration Policy C-AD22. Meals will be reimbursed at the rates specified in Schedule "A" of this policy. The meal rates included in Schedule "A" will be reviewed and adjusted annually by the General

Manager of Corporate and Shared Services or designate to reflect the Treasury Board of Canada meal rates for the current year.

ATTACHMENTS

"Schedule A" Elected Official Expenses

SCHEDULE A

Rates are effective in accordance with the Canadian Treasury Board, and the Canada Revenue Agency.

Kilometre Rates

Automobile Allowance Rates set annually by the Canada Revenue Agency:

<u>Year</u>	<u>Rate</u>
2025	\$0.72/km for the first 5,000 km; \$0.64 for each additional km over 5,000 km

Meal Rates

Meal Rates set annually by the Treasury Board of Canada

January 1, 2025

Breakfast	\$24.90
Lunch	\$25.20
Dinner	\$61.85
Total	\$111.95

Note: Schedule A is reviewed and updated by Legislative Services (LS) on an annual basis pursuant to Sections 2(a) and 2(k) of Policy C-AD24.

LS Endorsement 

Date: January 22, 2025