

Council Remuneration and Expenses Review – Administration Suggestions

Administration would like Council to consider the items listed below to provide clarity for Council and Administration when processing expense claims. We would like to bring the changes below to Council as red lined changes during the next policy discussion on May 20th. Please note that a few housekeeping items have been modified throughout the policy to reflect current staff titles, etc., that are not included in these charts.

April 15, 2025 Governance & Priorities Committee Recommendations – Minutes Page 4, RFD 25-094, Council Remuneration Review

Topic	GPC Recommendation	Proposed	Comments
Council Remuneration Policy STANDARDS, Basic Honorarium	That administration provide Council with a chart comparison for mayor, councillor, deputy mayor salaries for the municipalities of Sturgeon County, Rocky View, Leduc County, and Strathcona for information at the may 20, 2025, Governance and Priorities Committee.	n/a	Refer to PowerPoint presentation. Council to review, discuss, and provide direction.
Council Remuneration Policy STANDARDS, Basic Honorarium	That Administration provide Council with an analysis of the impacts of moving to a base pay structure without per diems for information at the May 20, 2025 Governance and Priorities Committee.	n/a	Refer to PowerPoint presentation. Council to review, discuss, and provide direction.
Council Remuneration Policy STANDARDS, Basic Honorarium 1.b. Deputy Mayor Salary	Tabled: Recommendation that the Deputy Mayor salary be except from COLA increase(s) until such time as it aligns with other comparators.	n/a	Council to review, discuss, and provide direction.

Elected Official Remuneration Policy C-AD22

Section -DEFINITIONS	Current Policy	Proposed	Comments
“AUMA”	“AUMA” means the Alberta Urban Municipalities Association.	n/a	Remove definition. This association was changed to AB Munis, however, recommending to remove since it is not referenced anywhere in the policy.
“Community relations expenses”	“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.	“Community relations expenses” relate to promoting Parkland County, hosting of dignitaries, or supporting local endeavours. Examples include event tickets, sponsorships, meals , and municipally branded promotional items.	Added the word meals. This allows council to use their public relations budget for hosting of dignitaries. Currently council does not expense third party meals.
“Council as a Whole” (NEW)		“Council as a Whole” is the collective group of Elected Officials who govern Parkland County.	New for Council to consider.
“Workshop” (NEW)	n/a	Workshop is defined as a meeting at which a group of people engage in intensive discussion and activity on a work-related matter.	New for Council to consider.
Section -RESPONSIBILITIES	Current Policy	Proposed	Comments
1. c. Council Responsibilities	Engage the services of a third party to review this policy in accordance with the terms of reference that are specified by Elected Officials.	Establish a scope of work for elected official remuneration review that will be led by administration, mid-term.	Council to consider eliminating a third-party review and conducting in-house reviews through administration Also refer to Section 7 Remuneration Review.
1. d. Council Responsibilities	Provide a personal Training and Development Plan for the subsequent year to Council for approval as part of the annual budget process.	Elected officials are required to complete an evaluation report for any training they attend, to be shared at a Council meeting under Committee Reports.	Council currently does not provide a plan, however, as per section 4.d.v we are recommending adding in an evaluation report following training. Council has a set budget and uses it at their discretion.

2. g. Administration Responsibilities (NEW)	n/a	Administration shall review this policy in accordance with the scope of work as established by Council. Administration will provide a report and recommendations to council mid-term, as per Item 7, Remuneration Review.	New clause for council consideration. To align with administration's recommendation to conduct in-house reviews (and not a third-party review).
Section -STANDARDS	Current Policy	Proposed	Comments
1.c.x. Basic Honorarium	Preparation Work	Preparation work for internal or external meetings.	Modified for better clarity.
1.c.xi. Basic Honorarium (NEW)	n/a	Optional training and/or learning webinars.	New for council consideration.
2.d.iv. Per Diem	Meetings with other governments, and government agencies outside of Council or Committee of the Whole meeting days, including joint council meetings.	Meetings with other governments, and government agencies outside of Council or Governance & Priorities Committee meeting days, including joint council meetings with other municipalities or Parkland School Division, when agreed to by Council.	Modified for better clarity.
2.d.vi Per Diem	Conferences and conventions.	Conferences, conventions, and workshops, according to Schedule B.	Modified for better clarity.
2.d.viii. Per Diem	Road Tours	County Road Tours, including Agricultural Service Board Tours.	Modified for better clarity.
4.d.iii. Training and Professional Development	Each Elected Official shall be entitled to a yearly allowance for training and development. The current individual budget amount is identified in Schedule "C."	Each Elected Official is entitled to a four-year allowance for training and professional development, with any unused budget carried over year to year. The current individual budget amount is identified in Schedule "C," to be used at their discretion.	Changed wording to align with Schedule C. Council may use their individual budgets at their discretion. Mandatory training is funded through council administration budget.
4.d.v. Other Compensation – Training & Professional Development	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	Elected officials are required to complete an evaluation report for any training they attend and is to be shared at a Council meeting under Committee Reports.	Remove the need to submit a plan since we currently do not follow this practice and add in the need to submit an evaluation report which aligns with administrative policies.

	Official's plan. If new requests occur following summer break, Elected Officials shall bring any training requests to Council for approval.		Council is provided with an annual training budget to use over the four-year term at their discretion. This is in line with administrative process.
4.e.ii Other Compensation – Conferences and Conventions	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.	Each Elected Official is authorized by Council to utilize their individual Conference and Convention budget to attend optional conferences and conventions and other such functions (i.e. workshops), to be used at their discretion.	Added an explanation for workshop under definitions. Council may use at their discretion.
4.e.iii. Other Compensation – Conferences and Conventions	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.	No Elected Official shall exceed individual Conference and Convention budgets without prior approval of Council by a resolution passed at a public meeting.	Removed carry over from year to year and the required to deduct from the following year. Historically, Council stays within budget. There is an approval mechanism in place should an individual council member require additional conference funding. It is easier for administration manage to with no carry overs.
4.e.iv. Other Compensation – Conferences and Conventions	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.	n/a	Recommend that this requirement be removed.
4.e.iv Other Compensation – Conferences and Conventions (NEW)	n/a	Council may attend out of country conferences or conventions with prior approval from Council.	New clause for council consideration.

4.f.viii. Other Compensation – Community Relations (NEW)	n/a	Council may request review of charitable donations by administration.	New clause for council consideration.
4.h.i Other Compensation – Professional Membership Fees/Dues (NEW)	n/a	Each Elected Official will be allocated an annual budget for Professional Membership Fees/Dues, as agreed to annually in the budget.	New clause for council consideration.
5.e. Other Compensation – Exclusions (NEW)	n/a	No personal expenses may be claimed when out of country on vacation (i.e. air card/cell phone travel plan).	New clause for council consideration
5.f. Other Compensation – Exclusions (NEW)	n/a	Alcohol purchases will not be reimbursed.	New clause for council consideration
7.c. Remuneration Review	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.	Administration shall review this policy in accordance with the scope of work as established by Council. Administration will provide a report and recommendations to council mid-term.	Council to consider eliminating a third-party review and conducting in house reviews through administration, as set out in the agreed to scope of work, mid-term. This will reduce costs significantly.
7.d	n/a	That an assessment of training and professional development be conducted by administration during the Elected Officials Remuneration Review.	New clause for council consideration.
Section - SCHEDULES	Current Policy	Proposed	Comments
Schedule “B” Conferences, Conventions and Community Relations	Funding will be provided from for all Elected Officials to attend: Rural Municipalities of Alberta Conventions	Required Conference: Rural Municipalities of Alberta Conventions (RMA) All members of Council are expected to attend the annual spring and fall RMA Conventions, with funding provided from the Council Administration Budget.	Modified for better clarity.
Schedule “C” Training and Professional Development	Year One of Elected Official Term: <ul style="list-style-type: none"> • Elected Officials Education Program • Parkland County Council Orientation Program • Finance Fundamentals • Governance Workshop 	Required Training (funded by Council Administration Budget): <ul style="list-style-type: none"> • Elected Officials Education Program • Parkland County Council Orientation Program 	Modified to better reflect what training is mandatory according to current practice.

<ul style="list-style-type: none"> • True Colors • Leadership Development • Enterprise Risk Management <p>Years Two to Four of Elected Official Term:</p> <ul style="list-style-type: none"> • Leadership Development <p>Annual Budget Allocations Mayor and Councillors \$5,000 each over the four (4) year term</p>	<ul style="list-style-type: none"> • Finance Fundamentals • Governance Refreshers / Workshops • Local Authority Elected Official (AEMA) Course • Optional Training Annual Budget Allocations • Mayor and Councillors • \$5,000 each over the four (4) year term 	Reference Section 4.d. Other Compensation, Training & Professional Development
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Elected Official Expenses Policy C-AD24

Section - STANDARDS	Current Policy	Proposed	Comments
Expense Statements 1.	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.	Members of Council requesting reimbursement for business expenses shall submit their monthly expense claims to the EA to Mayor and Council who will apply the policy and enter them into the financial payment system. Each Council member must sign off on their final expense report. The Mayor and Deputy Mayor will review and approve all Council expense reports prior to the CAO processing them for payment.	Modified to better reflect current practice.
Expense Statements 4.	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.	Expense claims must be submitted no later than the first Tuesday of the month. The last expense claim of the year must be submitted by December 15 to allow time for processing before the end of the calendar year.	Modified to reflect current practice needs.
Expense Statements 5.	Approved Elected Official expense claims shall be posted monthly to the County's website, along with monthly statements of	Approved Elected Official expense claims shall be posted monthly to the County's website, along with monthly statements of	Removed the word monthly.

	each Elected Official's expenditures, for public information.	each Elected Official's expenditures, for public information.	Reports are posted quarterly and individual expenses are currently posted monthly.
Travel Expenses 6. j. Transportation (NEW)	n/a	Personal rewards cannot be claimed for travel.	New clause for council consideration.
8.b. Meals (NEW)	n/a	Meal per diems will only be provided for conferences that do not provide a meal (including breakfast, lunch, supper). Meal per diems will be provided for travel days (1 meal per four hours of travel).	New clause for council consideration.