

2012 Parkland County Council Remuneration Committee Compensation Review

Submitted to the Governance & Priorities Committee

By the Council Remuneration Committee

February 19, 2013

Executive Summary

The 2012 Council Remuneration Committee (“Committee”) was established to review the Mayor’s and Councillors’ remuneration for the upcoming term of office (November 2013 to October 2017). Included in the remuneration discussion were honorariums, per diems, benefits and various allowances.

The Committee first met on October 17, 2012 and discussed how they would operate and what information was needed. An initial list of required information was given to the Manager of Legislative and Administrative Services. From then on the information provided was reviewed, discussed and analyzed by the Committee. At each meeting, further information was requested of Administrative Services. Once the Committee felt they had enough information, recommendations were proposed, discussed, discarded and proposed again.

Following are the final recommendations of the Council Remuneration Committee. They include recommendations on:

1. Mayor’s honorarium.
2. Deputy Mayor’s honorarium.
3. Councillors’ honorariums.
4. Travel allowance.
5. Per Diem rate.
6. Benefits.
7. Conferences/Conventions.
8. Training and Development.
9. Internet allowance.
10. Automobile Allowance Rate.

Table of Contents

Executive Summary	i
A. Mandate.....	1
B. Methodology	1
C. Premise	2
D. Recommendations.....	3
1. Mayor's Honorarium	3
2. Deputy Mayor's Supplemental Honorarium	3
3. Councillor's Honorarium	4
4. Benefits and Allowances	5
5. Per Diem Rate	5
6. Conferences and Conventions	6
7. Training and Development	6
8. Benefits	7
9. Internet Allowances	7
10. Automobile Allowance Rate	7
E. Additional Analysis.....	8
F. Conclusion.....	8
Appendices:	
A. Council Remuneration	10
B. Analysis of Sample Councillor Expense Reports.....	13
C. Mayor and Councillor Hours Analysis.....	20
D. 2013 Council Members Survey.....	21
E. Analysis of Sample Councillor Timesheets - Honorarium.....	27
F. Council Remuneration Survey	33
G. Council Remuneration - Schedule A.....	44
H. Analysis of Time Spent on Committees.....	45
I. Analysis of Time Spent on Training	48
J. Analysis of Time Spent on Conferences.....	49
K. Conference, Conventions and Training - 2011 - 2012	51
L. Elected Officials Education Program	54
M. Benefits for Council Members	56
N. Council Expenses Policy C-AD24 - Schedule A	57
O. Income Tax Act - IT-292	58
P. Council Remuneration - Four Year Tax Impact	60

A. Mandate

The purpose of the Council Remuneration Committee (“Committee”) was to review the remuneration of the Mayor and Councillors and provide recommendations for any changes. The Committee wants to ensure Parkland County attracts qualified candidates for the positions of Mayor and Councillors and ensure they are fairly and competitively compensated for the work they do.

B. Methodology

The first meeting of the Committee was on October 17, 2012. The Committee subsequently met 10 more times. At this meeting, the Committee reviewed the policies governing the Committee and proceeded to review all information pertaining to the remuneration packages of the Mayor and Councillors. A list of background information was requested of Doug Tymchyshyn (*Legislative and Administrative Services Manager*).

Research was undertaken by both administration personnel and Committee members to provide a variety of information for the consideration of the Committee

1. clarification of the 1/3 non-taxable provisions.
2. current council remuneration and expense policies.
3. current list of convention/conference and training activities/seminars.
4. current list of benefits (extended health, pension).
5. summary of annual Council remuneration and per diem cost of living adjustments for 2007 to 2012.
6. overview of Council remuneration survey distributed to 22 rural municipalities. The remuneration survey included rural municipalities that have natural resource extraction (i.e. gravel extraction, mining, etc.) and major industrial (i.e. power generation plants, power lines, etc.) activities within their boundaries.
7. reviewed copies of the 2007 and 2010 Remuneration Committee reports
8. reviewed questionnaire used by 2010 Remuneration Committee.
9. reviewed summary of per diem hours for Council members.
10. reviewed Council members’ expense reports (from November 2010 to current).
11. reviewed projected property tax impact calculations of all recommendations over two years and four years.
12. the Committee developed a questionnaire, which was given to Council members.
13. answers to survey questions and subsequent follow up information.

C. Premise

The Committee wanted to confirm the activities, duties and responsibilities, which were performed by Mayor and Councillor's in relation to the honorarium received, and establish the amount of time required of each Council Member to cover these duties (the Main Duties). To gain this understanding, the Committee viewed Council Policy C-AD22 (Appendix A). Subsequently, the Committee requested confirmation of the hours worked by each Council member, which related solely to his or her Main Duties. Administration provided copies of each Council member's expense reports, which detailed a large portion of the total time each Council member spent on all duties (including Per Diem items and Main Duties). The Committee attempted an analysis of these documents to derive solely the hours relating to Main Duties. Data available was incomplete with hours not being fully identified in relation to some honorarium duties. The Committee provides a copy of its initial analysis (Appendix B- Analysis of Sample Councillor Expense Reports).

The Committee requested greater clarification of survey answers and specifically, identification of the hours worked by Council members in relation to Main Duties. An hours schedule was provided for review (Appendix C – Mayor and Councillor Hours Analysis). From this document, the Council Members Survey (Appendix D) , and the initial analysis performed by the Committee, an adjusted analysis based on anecdotal time and raw expense data was created (Appendix E – Analysis of Sample Councillor timesheets). The Committee viewed Appendix C in tandem with the adjusted expense analysis and determined that the time spent by the Mayor on Main Duties was in excess of 2080 hours per annum (defined as Full Time work).

The hours schedule and adjusted expense analysis were also reviewed to determine whether Council positions were full time or part time based on Main Duties. The hours spent by Council members on Main Duties varied substantially by Council member. As there is no guarantee that the current make up of Council would be the same at the time of application of the Committee's recommendations, the Committee determined that the Honorarium must be based on an average of the Adjusted Hours. Accordingly, it was determined that the time spent by Councillors on Main Duties was equivalent to part time work and the rate of honorarium should reflect this.

The Committee also felt it was important to understand the impact of a Council member receiving 1/3 of their remuneration package tax free, and how that related to 'real world' jobs of similar standing and complexity. Consequently, the Committee viewed their analysis and rates in conjunction with a pay range relating to Senior Administrators (for the Councillors) and Executive Management (for the Mayor).

D. Recommendations

1. Mayor's Honorarium

Recommendation: *That the Mayor's position be recognized as full time (two thousand and eighty hours per year) and paid accordingly. Further, the honoraria paid to the Mayor are increased by a total of 15% over four years with 1/3 continuing to be non-taxable. The increase would be implemented after the next municipal election beginning October 29, 2013 at 3.75% per year.*

Current: The Mayor's position is not formally recognized as a full time position. The current honorarium for the Mayor is \$65,837.00 with 1/3 being non-taxable. In the private sector this would equate to \$72,687.00

Rationale: Mayor's position is full time - The Committee reviewed information collected by the administrative staff including a summary of the Per Diem hours for Council members (Appendix C) and the Council Members Survey (Appendix D). After reviewing the responsibilities of the position including the various meetings, boards and committees it was determined the Mayor's hours were full time and should be formally recognized as such.

Rationale: Increase in Mayor's honoraria – A number of surveys and general information regarding remuneration levels were reviewed and discussed by the Committee (Appendix F - Council Remuneration Survey (22 rural municipalities), Appendix D- Council Members Survey, research from a number of HR websites). It was decided the Mayor's responsibilities are similar to those of an Executive Manager and should be compensated accordingly. An average salary of an Executive Manager in Alberta is between \$80,000 and \$110,000. In addition, the Mayor has the opportunity to work on various committees for which he/she receives a Per Diem pay (to a maximum of 11/2 per diems, the budgeted per diem for the Mayor is \$20,000 bringing the Mayor's remuneration to \$85,837.00).

2. Deputy Mayor's Supplemental Honorarium

Recommendation: *That the Deputy Mayor's supplemental honoraria will be equal to 15% of the Mayor's current honoraria. As of November 2013, the supplemental honoraria amount would be \$10,246 per annum.*

Current: The Deputy Mayor serves for a six-month term and the supplemental honorarium is \$7,835 per annum (Appendix G – Council Policy C-AD22 Council Remuneration - Schedule A). The current supplemental honorarium is an arbitrary amount with an unknown origin.

Rationale: The Committee felt it was critical to quantify the Deputy Mayor's supplemental honorarium. The Deputy Mayor acts in place of the Mayor in his/her absence thus, compensation based on the responsibilities is reasonable. The supplemental honorarium was determined by the difference between a Councillor's honoraria and the Mayor's which is approximately 30%. The Committee determined that the supplemental honoraria was reasonable as the time the Deputy Mayor would spend on Mayoral tasks varies. As of October 29, 2013, the term of office for all Council members will increase to four years and the Deputy Mayor will potentially hold the office for eight (8) months instead of the current six (6).

3. Councillor's Honorarium

Recommendation: *That the Councillor's position is deemed to be part-time and there is no increase in their honoraria.*

Current: The Councillor's position is not formally recognized as a part-time position. The current honoraria for a Councillor is approximately \$43,247 with 1/3 being non-taxable. In the private sector this would equate to \$46,571.00

Rationale: Councillors' position is part-time – The Committee reviewed information collected by the administrative staff including a summary of the Per Diem hours for Council members (Appendix C) and the 2013 Council Members Survey (Appendix D). After reviewing the responsibilities of the position including the various meetings, boards and committees it was determined the Councillors' hours were for the most part, part-time (it was noted some Councillor's spend more than part-time hours on Council work) and should be formally recognized as such.

Rationale: No increase in Councillor's honoraria – A number of salary surveys and general information regarding remuneration levels were reviewed and discussed by the Committee (Appendix F - Council Remuneration Survey (22 rural municipalities), Appendix C – Mayor and Councillor Hours Analysis, Appendix D – 2013 Council Members Survey). On the 2013 Council Members Survey the majority of the current Council reported they were satisfied with their pay. Since the average Councillor appears to be spending 1,447 hours (approximately 69% of the full-time hours of 2080 hours) on main duties (Appendix D - Mayor and Councillor Hours Analysis) it was decided that as the Councillor's position was part-time and their honorarium was already approximately 66% of the Mayor's honorarium, no increase was needed. When looking at the private sector it was noted that an average salary for a full-time Senior Administrator was between \$62,000 and \$76,000. In addition, the Councillors have the opportunity to work on various committees for which they receive Per Diem pay (to a maximum of 1 1/2 per diems, average budgeted per diem is \$18,790 bringing the Councillors remuneration to \$62,037.00).

4. Benefits and Allowances

Travel Allowance

Recommendations: *That the Council members who live over 40KM from the Parkland County offices may receive an optional \$100 per month travel allowance. The Mayor would be entitled to an optional \$150 per month travel allowance.*

Current: No travel allowance is provided to cover excessive time taken to travel to the office.

Rationale: The Committee acknowledges that the geographical location of the office in relation to the various divisions can lead to certain Councillors spending excessive time driving to the Parkland County chambers for meetings relating to their main duties. The amount of time some Councillors spend driving when compared to others was disproportionate. Accordingly, to place Councillors on a level playing field, the Committee recommends Councillors be compensated for this additional excess time with payment of a flat rate travel allowance of \$100/month. The Committee also acknowledged the additional journeys made by the Mayor, which were also not covered by Per Diems and were viewed as excessive unpaid time commitments.

5. Per Diem Rate

Recommendation: *That the Per Diem rate currently being used, stay the same.*

Current: As per Appendix G – Council Policy C-AD22 Council Remuneration - Schedule A.

Rationale: The Committee decided the Per Diem rates were reasonable based on current market rates. Following are the Per Diem rates broken down into an hourly component:

- 4 hours or less = \$117≈\$29.25/hr. or more
- 4 to 8 hours = \$234≈\$29.25/hr. or more
- More than 8 hours = \$351≈\$39/hr.

The minimum hourly rates listed above are slightly lower than hourly rates of a Senior Administrator. However, it was noted, when reviewing the timesheets of Council members, that there were many incidences where the full time allotted for each Per Diem, or half Per Diem was not reached and therefore, the hourly rate actually being received was higher than those listed. The Per Diems also include travel time of the Councillors from home to the location of the meeting. Per Diem hours were analyzed based on the expense reports for the sample Councillor and are included in the appendices (Appendix H -Analysis of time spent on committees, Appendix I - Analysis of time spent on training, Appendix J - Analysis of time spent on conferences).

6. Conferences and Conventions

Recommendation: *That the existing budget amounts for conferences and conventions stay the same.*

Current: Budget amount of \$12,700 for the Mayor and \$8,800 for Councillors.

Rationale: The Committee reviewed the current list of conventions/conferences (Appendix K – Conferences & Conventions) and took into account the replies of the Council members to question eight (8) (Appendix D - 2013 Council Members Survey) and decided to keep the current budget amounts. The majority of the Council members felt the current budget amounts were adequate. The conferences are indexed to the Cost of Living Allowance (COLA), which compensates for any increases in conference and convention rates. The budget also includes all travel costs such as transportation, hotel and meals. It excludes paid Per Diems.

7. Training and Development

Recommendations: *That the current general and professional development training budget include a provision for mandatory Council training (Appendix L – Elected Officials Education Program (EOEP)) if the Councillor has not already had such training.*

That the existing training budget remain the same but Council members receive their four year allotment in the first year and any remaining budget is carried forward to future years until the budget is spent or their term ends.

Current: General and Professional Development training budget is \$3,000/year.

Rationale: The Committee believes in order for a new Councillor to perform his/her duties properly they need to understand municipal regulations, policies and the general running of a municipality. Making it mandatory to take specific courses in municipal politics will provide a new Councillor with a better understanding of their position sooner. Thereby becoming a better Councillor for Parkland County. Since the Councillors were satisfied with the amount of the training budget, the Committee is recommending no change (Appendix D – 2013 Council Members Survey question 7).

The Committee determined that by providing a term budget (\$12,000) rather than an annual budget (\$3,000), a new Councillor will have the opportunity to take more courses at the beginning of their term. Thus, they will be better equipped to serve the residents of Parkland County.

8. Benefits

Recommendation: *That the Council members be provided with the same benefits they are currently receiving.*

Current: See Appendix M – Benefits for Council Members.

Rationale: The Council members agreed their benefits were sufficient as per the answer to question five (5) of the 2013 Council Members Survey (Appendix D). The Committee did not see a need to change them. The Committee recommends reviewing these benefits every four years to ensure the benefit package is still appropriate.

9. Internet Allowances

Recommendation: *That the internet allowance stay the same.*

Current: \$100/month.

Rationale: The Council members agreed their internet allowance was sufficient as per their answer to question six (6) of the 2013 Council Members Survey (Appendix D). The Committee did not see a need to change it. The Committee would recommend reviewing this allowance every four years to ensure the allowance is adequate.

10. Automobile Allowance Rate

Recommendation: *That the Council members be provided with the same mileage they are currently receiving.*

Current: Council Members receive an amount to compensate them for the use of their personal vehicle in their home to office journeys. The allowance is based on the distance between their home and Parkland County offices applied to the Canada Revenue Agency (CRA) recommended per kilometer rates (Appendix N –Council Expenses C-AD24-Schedule A).

Rationale: The Committee did not see a need to change the amount. However, the Committee noted that this is an accountable allowance as Council are required to submit expense claims recording the distance and rates for approval. The Council would like to note that under CRA's current policy IT-292 (Appendix O – CRA Interpretation Bulletin IT-292), the computation of amounts received from employment for the purpose of calculating the 1/3 non-taxable amount include mileage or other travelling allowances. It goes on to state that the "mileage or other travelling allowance" is a non-accountable allowance received because of the Council Members position. As such, Parkland County may wish to review the tax implications of making the automobile allowance an accountable allowance.


E. Additional Analysis

As a final check, the Committee wanted to ensure the recommendations proposed did not seriously affect the tax paid by the residents of Parkland County. If all the recommendations are implemented, the tax increase (using a median assessment value) for residential tax payers would be \$0.27 in 2013 rising to \$0.28 in 2016 and \$3.31 in 2013 rising to \$3.26 for non-residential taxpayers (Appendix P – Four Year Tax Impact at 15%).


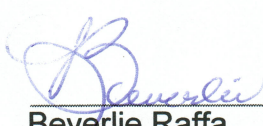
F. Conclusion

The Committee believes the recommendations outlined in this report are fair, equitable and do not place a large tax burden on the residents of Parkland County. Implementing these recommendations will help to ensure the County attracts and retains quality individuals for the positions of Mayor and Councilor.

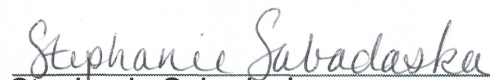
Council Remuneration Committee Members




Debra King, CMA Chair



Beverlie Raffa



Stephanie Sabadaska




Jane Smith



for Verne Schneider

**POLICY C-AD22****Council Remuneration**

Prepared By:	Legislative and Administrative Services	Council Approval Date:	September 27, 2011
Effective Date:	September 27, 2011	Council Resolution No.:	290-11
References:	Council Expenses Policy C-AD24	Previous Revision Date:	September 23, 2008 (Policy AD-022 and Procedures AD-022-P)
Function:	Personnel	LAS Endorsement:	

PURPOSE

The purpose of this policy is to establish the basic (annual) honorarium and per diem rates for elected officials, and the duties that qualify for such remuneration.

POLICY STATEMENT

Parkland County shall provide remuneration to council members for performance of their duties as elected officials, for attending meetings of committees to which they are appointed by Council, and for attending various other meetings and special events as dignitaries for Parkland County.

SCOPE

This policy applies to all members of Council.

MANAGEMENT RESPONSIBILITIES

The monitoring and evaluating of this policy is the responsibility of Legislative and Administrative Services.

STANDARDS**1. Basic Honorarium**

- a. Basic (annual) honorarium shall be paid to members of Council for the performance of their duties as elected officials. Basic honorarium shall be adjusted yearly by Legislative and Administrative Services to be equal to the cost of living adjustment provided to non-union County employees, and provided in Schedule "A" of this policy.
- b. Each member of Council shall receive basic honorarium for the following duties:
 - i. Attendance at all regularly scheduled meetings of:
 - Council
 - Governance and Priorities Committee
 - Agricultural Service Board.
 - ii. Attendance at the following meetings:
 - Special Council Meetings (as specified in the Municipal Government Act s194)
 - Organizational meetings of Council (as required by the Municipal Government Act)
 - Meetings with residents and community groups (this would include open houses and public meetings)
 - Informal meetings with the Chief Administrative Officer (CAO) and staff to discuss County business

- Conducting annual evaluations of the CAO
 - Meetings where attendance is as a dignitary representing the County (this would include meetings such as Chamber of Commerce meetings and presentations, West Parkland Gas Co-op Anniversary meeting, Capital City Savings Annual meeting)
 - Meetings with the media (this would include press conferences)
 - Emergency meetings to deal with disaster occurrences.
- c. Attendance at social functions as dignitaries representing the County (this would include functions such as Premier's Breakfast/Dinner, Remembrance Day Ceremonies, Farmers Days Breakfasts, grand openings within the County and municipalities within County boundaries).
- d. Attendance at charitable events as dignitaries representing the County (such as Camp HeHoHa fund raisers).
- e. Attendance at functions for staff and councillors (this would include functions such as Employee Service Awards, Occupational Health and Safety Barbecue, Christmas Luncheon, and farewell lunches/dinners for staff and councillors).
- f. Attendance at public events that are hosted by the County (this would include functions such as Appreciation Night for Public Committee Members, Presidents' Forums, Volunteer Recognition Night (Salute), Awards of Excellence, Mayor's Prayer Breakfast).
- g. Preparation for Council and Committee meetings.
- h. Liaison work within the councillor's division with residents and businesses.

2. Per Diems

- a. The Mayor and Deputy Mayor are responsible for authorizing payments of per diems that are submitted in council members' monthly expense statements.
- b. The per diem rate shall be adjusted yearly by Legislative and Administrative Services to be equal to the cost of living adjustment provided to non-union County employees, as provided in Schedule "A" of this policy.
- c. In addition to a council member's honorarium, a per diem shall be paid to a council member for attending meetings of any committee or board to which he/she is appointed by Council, subject to Section 1 of Exclusions.
- c. If the Mayor attends or participates in a meeting in ex officio capacity, the Mayor will be considered to be serving as an appointed committee member and is eligible to claim a per diem for attending the meeting.
- d. Members of council are to provide details of meetings that they have attended, including the length of the meetings (inclusive on travel time), on the required monthly expense form.
- e. 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. Total per diem claim may not exceed one and one half per diems per day
 - iv. For attending conferences and conventions, Council members shall receive a maximum of one per diem per day (1/3 non-taxable).
- f. Per diems will be paid for attendance at the following:
- i. Conferences and conventions
 - ii. Council/Management meetings, Council retreat meetings such as Strategic Planning meetings, Council budget meetings, and Capital Road Program meetings
 - iii. Agricultural tours and County road tours

- iv. AAMD&C District meetings and AAMD&C ad hoc committee meetings (if no remuneration is received from AAMD&C)
- v. Meetings with other municipalities (this would include meetings such as Tri-Council meetings, Regional Mayors and Reeves meetings, and Joint Council meetings)
- vi. Meetings with other government agencies and businesses (this would include meetings such as those with the Province, School Divisions, Regional Health Authority, TransAlta, and Acheson/Entwistle Business Associations, MLA Meetings, Provincial/Federal)
- vii. Public planning meetings not held as part of the regular Council meeting (this would include meetings such as those regarding Area Structure Plans, Land Use Bylaw, Municipal Development Plan)
- viii. Interviews (such as those for public committee members or for Council's secretarial position)
- ix. Council orientation meetings/sessions
- x. Required training sessions such as Assessment Review Board training or legal seminars conducted by the County's solicitors
- xi. Grand openings **outside** the County, if formally invited to present a verbal or written presentation
- xii. Special Council workshops for particular County issues.
- xiii. All other meetings, only if attendance has been approved by the Mayor (or Deputy Mayor if the Mayor is absent).

3. Allowances and Other Provisions

- a. Each Council member shall receive a personal communication device (i.e., Blackberry or comparable) by the County that enables connectivity to the County office through wireless communication applications such as cellular, email, messaging, web browsing, etc. The cost of the personal communication device, as well as the monthly fees, will be budgeted by the County.
- b. Each Council member shall receive reimbursement for the installation of high speed Internet to his/her place of residence, if installation is required after being elected, and a monthly allowance to cover basic high speed Internet operation costs from their place of residence, at a rate that is reviewed annually and determined by Legislative and Administrative Services, and identified in Schedule "A".
- c. Each member of Council shall be entitled to a budgeted amount for training and professional development, and for attendance at conferences, conventions and other such functions. Each member of Council is responsible for keeping within their budgeted amounts for training/professional development, and conferences and conventions. Council members are expected to report to Council on the content and benefit of the courses they take, and the conferences they attend.

4. Exclusions

- a. In the event that a member of Council receives any remuneration from another board, commission or committee for that member of Council's duly authorized attendance on behalf of the County at a meeting of the said board, commission or committee, the Council member shall **not** be paid by the County for the Council member's attendance at such meeting.
- 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 Council member 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)*.

5. 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 resolution.

Appendix B - Analysis of Sample Councillor Expense Reports for the period Nov. 2010 to Oct. 2012

Date	Travel time	Other activities (less than 4 hours per activity over period)	GPC	Councillor admin - no PD	CAO/ Council de- briefing	Council Meeting - no PD	Minister Oulette/ Deputy Premier/MLA	Issues/ Planning meeting	Public event/ appearance	Constituent issue	Budget presentatio n	Stony Plain Chamber	Capital Region Symposium	Total
02-Nov-10	1.00	-	3.50											4.50
03-Nov-10	1.00	2.00												3.00
04-Nov-10		-		NT										-
09-Nov-10	1.00	-				3.50								4.50
10-Nov-10	1.00	-						3.00						4.00
11-Nov-10	1.00	-							2.00					3.00
12-Nov-10	0.50	0.30												0.80
12-Nov-10		-		NT										-
13-Nov-10		-								NT				-
19-Nov-10	1.00	-							2.00					3.00
23-Nov-10		-	4.00			4.00				NT				8.00
26-Nov-10														-
30-Nov-10		-	3.50											3.50
03-Dec-10		-							2.00					2.00
07-Dec-10	1.00	-	2.50											3.50
07-Dec-10		2.50												2.50
09-Dec-10		-								NT				-
13-Dec-10	0.25	-								7.00				7.25
14-Dec-10	1.00	-				3.50								4.50
14-Dec-10		-									4.00			4.00
14-Dec-10		-					1.50							1.50
16-Dec-10		-		NT										-
16-Dec-10	1.00	-					1.00							2.00
17-Dec-10		-		NT										-
07-Jan-11		-		NT										-
11-Jan-11	1.00	-				3.50								4.50
12-Jan-11		-		NT										-
12-Jan-11		-								1.00				1.00
14-Jan-11		-		NT										-
18-Jan-11	1.00	-	3.50											4.50
19-Jan-11	0.75	-								2.00				2.75
22-Jan-11		-		NT										-
25-Jan-11	1.00	-				5.50								6.50
01-Feb-11	1.00	-	3.50											4.50
08-Feb-11	1.00	-				3.50								4.50
08-Feb-11	0.25	-								2.00				2.25
22-Feb-11		-				3.50								3.50
01-Mar-11	1.00	-	2.00			1.50								4.50
02-Mar-11	0.50	-								1.00				1.50
02-Mar-11		-		NT										-

Appendix B - Analysis of Sample Councillor Expense Reports for the period Nov. 2010 to Oct. 2012

Date	Travel time	Other activities (less than 4 hours per activity over period)	GPC	Councillor admin - no PD	CAO/ Council de- briefing	Council Meeting - no PD	Minister Oulette/ Deputy Premier/MLA	Issues/ Planning meeting	Public event/ appearance	Constituent issue	Budget presentatio n	Stony Plain Chamber	Capital Region Symposium	Total
03-Mar-11		-							2.00					2.00
07-Mar-11		-								1.50				1.50
08-Mar-11	1.00	-				3.50								4.50
10-Mar-11	0.50	-								1.50				2.00
10-Mar-11		-								1.75				1.75
12-Mar-11	1.50	-					2.00							3.50
14-Mar-11	0.50	-								2.00				2.50
15-Mar-11		-	5.00		3.00									8.00
16-Mar-11	0.50	-										1.50		2.00
18-Mar-11	1.00	-								1.50				2.50
02-Apr-11	0.50	-							3.00					3.50
12-Apr-11		-				6.00								6.00
12-Apr-11		2.00												2.00
12-Apr-11	1.00	-							3.00					4.00
12-Apr-11	0.50	-								1.50				2.00
13-Apr-11	0.50	-							2.00					2.50
13-Apr-11	1.00	-							2.50					3.50
16-Apr-11	1.00	-							3.50					4.50
19-Apr-11		-	4.50	3.50										8.00
26-Apr-11		-		4.00		4.00								8.00
27-Apr-11	0.50	-							2.00					2.50
29-Apr-11		-		NT										-
03-May-11		-	6.00											6.00
04-May-11	0.50	-							2.00					2.50
06-May-11		-		NT										-
06-May-11	4.50	-							3.50					8.00
10-May-11		-		NT		2.50								2.50
13-May-11	2.50	-							7.50					10.00
16-May-11	2.00	-							3.00					5.00
17-May-11		-	1.50											1.50
20-May-11		-		NT										-
24-May-11		-				3.50								3.50
27-May-11		-								1.00				1.00
01-Jun-11	2.00	1.00												3.00
09-Jun-11	1.00	-								5.50				6.50
10-Jun-11	1.00	-		NT										1.00
11-Jun-11	1.00	-							1.50					2.50
14-Jun-11	1.00	-				4.50								5.50
16-Jun-11	1.00	-								1.50				2.50
16-Jun-11		-								1.00				1.00

Appendix B - Analysis of Sample Councillor Expense Reports for the period Nov. 2010 to Oct. 2012

Date	Travel time	Other activities (less than 4 hours per activity over period)	GPC	Councillor admin - no PD	CAO/ Council de- briefing	Council Meeting - no PD	Minister Oulette/ Deputy Premier/MLA	Issues/ Planning meeting	Public event/ appearance	Constituent issue	Budget presentatio n	Stony Plain Chamber	Capital Region Symposium	Total
16-Jun-11	1.00	-							2.50					3.50
20-Jun-11	0.50	-								1.00				1.50
21-Jun-11	1.00	-	3.50	4.50										9.00
22-Jun-11	1.00	-			2.50									3.50
22-Jun-11	1.00	-							3.50					4.50
23-Jun-11	0.50	-								2.50				3.00
23-Jun-11	1.00	-		NT										1.00
28-Jun-11		-												-
05-Jul-11		-	0.50			2.00								2.50
10-Jul-11		-		NT										-
13-Jul-11		-		NT					1.00					1.00
15-Jul-11		-							6.00					6.00
21-Jul-11	0.50	-								2.00				2.50
22-Jul-11		-		NT										-
25-Jul-11	0.50	-								1.00				1.50
28-Jul-11	1.00	-								1.00				2.00
28-Jul-11	0.50	-								1.00				1.50
29-Jul-11		-		NT										-
03-Aug-11	0.50	-								1.00				1.50
09-Aug-11	1.00	-								1.00				2.00
23-Aug-11	1.00	-				4.50								5.50
23-Aug-11	0.50	-							1.50					2.00
27-Aug-11	1.00	-							5.00					6.00
30-Aug-11	1.00	-								2.00				3.00
31-Aug-11	1.00	-								2.00				3.00
06-Sep-11		-	2.25	NT										2.25
13-Sep-11		-				3.50								3.50
16-Sep-11	2.00	-							9.50					11.50
18-Sep-11	1.00	-							2.00					3.00
20-Sep-11	1.00	-	3.50											4.50
26-Sep-11		-		NT										-
27-Sep-11		-				8.00								8.00
28-Sep-11		-				3.00								3.00
29-Sep-11		-								1.50				1.50
30-Sep-11		-								1.00				1.00
04-Oct-11	1.00	-	3.50											4.50
06-Oct-11		-							2.50					2.50
11-Oct-11		-				5.00								5.00
13-Oct-11		-							1.50					1.50
13-Oct-11		-							3.00					3.00

Appendix B - Analysis of Sample Councillor Expense Reports for the period Nov. 2010 to Oct. 2012

Date	Travel time	Other activities (less than 4 hours per activity over period)	GPC	Councillor admin - no PD	CAO/ Council de- briefing	Council Meeting - no PD	Minister Oulette/ Deputy Premier/MLA	Issues/ Planning meeting	Public event/ appearance	Constituent issue	Budget presentatio n	Stony Plain Chamber	Capital Region Symposium	Total
13-Oct-11	2.00	-							8.00					10.00
15-Oct-11		-							2.00					2.00
18-Oct-11		0.75	3.50		1.00									5.25
20-Oct-11		-							1.00					1.00
21-Oct-11		-		NT										-
22-Oct-11		-							4.50					4.50
31-Oct-11		1.00												1.00
01-Nov-11	1.00	-	3.50			1.25								5.75
07-Nov-11		-								4.00				4.00
08-Nov-11		-				4.50								4.50
08-Nov-11	1.00	-								1.50				2.50
09-Nov-11		-								1.00				1.00
11-Nov-11	1.00	-							1.00					2.00
15-Nov-11	1.00	-	3.50											4.50
18-Nov-11	1.00	-							2.50					3.50
19-Nov-11	1.00	-							3.00					4.00
01-Dec-11	0.50	-							2.50					3.00
06-Dec-11		3.50	3.50		1.00									8.00
07-Dec-11		-								1.00				1.00
07-Dec-11	1.00	-							3.50					4.50
12-Dec-11	0.50	-							6.00					6.50
13-Dec-11		-				6.50								6.50
14-Dec-11		-							2.00					2.00
15-Dec-11		-					2.00							2.00
15-Dec-11														-
15-Dec-11		-								NT				-
21-Dec-11		-								NT				-
07-Jan-12		-		NT										-
10-Jan-12	1.00	-				3.50								4.50
11-Jan-12	1.00	-							2.00					3.00
12-Jan-12	1.00	-							1.00					2.00
16-Jan-12		-		NT										-
17-Jan-12	1.00	-	3.50											4.50
18-Jan-12		-								1.50				1.50
20-Jan-12	1.00	2.00												3.00
31-Jan-12		-				4.00								4.00
03-Feb-12		-		NT										-
11-Feb-12		-		NT										-
14-Feb-12		-		4.00		4.00								8.00
15-Feb-12		-								1.00				1.00

Appendix B - Analysis of Sample Councillor Expense Reports for the period Nov. 2010 to Oct. 2012

Date	Travel time	Other activities (less than 4 hours per activity over period)	GPC	Councillor admin - no PD	CAO/ Council de- briefing	Council Meeting - no PD	Minister Oulette/ Deputy Premier/MLA	Issues/ Planning meeting	Public event/ appearance	Constituent issue	Budget presentatio n	Stony Plain Chamber	Capital Region Symposium	Total
15-Feb-12	1.00	-										1.50		2.50
21-Feb-12		-	4.50											4.50
27-Feb-12		-						NT						-
28-Feb-12	1.00	-				6.00								7.00
29-Feb-12		-								NT				-
01-Mar-12		-								1.50				1.50
01-Mar-12		-		NT										-
01-Mar-12		-								1.00				1.00
01-Mar-12		-							2.50					2.50
06-Mar-12		-	4.50											4.50
07-Mar-12		3.50			4.50									8.00
07-Mar-12		-							2.00					2.00
13-Mar-12		-				3.50		4.00						7.50
14-Mar-12		-								1.50				1.50
15-Mar-12		-								1.50				1.50
16-Mar-12		-		1.00										1.00
19-Mar-12		-								1.00				1.00
21-Mar-12		2.00												2.00
22-Mar-12		-							1.50					1.50
27-Mar-12		2.00				5.00								7.00
28-Mar-12		-			3.00									3.00
28-Mar-12		-							2.00					2.00
29-Mar-12		-								1.00				1.00
09-Apr-12		-		NT										-
10-Apr-12		-			NT	3.00								3.00
19-Apr-12		-								1.00				1.00
19-Apr-12	1.00	-							3.00					4.00
22-Apr-12	0.50	-							3.00					3.50
23-Apr-12		-			NT									-
24-Apr-12		-				3.00								3.00
25-Apr-12		-						NT						-
27-Apr-12	0.50	-							3.00					3.50
30-Apr-12	0.50	-							2.00					2.50
01-May-12		-	3.50											3.50
08-May-12		-				3.50								3.50
09-May-12		-		1.00										1.00
09-May-12		-							2.00					2.00
11-May-12		-			NT									-
14-May-12		-		1.00										1.00
15-May-12			1.75		NT	0.30								2.05

Appendix B - Analysis of Sample Councillor Expense Reports for the period Nov. 2010 to Oct. 2012

Date	Travel time	Other activities (less than 4 hours per activity over period)	GPC	Councillor admin - no PD	CAO/ Council de- briefing	Council Meeting - no PD	Minister Oulette/ Deputy Premier/MLA	Issues/ Planning meeting	Public event/ appearance	Constituent issue	Budget presentatio n	Stony Plain Chamber	Capital Region Symposium	Total
16-May-12	1.00	-										1.50		2.50
16-May-12		-								1.00				1.00
17-May-12	1.25	3.00												4.25
22-May-12		-				1.00								1.00
23-May-12	0.50	-								1.50				2.00
29-May-12		-			NT									-
05-Jun-12		-												-
07-Jun-12		-							1.00					1.00
12-Jun-12		-				3.50		NT						3.50
14-Jun-12		-		1.00										1.00
25-Jun-12		-							6.00					6.00
26-Jun-12		-				5.00								5.00
28-Jun-12	1.00	-							2.00					3.00
29-Jun-12		-			3.00									3.00
29-Jun-12	0.50	-							2.00					2.50
01-Jul-12		-							2.00					2.00
03-Jul-12		-	2.50											2.50
10-Jul-12		-				4.00								4.00
12-Jul-12		-							2.50					2.50
13-Jul-12	1.00	-								2.50				3.50
16-Jul-12		-								2.00				2.00
17-Jul-12		-							1.00					1.00
18-Jul-12	1.00	-								3.50				4.50
19-Jul-12		-		1.00										1.00
23-Jul-12	1.00	-							2.00					3.00
25-Jul-12		-							1.00					1.00
31-Jul-12		-												-
07-Aug-12		-								1.50				1.50
07-Aug-12		-								1.00				1.00
09-Aug-12		-		2.00										2.00
12-Aug-12		-							2.00					2.00
17-Aug-12		-		NT										-
21-Aug-12		-		3.00										3.00
22-Aug-12		-							2.00					2.00
28-Aug-12		-			NT	1.00								1.00
29-Aug-12		-		1.00										1.00
04-Sep-12		-	2.50											2.50
11-Sep-12		-			NT	0.75								0.75
18-Sep-12		-	5.00											5.00
18-Sep-12		-								1.00				1.00

Appendix B - Analysis of Sample Councillor Expense Reports for the period Nov. 2010 to Oct. 2012

Date	Travel time	Other activities (less than 4 hours per activity over period)	GPC	Councillor admin - no PD	CAO/ Council de- briefing	Council Meeting - no PD	Minister Oulette/ Deputy Premier/MLA	Issues/ Planning meeting	Public event/ appearance	Constituent issue	Budget presentatio n	Stony Plain Chamber	Capital Region Symposium	Total
19-Sep-12	1.00	-								1.00				2.00
24-Sep-12		-		8.00										8.00
25-Sep-12		-		NT										-
01-Oct-12		-								1.50				1.50
02-Oct-12		-	2.75	NT										2.75
03-Oct-12		-	1.00							1.50				2.50
04-Oct-12		-											8.00	8.00
04-Oct-12		-								1.00				1.00
05-Oct-12		-			NT									-
09-Oct-12		-				4.50								4.50
16-Oct-12		0.75	2.00											2.75
23-Oct-12		-												-
29-Oct-12		-	1.00							1.50				2.50
	91.00	26.30	101.25	35.00	18.00	146.30	6.50	7.00	163.00	87.75	4.00	4.50	8.00	698.60
												Annualized		349.30
Total identified hours relating to Honorarium - annualized				349.30										
Additional items to add:				40 council meetings in 24 months plus 3 (2 regular, one special) not attended by sample councillor										
Preparation time for council meetings				80.00										
Agriculture Service Board (estimate 4 meetings pa x 3hrs)				12.00										
Meetings held but not present for (annualised)				4.00										
Total estimate of annualised hours				445.30	Base honorarium			42192						
Note where councillor annotates 'all day' by meeting notes and minutes show less than 8 hours, the balance has been placed in councillor administration														

Appendix C - Mayor and Councillor Hours Analysis

Mayor

Duties (Under Basic Honorarium)	Hrs Weekly	Hrs Monthly	Hrs Annually
Liaison work with residents and businesses	5	20	240
Office duties (mail, email, scheduling/calendars, expense claims, etc.)	30	120	1440
Preparation for Council and Committee Meetings	8	32	384
Attending Council, GPC, and ASB Meetings (including Special Mtgs, Org Mtg) – about 42 mtgs per year	4	16	192
Information meetings with CAO (weekly) and staff re County Business	3	12	144
Meetings with Media/Photo Ops	0.5	2	24
Meetings with residents and community groups (includes open houses and public meetings)	2	8	96
Meetings as dignitaries (such as Chamber of Commerce mtgs, AGMs)	0.5	2	24
Attending public events or social functions as dignitaries (such as Premier's Breakfast/ Dinner, Remembrance Day, Farmers Days, grand openings, trade shows)	1	4	48
Attending charitable events as dignitaries	0.5	2	24
Attending functions for staff and councillors (such as OH&S Lunch, Christmas Lunch, Long Service Awards)	0.25	1	12
Attending public events hosted by County (such as Public Committee Appreciation, Presidents' Forums, Volunteer Recognition, Mayor's Prayer Breakfast)	0.25	1	12
Total Hours	55	220	2,640

Councillor Average



Duties (Under Basic Honorarium)	Hrs Weekly	Hrs Monthly	Hrs Annually
Liaison work with residents and businesses	18	70	851
Office duties (mail, email, scheduling/calendars, expense claims, etc.)	27	107	1260
Preparation for Council and Committee Meetings	12	48	538
Attending Council, GPC, and ASB Meetings (including Special Mtgs, Org Mtg) – about 42 mtgs per year	16	73.5	762
Information meetings with CAO (weekly) and staff re County Business	15.5	62	706
Meetings with Media/Photo Ops	1.68	5.72	67
Meetings with residents and community groups (includes open houses and public meetings)	9.4	41.5	508
Meetings as dignitaries (such as Chamber of Commerce mtgs, AGMs)	4.6	20.5	226
Attending public events or social functions as dignitaries (such as Premier's Breakfast/ Dinner, Remembrance Day, Farmers Days, grand openings, trade shows)	6.55	30.25	323
Attending charitable events as dignitaries	7.3	31	364
Attending functions for staff and councillors (such as OH&S Lunch, Christmas Lunch, Long Service Awards)	2.45	8.8	86
Attending public events hosted by County (such as Public Committee Appreciation, Presidents' Forums, Volunteer Recognition, Mayor's Prayer Breakfast)	2.67	9.7	96
Total Average Hours	31	127	1,447

***NOTE: Some totals have been rounded**




Appendix D - 2013 Council Members Survey




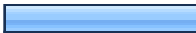
1. Do you consider your position to be part-time or full-time?

		Response Percent	Response Count
Part-time		28.6%	2
Full-time		71.4%	5
		Why?	6
answered question			7
skipped question			0

2. When considering your remuneration for Council business, who do you specifically compare your remuneration to when assessing equity of payment?

		Response Percent	Response Count
Other municipal Council Members		100.0%	7
CAOs		0.0%	0
Business Owners		14.3%	1
Company Presidents & Corporate Presidents		0.0%	0
MLAs		14.3%	1
MPs		0.0%	0
Past Employment		0.0%	0
	Why?		6
answered question			7
skipped question			0

3. Do you believe you are compensated fairly for the work you do?

		Response Percent	Response Count
Yes		71.4%	5
No		28.6%	2
	Why?		4
answered question			7
skipped question			0

4. What is your average preparation, meeting and travel time spent (per week) for the following categories? a) Council or Council-Committee (Governance and Priorities Committee, Agricultural Service Board) meetings? b) Committee (to which you've been appointed) meetings? List Committees (below) c) Other Council business (e.g.functions, events, etc.) List functions/events (below)

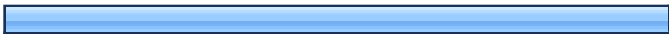
	1 hour	2 hours	4 hours	1/2 day	1 day	2 or more days	Response Count
a) Council, GPC, ASB Prep time	0.0% (0)	28.6% (2)	28.6% (2)	14.3% (1)	14.3% (1)	28.6% (2)	7
a) Council, GPC, ASB Meeting Time:	0.0% (0)	28.6% (2)	57.1% (4)	28.6% (2)	14.3% (1)	0.0% (0)	7
a) Council, GPC, ASB Travel Time:	85.7% (6)	14.3% (1)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	7
b) Committee Meeting, Prep time:	0.0% (0)	42.9% (3)	42.9% (3)	0.0% (0)	14.3% (1)	28.6% (2)	7
b) Committee Meeting, Meeting Time:	0.0% (0)	28.6% (2)	57.1% (4)	28.6% (2)	14.3% (1)	0.0% (0)	7
b) Committee Meeting, Travel Time:	71.4% (5)	28.6% (2)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	7
c) Other business Prep time:	28.6% (2)	14.3% (1)	28.6% (2)	14.3% (1)	0.0% (0)	42.9% (3)	7
c) Other business Meeting Time:	16.7% (1)	16.7% (1)	33.3% (2)	0.0% (0)	16.7% (1)	33.3% (2)	6
c) Other business Travel Time:	57.1% (4)	28.6% (2)	14.3% (1)	14.3% (1)	0.0% (0)	0.0% (0)	7

List Committees and List Functions/Events

7

answered question	7
skipped question	0

5. Do you feel your benefits are competitive?


		Response Percent	Response Count
Yes		100.0%	7
No		0.0%	0

Which benefits (if any) that you receive do you consider not important. Why?

2

answered question	7
skipped question	0

6. Does your \$100 internet allowance cover your monthly cost for Council business?

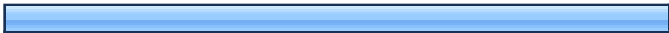
		Response Percent	Response Count
Yes		100.0%	7
No		0.0%	0

What additional /new/revised allowances that you would like Council to receive? Why?

1

answered question	7
skipped question	0

7. Do you feel that \$3000.00/year is adequate for each council member's professional development?


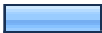
		Response Percent	Response Count
Yes		100.0%	7
No		0.0%	0

What suggestions do you have regarding professional development?

3

answered question	7
skipped question	0

8. Do you feel that \$8,700/year (\$12,400 for mayor) is adequate for each council member's attendance at conferences and conventions (does not include per Diem)?

		Response Percent	Response Count
Yes		85.7%	6
No		14.3%	1

What suggestions do you have regarding conferences and conventions?

6

answered question	7
skipped question	0

9. What model of remuneration do you prefer, in order of preference (1 being first choice and 6 being last choice)

	1	2	3	4	5	6	Rating Average	Response Count
a. Status quo (Honorarium and Per Diems for policy-approved matters only)	100.0% (6)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	1.00	6
b. Honorarium only (no Per Diems)	0.0% (0)	16.7% (1)	50.0% (3)	16.7% (1)	0.0% (0)	16.7% (1)	3.50	6
c. Per Diems only (no Honorarium)	0.0% (0)	0.0% (0)	16.7% (1)	16.7% (1)	50.0% (3)	16.7% (1)	4.67	6
d. Higher Honorarium and fewer Per Diems (e.g. per diems for conferences only)	0.0% (0)	66.7% (4)	16.7% (1)	16.7% (1)	0.0% (0)	0.0% (0)	2.50	6
e. Lower Honorarium and more Per Diems (e.g. diems for everything attended)	0.0% (0)	16.7% (1)	16.7% (1)	16.7% (1)	50.0% (3)	0.0% (0)	4.00	6
f. No preference	0.0% (0)	0.0% (0)	0.0% (0)	33.3% (2)	0.0% (0)	66.7% (4)	5.33	6
answered question								6
skipped question								1

10. Are there any additional comments/questions that you wish to make?

	Response Count
	4
answered question	4
skipped question	3

Appendix E - Analysis of Sample Councillor Timesheets - Honorarium

Date	Councillor	Per diem paid	Training or conference	GPC	Councillor admin - no PD	CAO/ Council de-briefing	Council Meeting - no PD	Issues/ Planning meeting	Other Honorarium activities	Total Hours
02-Nov-10	Sample	No	No	3.50					1.00	4.50
03-Nov-10	Sample	No	No						3.00	3.00
04-Nov-10	Sample	No	No		8.00				-	8.00
09-Nov-10	Sample	No	No				3.50		1.00	4.50
10-Nov-10	Sample	No	No					3.00	1.00	4.00
11-Nov-10	Sample	No	No						3.00	3.00
12-Nov-10	Sample	No	No						0.80	0.80
12-Nov-10	Sample	No	No		8.00				-	8.00
13-Nov-10	Sample	No	No						1.00	1.00
19-Nov-10	Sample	No	No						3.00	3.00
23-Nov-10	Sample	No	No	4.00			4.00		1.00	9.00
26-Nov-10	Sample	No	No						1.50	1.50
30-Nov-10	Sample	No	No	3.50					-	3.50
03-Dec-10	Sample	No	No						2.00	2.00
07-Dec-10	Sample	No	No	2.50					1.00	3.50
07-Dec-10	Sample	No	No						2.50	2.50
09-Dec-10	Sample	No	No						1.00	1.00
13-Dec-10	Sample	No	No						7.25	7.25
14-Dec-10	Sample	No	No				3.50		1.00	4.50
14-Dec-10	Sample	No	No			4.00			-	4.00
14-Dec-10	Sample	No	No						1.50	1.50
16-Dec-10	Sample	No	No		8.00				-	8.00
16-Dec-10	Sample	No	No						2.00	2.00
17-Dec-10	Sample	No	No		8.00				-	8.00
07-Jan-11	Sample	No	No		8.00				-	8.00
11-Jan-11	Sample	No	No				3.50		1.00	4.50
12-Jan-11	Sample	No	No		8.00				-	8.00
12-Jan-11	Sample	No	No						1.00	1.00
14-Jan-11	Sample	No	No		8.00				-	8.00
18-Jan-11	Sample	No	No	3.50					1.00	4.50
19-Jan-11	Sample	No	No						2.75	2.75
22-Jan-11	Sample	No	No		8.00				-	8.00
25-Jan-11	Sample	No	No				5.50		1.00	6.50
01-Feb-11	Sample	No	No	3.50					1.00	4.50
08-Feb-11	Sample	No	No				3.50		1.00	4.50
08-Feb-11	Sample	No	No						2.25	2.25
22-Feb-11	Sample	No	No				3.50		-	3.50
01-Mar-11	Sample	No	No	2.00			1.50		1.00	4.50
02-Mar-11	Sample	No	No						1.50	1.50
02-Mar-11	Sample	No	No		8.00				-	8.00
03-Mar-11	Sample	No	No						2.00	2.00
07-Mar-11	Sample	No	No						1.50	1.50
08-Mar-11	Sample	No	No				3.50		1.00	4.50
10-Mar-11	Sample	No	No						2.00	2.00
10-Mar-11	Sample	No	No						1.75	1.75
12-Mar-11	Sample	No	No						3.50	3.50
14-Mar-11	Sample	No	No						2.50	2.50
15-Mar-11	Sample	No	No	5.00		3.00			-	8.00
16-Mar-11	Sample	No	No						2.00	2.00
18-Mar-11	Sample	No	No						2.50	2.50

Appendix E - Analysis of Sample Councillor Timesheets - Honorarium

Date	Councillor	Per diem paid	Training or conference	GPC	Councillor admin - no PD	CAO/ Council de-briefing	Council Meeting - no PD	Issues/ Planning meeting	Other Honorarium activities	Total Hours
02-Apr-11	Sample	No	No						3.50	3.50
12-Apr-11	Sample	No	No				6.00		-	6.00
12-Apr-11	Sample	No	No						2.00	2.00
12-Apr-11	Sample	No	No						4.00	4.00
12-Apr-11	Sample	No	No						2.00	2.00
13-Apr-11	Sample	No	No						2.50	2.50
13-Apr-11	Sample	No	No						3.50	3.50
16-Apr-11	Sample	No	No						4.50	4.50
19-Apr-11	Sample	No	No	4.50	3.50				-	8.00
26-Apr-11	Sample	No	No		4.00		4.00		-	8.00
27-Apr-11	Sample	No	No						2.50	2.50
29-Apr-11	Sample	No	No		8.00				-	8.00
03-May-11	Sample	No	No	6.00					-	6.00
04-May-11	Sample	No	No						2.50	2.50
06-May-11	Sample	No	No		8.00				-	8.00
06-May-11	Sample	No	No						8.00	8.00
10-May-11	Sample	No	No		8.00		2.50		-	10.50
13-May-11	Sample	No	No						10.00	10.00
16-May-11	Sample	No	No						5.00	5.00
17-May-11	Sample	No	No	1.50					-	1.50
20-May-11	Sample	No	No		8.00				-	8.00
24-May-11	Sample	No	No				3.50		-	3.50
27-May-11	Sample	No	No						1.00	1.00
01-Jun-11	Sample	No	No						3.00	3.00
09-Jun-11	Sample	No	No						6.50	6.50
10-Jun-11	Sample	No	No		8.00				1.00	9.00
11-Jun-11	Sample	No	No						2.50	2.50
14-Jun-11	Sample	No	No				4.50		1.00	5.50
16-Jun-11	Sample	No	No						2.50	2.50
16-Jun-11	Sample	No	No						1.00	1.00
16-Jun-11	Sample	No	No						3.50	3.50
20-Jun-11	Sample	No	No						1.50	1.50
21-Jun-11	Sample	No	No	3.50	4.50				1.00	9.00
22-Jun-11	Sample	No	No			2.50			1.00	3.50
22-Jun-11	Sample	No	No						4.50	4.50
23-Jun-11	Sample	No	No						3.00	3.00
23-Jun-11	Sample	No	No		8.00				1.00	9.00
28-Jun-11	Sample	No	No						-	-
05-Jul-11	Sample	No	No	0.50			2.00		-	2.50
10-Jul-11	Sample	No	No		8.00				-	8.00
13-Jul-11	Sample	No	No		8.00				1.00	9.00
15-Jul-11	Sample	No	No						6.00	6.00
21-Jul-11	Sample	No	No						2.50	2.50
22-Jul-11	Sample	No	No		8.00				-	8.00
25-Jul-11	Sample	No	No						1.50	1.50
28-Jul-11	Sample	No	No						2.00	2.00
28-Jul-11	Sample	No	No						1.50	1.50
29-Jul-11	Sample	No	No		8.00				-	8.00
03-Aug-11	Sample	No	No						1.50	1.50

Appendix E - Analysis of Sample Councillor Timesheets - Honorarium

Date	Councillor	Per diem paid	Training or conference	GPC	Councillor admin - no PD	CAO/ Council de-briefing	Council Meeting - no PD	Issues/ Planning meeting	Other Honorarium activities	Total Hours
09-Aug-11	Sample	No	No						2.00	2.00
23-Aug-11	Sample	No	No				4.50		1.00	5.50
23-Aug-11	Sample	No	No						2.00	2.00
27-Aug-11	Sample	No	No						6.00	6.00
30-Aug-11	Sample	No	No						3.00	3.00
31-Aug-11	Sample	No	No						3.00	3.00
06-Sep-11	Sample	No	No	2.25	8.00				-	10.25
13-Sep-11	Sample	No	No				3.50		-	3.50
16-Sep-11	Sample	No	No						11.50	11.50
18-Sep-11	Sample	No	No						3.00	3.00
20-Sep-11	Sample	No	No	3.50					1.00	4.50
26-Sep-11	Sample	No	No		8.00				-	8.00
27-Sep-11	Sample	No	No				8.00		-	8.00
28-Sep-11	Sample	No	No				3.00		-	3.00
29-Sep-11	Sample	No	No						1.50	1.50
30-Sep-11	Sample	No	No						1.00	1.00
04-Oct-11	Sample	No	No	3.50					1.00	4.50
06-Oct-11	Sample	No	No						2.50	2.50
11-Oct-11	Sample	No	No				5.00		-	5.00
13-Oct-11	Sample	No	No						1.50	1.50
13-Oct-11	Sample	No	No						3.00	3.00
13-Oct-11	Sample	No	No						10.00	10.00
15-Oct-11	Sample	No	No						2.00	2.00
18-Oct-11	Sample	No	No	3.50		1.00			0.75	5.25
20-Oct-11	Sample	No	No						1.00	1.00
21-Oct-11	Sample	No	No		8.00				-	8.00
22-Oct-11	Sample	No	No						4.50	4.50
31-Oct-11	Sample	No	No						1.00	1.00
01-Nov-11	Sample	No	No	3.50			1.25		1.00	5.75
07-Nov-11	Sample	No	No						4.00	4.00
08-Nov-11	Sample	No	No				4.50		-	4.50
08-Nov-11	Sample	No	No						2.50	2.50
09-Nov-11	Sample	No	No						1.00	1.00
11-Nov-11	Sample	No	No						2.00	2.00
15-Nov-11	Sample	No	No	3.50					1.00	4.50
18-Nov-11	Sample	No	No						3.50	3.50
19-Nov-11	Sample	No	No						4.00	4.00
01-Dec-11	Sample	No	No						3.00	3.00
06-Dec-11	Sample	No	No	3.50		1.00			3.50	8.00
07-Dec-11	Sample	No	No						1.00	1.00
07-Dec-11	Sample	No	No						4.50	4.50
12-Dec-11	Sample	No	No						6.50	6.50
13-Dec-11	Sample	No	No				6.50		-	6.50
14-Dec-11	Sample	No	No						2.00	2.00
15-Dec-11	Sample	No	No						2.00	2.00
15-Dec-11	Sample	No	No						1.50	1.50
15-Dec-11	Sample	No	No						1.00	1.00
21-Dec-11	Sample	No	No						1.00	1.00
07-Jan-12	Sample	No	No		8.00				-	8.00

Appendix E - Analysis of Sample Councillor Timesheets - Honorarium

Date	Councillor	Per diem paid	Training or conference	GPC	Councillor admin - no PD	CAO/ Council de-briefing	Council Meeting - no PD	Issues/ Planning meeting	Other Honorarium activities	Total Hours
10-Jan-12	Sample	No	No				3.50		1.00	4.50
11-Jan-12	Sample	No	No						3.00	3.00
12-Jan-12	Sample	No	No						2.00	2.00
16-Jan-12	Sample	No	No		8.00				-	8.00
17-Jan-12	Sample	No	No	3.50					1.00	4.50
18-Jan-12	Sample	No	No						1.50	1.50
20-Jan-12	Sample	No	No						3.00	3.00
31-Jan-12	Sample	No	No				4.00		-	4.00
03-Feb-12	Sample	No	No		8.00				-	8.00
11-Feb-12	Sample	No	No		8.00				-	8.00
14-Feb-12	Sample	No	No		4.00		4.00		-	8.00
15-Feb-12	Sample	No	No						1.00	1.00
15-Feb-12	Sample	No	No						2.50	2.50
21-Feb-12	Sample	No	No	4.50					-	4.50
27-Feb-12	Sample	No	No					3.50	-	3.50
28-Feb-12	Sample	No	No				6.00		1.00	7.00
29-Feb-12	Sample	No	No						1.00	1.00
01-Mar-12	Sample	No	No						1.50	1.50
01-Mar-12	Sample	No	No		8.00				-	8.00
01-Mar-12	Sample	No	No						1.00	1.00
01-Mar-12	Sample	No	No						2.50	2.50
06-Mar-12	Sample	No	No	4.50					-	4.50
07-Mar-12	Sample	No	No			4.50			3.50	8.00
07-Mar-12	Sample	No	No						2.00	2.00
13-Mar-12	Sample	No	No				3.50	4.00	-	7.50
14-Mar-12	Sample	No	No						1.50	1.50
15-Mar-12	Sample	No	No						1.50	1.50
16-Mar-12	Sample	No	No		1.00				-	1.00
19-Mar-12	Sample	No	No						1.00	1.00
21-Mar-12	Sample	No	No						2.00	2.00
22-Mar-12	Sample	No	No						1.50	1.50
27-Mar-12	Sample	No	No				5.00		2.00	7.00
28-Mar-12	Sample	No	No			3.00			-	3.00
28-Mar-12	Sample	No	No						2.00	2.00
29-Mar-12	Sample	No	No						1.00	1.00
09-Apr-12	Sample	No	No		8.00				-	8.00
10-Apr-12	Sample	No	No			3.00	3.00		-	6.00
19-Apr-12	Sample	No	No						1.00	1.00
19-Apr-12	Sample	No	No						4.00	4.00
22-Apr-12	Sample	No	No						3.50	3.50
23-Apr-12	Sample	No	No			3.00			-	3.00
24-Apr-12	Sample	No	No				3.00		-	3.00
25-Apr-12	Sample	No	No					3.50	-	3.50
27-Apr-12	Sample	No	No						3.50	3.50
30-Apr-12	Sample	No	No						2.50	2.50
01-May-12	Sample	No	No	3.50					-	3.50
08-May-12	Sample	No	No				3.50		-	3.50
09-May-12	Sample	No	No		1.00				-	1.00
09-May-12	Sample	No	No						2.00	2.00

Appendix E - Analysis of Sample Councillor Timesheets - Honorarium

Date	Councillor	Per diem paid	Training or conference	GPC	Councillor admin - no PD	CAO/ Council de-briefing	Council Meeting - no PD	Issues/ Planning meeting	Other Honorarium activities	Total Hours
11-May-12	Sample	No	No			3.00			-	3.00
14-May-12	Sample	No	No		1.00				-	1.00
15-May-12	Sample	No	No	1.75		3.00	0.30		3.00	8.05
16-May-12	Sample	No	No						2.50	2.50
16-May-12	Sample	No	No						1.00	1.00
17-May-12	Sample	No	No						4.25	4.25
22-May-12	Sample	No	No				1.00		-	1.00
23-May-12	Sample	No	No						2.00	2.00
29-May-12	Sample	No	No			3.00			-	3.00
05-Jun-12	Sample	No	No						-	-
07-Jun-12	Sample	No	No						1.00	1.00
12-Jun-12	Sample	No	No				3.50	3.50	-	7.00
14-Jun-12	Sample	No	No		1.00				-	1.00
25-Jun-12	Sample	No	No						6.00	6.00
26-Jun-12	Sample	No	No				5.00		-	5.00
28-Jun-12	Sample	No	No						3.00	3.00
29-Jun-12	Sample	No	No			3.00			-	3.00
29-Jun-12	Sample	No	No						2.50	2.50
01-Jul-12	Sample	No	No						2.00	2.00
03-Jul-12	Sample	No	No	2.50					-	2.50
10-Jul-12	Sample	No	No				4.00		-	4.00
12-Jul-12	Sample	No	No						2.50	2.50
13-Jul-12	Sample	No	No						3.50	3.50
16-Jul-12	Sample	No	No						2.00	2.00
17-Jul-12	Sample	No	No						1.00	1.00
18-Jul-12	Sample	No	No						4.50	4.50
19-Jul-12	Sample	No	No		1.00				-	1.00
23-Jul-12	Sample	No	No						3.00	3.00
25-Jul-12	Sample	No	No						1.00	1.00
31-Jul-12	Sample	No	No						-	-
07-Aug-12	Sample	No	No						1.50	1.50
07-Aug-12	Sample	No	No						1.00	1.00
09-Aug-12	Sample	No	No		2.00				-	2.00
12-Aug-12	Sample	No	No						2.00	2.00
17-Aug-12	Sample	No	No		8.00				-	8.00
21-Aug-12	Sample	No	No		3.00				-	3.00
22-Aug-12	Sample	No	No						2.00	2.00
28-Aug-12	Sample	No	No			3.00	1.00		-	4.00
29-Aug-12	Sample	No	No		1.00				-	1.00
04-Sep-12	Sample	No	No	2.50					3.00	5.50
11-Sep-12	Sample	No	No			3.00	0.75		-	3.75
18-Sep-12	Sample	No	No	5.00					-	5.00
18-Sep-12	Sample	No	No						1.00	1.00
19-Sep-12	Sample	No	No						2.00	2.00
24-Sep-12	Sample	No	No		8.00				-	8.00
25-Sep-12	Sample	No	No		8.00				-	8.00
01-Oct-12	Sample	No	No						1.50	1.50
02-Oct-12	Sample	No	No	2.75	8.00				-	10.75
03-Oct-12	Sample	No	No	1.00					1.50	2.50

Appendix E - Analysis of Sample Councillor Timesheets - Honorarium

Date	Councillor	Per diem paid	Training or conference	GPC	Councillor admin - no PD	CAO/ Council de-briefing	Council Meeting - no PD	Issues/ Planning meeting	Other Honorarium activities	Total Hours
04-Oct-12	Sample	No	No						8.00	8.00
04-Oct-12	Sample	No	No						1.00	1.00
05-Oct-12	Sample	No	No			3.00			-	3.00
09-Oct-12	Sample	No	No				4.50		-	4.50
16-Oct-12	Sample	No	No	2.00					0.75	2.75
23-Oct-12	Sample	No	No						-	-
29-Oct-12	Sample	No	No	1.00					1.50	2.50
										Total
Total hours identified				101.25	283.00	46.00	146.30	17.50	402.05	996.10
Annualised				50.63	141.50	23.00	73.15	8.75	201.03	498.05
Total identified hours relating to Honorarium - annualized		498.05								
Anecdotal adjustments made										
Additional items to add:	40 council meetings in 24 months plus 3 (2 regular, one special) not attended by Sample Councillor									
Councillor admin - assumed 8 hours unless otherwise stated										
Preparation time for council meetings	168.00	Also assumed this is not preparation time for council and committee meetings								
Preparation time for per diem committees - average 2hrs per meeting	137.00	(137 meeting dates over 2 years)								
Agriculture Service Board (estimate 4 meetings pa x 3hrs)	12.00	(only 3 meetings noted on timesheet for 2 year period and NT entered for 2)								
CAO briefings entered at NT assumed to be 3hr - also incl other staff meetings										
Meetings held but not present for (annualised)	13.75									
Issues/planning NT entered at average of meetings where time noted										
EDTAC NT entered as average of meetings where time noted										
ASB NT entered as 3hrs										
Rate payer issues with NT entered as 1hr										
			Hourly rate							
Total estimate of annualised hours	828.80	50.91								
Base honorarium	42,192.00									
Note where councillor annotates 'all day' by meeting notes and minutes show less than 8 hours, the balance has been placed in councillor administration										

Appendix F - Council Remuneration Survey

Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/ Provisions
Brazeau (County)	7,200	\$55M Operating and Capital	7	No basic annual honorarium	No basic annual honorarium	No basic annual honorarium	0-4 - Councillor \$142 & Reeve \$173 4-8 - Councillor \$225 & Reeve \$283 ,8+ - Councillor \$357 & Reeve \$400	For attendance at meetings of Council	24	.53 up to 5K .53over 5K	B- 10.00, L- \$15.00, S- 20.00	Budget a lump sum for all of Council	Budget a lump sum for all of Council	\$250.00 for communication expenses
Foothills (M.D.)	21,258	Operating - \$41.4 M Capital - \$25.8 M Debt Principal Payments \$1.15 M, Requisitions \$19.9 M	7	\$78,028* *includes \$52,554.36 +/- for committee work, and \$7,267.53 +/- for mileage	\$73,173* *includes \$52,554.36 +/- for committee work, and \$7,267.53 +/- for mileage	\$72,304* *includes \$52,554.36 +/- for committee work, and \$7,267.53 +/- for mileage	\$274.07 per day	ONLY for attending conferences and conventions	44	.54 current (no less than .52/km) calculated for attending conferences and conventions only than .52/km) ONLY for attending conferences and conventions only	Cost (submit receipts)	No budgets for individual councillors. Total budget - \$45,000 for diems and \$22,000 for other costs (registrations, hotels, meals, etc.)	Included in Conferences and Training	Either provided cell phones or reimbursed for costs of personal cell phones. They are reimbursed for business portion of personal internet connections. Lap top computers are also provided.

Appendix F - Council Remuneration Survey

Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/Provisions
Grande Prairie (County)	20,347	Operating - \$52 M, Capital - \$61 M	9	All based on per diems - no basic honorarium	All based on per diems - no basic honorarium	All based on per diems - no basic honorarium	0-4-\$116.60- Reeve is \$125.05 4-8- \$233.19- Reeve - \$250.10 8+ - \$349.79- Reeve - \$375.15	1/2 day per diem for attendance before 1200 hrs. 1/2 day per diem for attendance between 1200 and 1800, 1/2 day per diem for attendance after 1800	37	.60 up to 5K .60 over 5K	per diems are expected to cover meals as well for general Council meeting. When travelling a travel allowance is given which gives \$55/day for meals - we don't distinguish a rate per meal.	\$54,000 budgeted for entire Council (9 members) so \$6,000 each, but we don't budget for them individually - some use more, some less	As budgeted for conferences and training, \$10,000 total for the group of 9 Councillors	Computer, phone, internet and printers are supplied by the County- They receive 4.75 per diems/month for administrative duties

Appendix F - Council Remuneration Survey

Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/ Provisions
Lac La Biche (County)	9,123	\$97 M total: \$43 M operating \$52 M capital \$2 M surplus	9	\$47,000	\$32,000	\$27,000	0-4 -\$125.00 4-8 \$250.00 8+ - \$375	May claim per diems for all meetings, all committee , attendanc e at conferenc es, convention s & training, associatio n zone meeting, meetings other municipalit ies, public planning meeting , anything else approved by council – the per diems are basically claimable on most occasions	51	.52 up to 5K .52 over 5K	B- \$15 w/o receipt Max \$30 w/receipt, L- \$20 w/o receipt Max \$40 w receipt, S \$30 w/o receipt , Max \$60 w receipt	\$25,000 per diem, \$4,800 conferences and training , and \$10,500 subsistence. These values are for all activities of Council(meeting , conferences, training) each is responsible to plan their activities around these values	See Budgeted for conferences and training	Each member is provided with laptop (moving to lpads for 2013) communication allowance of \$1,800 (note Mayor is provided with phone, with is captured in this allotment)They also have a \$500.00 promotion allowance

Appendix F - Council Remuneration Survey

Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/ Provisions
Lac Ste. Anne (County)		Operating & Capital \$28 M	7	Paid per diem for meetings/events they attend, no other salary or honorarium	Paid per diem for meetings/events they attend, no other salary or honorarium	Paid per diem for meetings/events they attend, no other salary or honorarium	0-4 -\$165.51 4-8 \$249.98 8+ - \$249.98 - \$374.97 (if any mtg. @ same venue, - \$415.49 (if add. Mtg. @ diff venue)	Monthly (at the end of month)	42	Advertised price of Regular Clear Gasoline + Vehicle Expense Allowance \$/km example 1.0815 - 1.1628 = .51/k 1.00 1.0814 = .50/k	B- 15.00, L- \$20.00, S- 25.00	Bulk - (total for all Council) \$35,000	Included in Conferences and Training	Internet allowance \$50/month, one time \$100.00 payment for initial installation of personal high speed internet, 3 days claim per month for phone calls & paperwork, Special Allowance include 200km per month for extra miles travelled
Leduc (County)	13,541	\$69M Op; \$11M Capital; \$38M Spine Road	7	\$71,172.00	\$62,275.50	\$59,310.00	N/A	Per diems apply for public committee members only (not Council members)	60	.50 up to 5K .50 over 5K		\$57,000 for all Council		Smart Phone, \$150/mo Internet
Lethbridge (County)	10,061	Operating - 26.6 M Capital - \$15.3 M		\$17,076.00	\$14,280.00	\$5,868.00	0-4 -\$128.50 4-8 \$257.00 8+ - \$308.40	For all Council & Committee Meetings and conferences they have been appointed to attend	400	.53 up to 5K .47 over 5K	B- 15.00, L- \$20.00, S- 25.00	Registration/Training \$6000.00 as a whole	See Budgeted for conferences and training	They get \$50.00 communication allowance per month plus iPads and iPhones

Appendix F - Council Remuneration Survey

Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/Provisions
Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/Provisions
Mackenzie (County)	10,927		10	\$12,600 (\$1,050 X 12)	\$10,800 (\$900 X 12)	\$9,000 (\$750 X 12)	\$200 per committee mtg/conference and \$300 per council mtg (claim max of 2 mtgs per day)		2 per month, 4 special council budget meetings	as Revenue Canada Rate (currently \$0.505 /km)	B- 15.00, L- \$15.00, S- 25.00	We budget based on conferences that maybe attended 2012 budget for 10 councillors was \$27,900.00	Funding comes out of conferences and training	Monthly allowances - internet allowance, \$75, personal computer allowance, \$50, cell phone allowance, \$60. for councillor and \$100 for Reeve
Mountainview (County)	12,359		7	\$49,622.81	\$31,833.18	\$26,500.00	0-4 -\$116.77 4-8 \$233.54 8+ - \$350.31	As per policy. Not for council /P&P or local division work. All other meetings typical eligible	57	.48 up to 5,000	Actual Expense only	\$7280 per councillor	\$1500 per councillor	\$50 per/mo internet allowance, if required (only 1 using currently) cell phone, and laptop provided by county

Appendix F - Council Remuneration Survey

Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/ Provisions
Parkland County		Operating \$14 M Capital \$23 M Total \$37 M	7	\$64,231	\$49,836	\$42,192	0-4 -\$117.00 4-8 \$234.00 8+ - \$351.00	For committee meetings to which they've been appointed to, attendance at various other meetings, interviews, training sessions orientation , workshops , conferences and conventions	42	.53 up to 5K .47over 5K	B- 12.00, L- \$15.00, S- 25.00 - or amount submitted receipt	\$12,400 for Mayor, \$8,700 for each Councillor	\$3000.00 for each Council Member	\$100/mo Internet Allowance + cost of installation of high speed internet to residence. County pays for their choice of a personal communication device and monthly fees
Red Deer (County)	18,351	Operating - \$35.5 M, Capital \$38.2 M	7	\$80,500	N/A (served on a 6 month rotational basis, each member of council get his/her turn)	\$56,500	0-4 -\$105.00 4-8-\$210.00 8+ - N/A	Appointed to a special committee /board where meetings are held outside of County boundaries, Annual conferences	40-48	.53 up to 5K .53 over 5K	B- 15.00, L- \$15.00, S- 30.00	Annual budget of \$50,000.	Included in Conferences and Training	Provided with either laptop or iPad and internet services are paid for , Mayor is provided a cell phone

Appendix F - Council Remuneration Survey

Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/ Provisions
Rocky View (County)	34,171	Operating - \$134.9 M, Capital - \$42.9 M	9	\$55,880.85 & \$27,523 Municipal Officers Allowance	\$44,489.31, and \$21,911 Municipal Officers Allowance	\$1367.45, and \$20,375 Municipal Officers Allowance	0-4 -\$100.00 4-8 -\$150.00 8+ - N/A	Submit for reimbursement after each meeting	40	.52 up to 5K .52 over 5K	No established rate for B,L,S	\$62,400 for delegates who attend (travel and sustenance to attend AAMDC Annual Conference)	No, budget for each member, only total amount for all of Council	Ipad, cell phone
Spruce Grove (City)	26,171	Operating - \$61 M, Capital - \$27.9 M - Total \$88,965,609	7	\$57,177		\$27,029	0-4 -\$115.86 4-8 -\$231.69 8+ - N/A	Required attendance at out of town functions as official rep. of the City. Paid either full day or half day basis.	32	.53 up to 5K, .53 over K	As per submitted receipt or: B- \$15.50, L- \$15.00, S-41.30	Mayor - \$26,176, Alderman - \$12,176, Covers any expenses they claim and per diems	See amounts budgeted for conferences & for Training	1 time allowance \$300.00 towards cell /computer/Smartphone or tablet. Also receive monthly allowance of \$75.00 for office supplies/phone or internet charges
Stony Plain (Town)	15,051	Total \$36.79 M, Operating - \$29,542,890, Capital - \$7,789,740	7	\$36,015/year - \$990.41 Allowance	\$21,609/year - \$594.25 Allowance	\$17,500/year - \$495.21 Allowance	0-4 -\$100.00 - 4-8- \$200.00 8+ - N/A	Special Council Meetings, Special Planning Meetings, Conferences, courses, ceremonies, grand openings and banquets by invitation	22	.50 per k	B- 10.00, L- \$15.00, S- 25.00		\$2,500.00 per year	Private Vehicle Business Insurance, Internet Allowance, Up to \$40.00 per month for home internet access upon receipt
Strathcona (County)	92,490 (27,757 rural)	\$234.35 M Operating, \$71.74 M	9	\$114,216 (1/3 non-taxable)	no addition stipend for Deputy	\$63,528 (1/3 non-taxable)	N/A		32	.52 up to 5K .52 over 5K	B- 10.00, L- \$15.00, S- 25.00	no, councillor manages line items with	no, councillor manages	Automobile Allowance \$400.00/month

Appendix F - Council Remuneration Survey

Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/Provisions
Sturgeon (County)	19,578	\$39 M Operating \$20.25 M Capital	7	Councillor Base + \$23,000	Councillor Base + \$6,919	\$46,000 (Base)	0-4 -\$90.00- 4-8-\$180.00 8+ - N/A	Approved Conferences and Council retreats only	21 Council, 21 COW	.55 up to 5K, .55 over K	B- 0, L- 0, S-0	2012 was not typical, 2013 Conferences is \$11,000 per member and \$23,500 for mayor	Aggregate amount of \$2,100	Cell phone, high speed internet, laptop

Appendix F - Council Remuneration Survey

Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/Provisions
Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/Provisions
Wetaskiwin (County)	10,866	\$24.7 M	7	\$48,616.00	\$41,655.00	\$41,655.00	0-4 -\$90.00 4-8-\$160.00 8+ - N/A	Subdivision & Development Appeal Board, Weed Control Act-Appeal Board Members, Health & Safety Committee, IUOE Negotiations Committee, Local Assessment Review Board (LARD) and Composite Assessment Review Board (CARB)	40	.50 up to 5K, .50 over 5K	Cost (submit receipts)	\$24,000 in total, No budget for each member, only total amount for all of Council	No, budget for each member, only total amount for all of Council	Internet, laptops and printers are provided. Cell phone provided for Reeve only

Appendix F - Council Remuneration Survey

Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/Provisions
Woodlands (County)	4,306		7	\$21,600 (also compensates for mileage expenses when investigating road-related or other complaints made by ratepayers)	\$10,800 (also compensates for mileage expenses when investigating road-related or other complaints made by ratepayers)	\$10,800 (also compensates for mileage expenses when investigating road-related or other complaints made by ratepayers)	0-4 -\$300.00 4-8-\$150.00 8+ - N/A	for meetings, and approved conferences or seminars	27	.50 per km	B- \$8.00, L-\$12.00, S-\$18.00 or Actual cost of meal upon presentation of receipt	not a separate budget item	\$1000.00 Elected Official Education Program	Hardware/software are min \$1000 max \$3500. and sell the same back to the Councillor, \$50.00 per/mo for use of personal computers and software, 1 time reimbursement of \$200.00 for installation cost, \$60. per/mo for internet, 1 Blackberry cell phone, long distance charges. Mayor reimbursed a flat rate of \$200 per/mo \$40. per/mo data portion of cell phone plan

Appendix F - Council Remuneration Survey

Municipality	Population	Total 2012 Operating and Capital Budget	# of Council Members	Mayor Honorarium per Annum	Deputy Mayor per Annum	Councillor Honorarium per Annum	Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	Mileage Rates	Meal Rates	Amounts Budgeted for Conferences & Training	Budget for Training	Special Allowances/ Provisions
Yellowhead (County)	10,469	\$96.5 M	8	\$26,683.00	\$16,324.00	\$16,324.00	\$298.15 per meeting, for attending : Council Meeting, Committee of the Whole Meetings, Meetings of committees or boards to appointed by council and a report has been submitted, unless the board is a statutory board, Training seminars as per council policy, Council approved conferences,	\$298.15 for travel days to seminars, conferences, meetings, events etc. Mayor and council may claim a maximum of 2 meetings per day. Mayor and council are permitted to charge 50% of the per meeting rate for conference calls, to max of 2 per day, for remote attendance at the following: council meeting, committee of the whole	32	.49 up to 5K, .49 over 5K	B- 10.00, L- \$15.00 Sept 2012 \$20.00, S- 25.00 - Sept 2012 - \$30.00	Total Budget \$34,228.00	See amounts budgeted for conferences & for Training	Given computers to use and pay for internet

PARKLAND COUNTY SURVEY November 2012

*Number of Council and Committee-of-the-Whole Meetings attended per year (average)

Appendix G - Council Remuneration - Schedule A

Council Remuneration

C-AD22

Schedule A

BASIC HONORARIUM

Effective Date	1-Jan-13	
Mayor	\$65,837	(1/3 non-taxable)
Deputy Mayor	\$51,082	(1/3 non-taxable)
Councillor Division 1	\$43,247	(1/3 non-taxable)
Councillor Division 2	\$43,247	(1/3 non-taxable)
Councillor Division 3	\$41,629	(1/3 non-taxable)
Councillor Division 4	\$43,247	(1/3 non-taxable)
Councillor Division 5	\$43,247	(1/3 non-taxable)
Councillor Division 6	\$43,247	(1/3 non-taxable)

PER DIEMS

Meeting Duration	4 hours or less	Over 4 to 8 hours	More than 8 hours
Effective Date	1-Jan-13	1-Jan-13	1-Jan-13
Mayor	\$120	\$240	\$360
Deputy Mayor	\$120	\$240	\$360
Councillor Division 1	\$120	\$240	\$360
Councillor Division 2	\$120	\$240	\$360
Councillor Division 3	\$116	\$232	\$348
Councillor Division 4	\$120	\$240	\$360
Councillor Division 5	\$120	\$240	\$360
Councillor Division 6	\$120	\$240	\$360

ALLOWANCES

Effective January 1st, 2013:

Internet Service \$100/month (1/3 non-taxable)

Note: Schedule A is reviewed and updated by Legislative and Administrative Services (LAS) on an annual basis under the authority of Policy C-AD22, Section 2(b). A Council resolution is not required to approve these annual updates.

LAS Endorsement 
January 31, 2013

Appendix H - Analysis of Time Spent On Committees For Which Per Diems Were Paid

Date	PD?	Training or conference	Subdivision Authority	Travel time	Municipal Planning Commission MPC	EDTAC	Other	Public event/ appearance	Budget presentation	Public committee interviews	Capital Region Waste Mgmt	CPAC	Strategic Planning retreat	CRAWA	Environmental committee/ Environmental Advisory	Pembina Zone Meeting	Tri council meeting/ retreat	TLC Expansion meeting	Meeting w/Lac St Ann County	Transalta meeting	Alberta Transportation/ Road Infrastructure overview	Total Hours
01-Nov-10	Yes	No	1.50	1.00			-															2.50
05-Nov-10	Yes	No		1.75			3.00								orientation							4.75
08-Nov-10	Yes	No		1.00		2.50	-															3.50
10-Nov-10	Yes	No		1.50			2.50															4.00
18-Nov-10	Yes	No					2.00															2.00
29-Nov-10	Yes	No					-		4.00													4.00
30-Nov-10	Yes	No					-		8.00													8.00
01-Dec-10	Yes	No		1.00			-			5.00												6.00
02-Dec-10	Yes	No		1.00	Yes		-			8.00												9.00
03-Dec-10	Yes	No		1.00			-			2.50												3.50
06-Dec-10	Yes	No	3.00	1.00			-															4.00
07-Dec-10	Yes	No		1.50			0.50															2.00
15-Dec-10	Yes	No		1.00			2.00															3.00
10-Jan-11	Yes	No	1.50	1.00			-															2.50
11-Jan-11	Yes	No		1.00		3.00	-															4.00
20-Jan-11	Yes	No		1.00			-				2.50											3.50
24-Jan-11	Yes	No		0.75			-									4.75						5.50
25-Jan-11	Yes	No				3.00	-															3.00
03-Feb-11	Yes	No		0.50			-					3.00										3.50
07-Feb-11	Yes	No	2.00	1.00			-															3.00
15-Feb-11	Yes	No		1.00			-															1.00
16-Feb-11	Yes	No					-						8.00									8.00
17-Feb-11	Yes	No					-						8.00									8.00
17-Feb-11	Yes	No		1.50			-															1.50
07-Mar-11	Yes	No	2.00				-															2.00
07-Mar-11	Yes	No				2.75	-															2.75
16-Mar-11	Yes	No		1.00			1.50															2.50
17-Mar-11	Yes	No		1.00			-				2.50											3.50
11-Apr-11	Yes	No	2.00				-															2.00
21-Apr-11	Yes	No		1.00			-				2.00											3.00
02-May-11	Yes	No	2.00				-															2.00
03-May-11	Yes	No					-												2.50			2.50
10-May-11	Yes	No		0.25			-										3.50					3.75
12-May-11	Yes	No				2.75	-															2.75
17-May-11	Yes	No		0.50			1.50															2.00
24-May-11	Yes	No					-											4.00				4.00
13-Jun-11	Yes	No	6.50	1.00			-															7.50
15-Jun-11	Yes	No		1.00			-														3.00	4.00
15-Jun-11	Yes	No		1.50			2.50															4.00
16-Jun-11	Yes	No		2.00			-							2.00								4.00
20-Jun-11	Yes	No		1.00		0.75	-															1.75
11-Jul-11	Yes	No	3.00	1.00			-															4.00
13-Jul-11	Yes	No		1.50		1.00	-															2.50
14-Jul-11	Yes	No		0.50		2.00	-															2.50
18-Jul-11	Yes	No		1.00		2.00	-															3.00
19-Jul-11	Yes	No		0.50		1.00	-															1.50
25-Jul-11	Yes	No		1.00			-									3.50						4.50
27-Jul-11	Yes	No		0.50		2.00	-															2.50
02-Aug-11	Yes	No		0.50		1.00	-															1.50
08-Aug-11	Yes	No	2.00				-															2.00
08-Aug-11	Yes	No		0.50		1.00	-															1.50

Appendix H - Analysis of Time Spent On Committees For Which Per Diems Were Paid

Date	PD?	Training or conference	Subdivision Authority	Travel time	Municipal Planning Commission MPC	EDTAC	Other	Public event/ appearance	Budget presentation	Public committee interviews	Capital Region Waste Mgmt	CPAC	Strategic Planning retreat	CRAWA	Environmental committee/ Environmental Advisory	Pembina Zone Meeting	Tri council meeting/ retreat	TLC Expansion meeting	Meeting w/Lac St Ann County	Transalta meeting	Alberta Transportation/ Road Infrastructure overview	Total Hours
10-Aug-11	Yes	No		0.50		1.00	-															1.50
15-Aug-11	Yes	No		0.50		1.00	-															1.50
16-Aug-11	Yes	No		0.75		2.00	-															2.75
17-Aug-11	Yes	No		1.50		3.00	-															4.50
22-Aug-11	Yes	No		1.00		2.00	-															3.00
24-Aug-11	Yes	No		0.50		1.00	-															1.50
25-Aug-11	Yes	No		0.50		1.00	-															1.50
29-Aug-11	Yes	No		0.50		1.00	-															1.50
31-Aug-11	Yes	No		0.50		1.00	-															1.50
12-Sep-11	Yes	No	2.00				-															2.00
12-Sep-11	Yes	No				2.75	-															2.75
14-Sep-11	Yes	No		0.50		1.00	-															1.50
19-Sep-11	Yes	No					1.00															1.00
21-Sep-11	Yes	No		0.50			2.50															3.00
21-Sep-11	Yes	No		2.00			3.00															5.00
22-Sep-11	Yes	No		1.00			-					2.50										3.50
23-Sep-11	Yes	No		4.00			-				5.00											9.00
29-Sep-11	Yes	No		0.50		2.00	-															2.50
03-Oct-11	Yes	No	2.00				-															2.00
03-Oct-11	Yes	No					-										3.00					3.00
04-Oct-11	Yes	No					2.50															2.50
17-Oct-11	Yes	No		1.00			-									4.50						5.50
17-Oct-11	Yes	No					2.00															2.00
19-Oct-11	Yes	No					-	1.50														1.50
20-Oct-11	Yes	No		2.00			-							2.00								4.00
31-Oct-11	Yes	No					-													5.00		5.00
02-Nov-11	Yes	No		0.50		2.00	-															2.50
07-Nov-11	Yes	No	1.50				-															1.50
07-Nov-11	Yes	No					0.75															0.75
07-Nov-11	Yes	No				2.75	-															2.75
10-Nov-11	Yes	No				1.00	-															1.00
16-Nov-11	Yes	No		1.00			1.50															2.50
17-Nov-11	Yes	No		1.00			-	2.50														3.50
28-Nov-11	Yes	No					-		8.00													8.00
29-Nov-11	Yes	No					-		8.00													8.00
30-Nov-11	Yes	No					-			8.00												8.00
01-Dec-11	Yes	No					-			8.00												8.00
02-Dec-11	Yes	No					-			8.00												8.00
05-Dec-11	Yes	No					2.50															2.50
07-Dec-11	Yes	No				1.00	-															1.00
07-Dec-11	Yes	No					1.00															1.00
08-Dec-11	Yes	No		2.50			2.50															5.00
09-Dec-11	Yes	No				1.00	-															1.00
15-Dec-11	Yes	No		1.00		1.00	-															2.00
09-Jan-12	Yes	No	1.50	1.00			-															2.50
09-Jan-12	Yes	No		1.00		3.50	-															4.50
18-Jan-12	Yes	No		0.50		2.50	-															3.00
19-Jan-12	Yes	No		2.00			-							2.00								4.00
23-Jan-12	Yes	No		1.00			-									4.00						5.00
27-Jan-12	Yes	No		2.50			2.00															4.50
30-Jan-12	Yes	No					-														0.50	0.50
30-Jan-12	Yes	No		1.00			-								2.00							3.00

Appendix H - Analysis of Time Spent On Committees For Which Per Diems Were Paid

Date	PD?	Training or conference	Subdivision Authority	Travel time	Municipal Planning Commission MPC	EDTAC	Other	Public event/ appearance	Budget presentation	Public committee interviews	Capital Region Waste Mgmt	CPAC	Strategic Planning retreat	CRAWA	Environmental committee/ Environmental Advisory	Pembina Zone Meeting	Tri council meeting/ retreat	TLC Expansion meeting	Meeting w/Lac St Ann County	Transalta meeting	Alberta Transportatio n/ Road Infrastructure overview	Total Hours
06-Feb-12	Yes	No					-			8.00												8.00
13-Feb-12	Yes	No				1.00	-															1.00
15-Feb-12	Yes	No					-						2.00									2.00
16-Feb-12	Yes	No					-						8.00									8.00
17-Feb-12	Yes	No					-						4.00									4.00
21-Feb-12	Yes	No		1.00			2.50															3.50
05-Mar-12	Yes	No				3.00	-															3.00
08-Mar-12	Yes	No					-					2.50										2.50
13-Mar-12	Yes	No					-								2.50							2.50
14-Mar-12	Yes	No					2.00															2.00
15-Mar-12	Yes	No					-				2.00											2.00
16-Mar-12	Yes	No				1.00	-															1.00
23-Mar-12	Yes	No				1.00	-															1.00
19-Apr-12	Yes	No		1.00			-				2.00											3.00
07-May-12	Yes	No			3.00	Estimate a	-															3.00
07-May-12	Yes	No				3.00	-															3.00
08-May-12	Yes	No		1.00			-								2.00							3.00
09-May-12	Yes	No				1.00	-															1.00
29-May-12	Yes	No		1.00			-												5.00			6.00
30-May-12	Yes	No		3.50			1.50															5.00
08-Jun-12	Yes	No					-														2.00	2.00
12-Jun-12	Yes	No					-								2.50							2.50
14-Jun-12	Yes	No		0.50			-					2.00										2.50
09-Jul-12	Yes	No				2.00	-															2.00
16-Jul-12	Yes	No			2.00		-															2.00
16-Jul-12	Yes	No				2.50	-															2.50
19-Jul-12	Yes	No		2.00			-				2.00											4.00
20-Aug-12	Yes	No			3.50		-															3.50
10-Sep-12	Yes	No		1.00		3.00	-															4.00
18-Sep-12	Yes	No		1.00			-								3.50							4.50
20-Sep-12	Yes	No		2.00			-				2.00											4.00
09-Oct-12	Yes	No					-								3.00							3.00
10-Oct-12	Yes	No					1.50															1.50
30-Oct-12	Yes	No		1.00			3.00															4.00
			32.50	84.50	8.50	75.75	47.25	4.00	28.00	47.50	20.00	10.00	30.00	6.00	15.50	16.75	6.50	4.00	7.50	5.00	5.50	454.75
Total Hours		502.00		502																		
Total half per diems		180.00		180																		
Average hourly rate		40.88		40.88																		

Appendix I - Analysis of Time Spent on Training For Which Per Diems Were Paid

Date	PD?	Training or conference	Travel time	New councillor training	Municipal Governance course	Effective decision making	Municipal Legislation course	Leadership style workshop	Economic Development conference	Principals of Assessment course	Administrative Law course	Negotiating Effectively course	SDAB/ MPC training	Finding Agreement - conflict resolution training	BREI training	Total
14-Nov-10	Yes	Training	1.00	4.00												5.00
18-Nov-10	Yes	Training			8.00											8.00
19-Nov-10	Yes	Training			8.00											8.00
22-Nov-10	Yes	Training				8.00										8.00
25-Nov-10	Yes	Training			8.00											8.00
07-Dec-10	Yes	Training					3.00									3.00
08-Dec-10	Yes	Training					8.00									8.00
15-Dec-10	Yes	Training						3.75								3.75
09-Feb-11	Yes	Training								8.00						8.00
10-Feb-11	Yes	Training								8.00						8.00
13-Feb-11	Yes	Training									0.75					0.75
14-Feb-11	Yes	Training									8.00					8.00
15-Feb-11	Yes	Training									8.00					8.00
03-Mar-11	Yes	Training							8.00							8.00
04-Mar-11	Yes	Training							8.00							8.00
15-Apr-11	Yes	Training							8.00							8.00
28-Apr-11	Yes	Training	1.00						7.00							8.00
03-Nov-11	Yes	Training												9.00		9.00
04-Nov-11	Yes	Training												9.00		9.00
15-Feb-12	Yes	Training											3.50			3.50
22-Feb-12	Yes	Training										8.00				8.00
23-Feb-12	Yes	Training										8.00				8.00
24-Feb-12	Yes	Training										8.00				8.00
17-Jun-12	Yes	Training													0.75	0.75
18-Jun-12	Yes	Training													8.00	8.00
19-Jun-12	Yes	Training													8.00	8.00
20-Jun-12	Yes	Training													8.00	8.00
21-Jun-12	Yes	Training	0.75												8.00	8.75
			2.75	4.00	24.00	8.00	11.00	3.75	31.00	16.00	16.75	24.00	3.50	18.00	32.75	195.50
Total hours			195.50													
Total estimated half per diems			53.00													
Average hourly rate			30.91													

Appendix J - Analysis of time spent on conferences for which per diems were paid

Date	PD?	Training or conference	AAMDC	Agriculture Service Board conference	Farm Tech	Rural Conference	Economic Development conference	CPAA/ Community Planning Association conference	EDA conference	FCM conference	Travel Alberta conference	AARP Conference	Sustainable Communities conference	Total
15-Nov-10	Yes	Conference	8.00											8.00
16-Nov-10	Yes	Conference	8.00											8.00
17-Nov-10	Yes	Conference	8.00											8.00
19-Jan-11	Yes	Conference		8.00										8.00
20-Jan-11	Yes	Conference		8.00										8.00
21-Jan-11	Yes	Conference		8.00										8.00
26-Jan-11	Yes	Conference			8.00									8.00
27-Jan-11	Yes	Conference			8.00									8.00
28-Jan-11	Yes	Conference			8.00									8.00
02-Feb-11	Yes	Conference				8.00								8.00
03-Feb-11	Yes	Conference					8.00							8.00
21-Mar-11	Yes	Conference	8.00											8.00
22-Mar-11	Yes	Conference	8.00											8.00
23-Mar-11	Yes	Conference	8.00											8.00
04-Apr-11	Yes	Conference						8.00						8.00
05-Apr-11	Yes	Conference						8.00						8.00
06-Apr-11	Yes	Conference							8.00					8.00
07-Apr-11	Yes	Conference							8.00					8.00
08-Apr-11	Yes	Conference							8.00					8.00
02-Jun-11	Yes	Conference								1.50				1.50
03-Jun-11	Yes	Conference								8.00				8.00
04-Jun-11	Yes	Conference								8.00				8.00
05-Jun-11	Yes	Conference								8.00				8.00
06-Jun-11	Yes	Conference								8.00				8.00
07-Jun-11	Yes	Conference								8.00				8.00
23-Oct-11	Yes	Conference									5.00			5.00
24-Oct-11	Yes	Conference									8.00			8.00
25-Oct-11	Yes	Conference									8.00			8.00
26-Oct-11	Yes	Conference										1.00		1.00
27-Oct-11	Yes	Conference										8.00		8.00
28-Oct-11	Yes	Conference										8.00		8.00
29-Oct-11	Yes	Conference										6.00		6.00
23-Nov-11	Yes	Conference	8.00											8.00
24-Nov-11	Yes	Conference	8.00											8.00
24-Jan-12	Yes	Conference			8.00									8.00
25-Jan-12	Yes	Conference			8.00									8.00
26-Jan-12	Yes	Conference			8.00									8.00
01-Feb-12	Yes	Conference		8.00										8.00

Appendix J - Analysis of time spent on conferences for which per diems were paid

Date	PD?	Training or conference	AAMDC	Agriculture Service Board conference	Farm Tech	Rural Conference	Economic Development conference	CPAA/ Community Planning Association conference	EDA conference	FCM conference	Travel Alberta conference	AARP Conference	Sustainable Communities conference	Total
02-Feb-12	Yes	Conference		8.00										8.00
03-Feb-12	Yes	Conference		4.00										4.00
07-Feb-12	Yes	Conference											8.00	8.00
08-Feb-12	Yes	Conference											8.00	8.00
09-Feb-12	Yes	Conference											8.00	8.00
10-Feb-12	Yes	Conference											8.00	8.00
19-Mar-12	Yes	Conference	6.75											6.75
20-Mar-12	Yes	Conference	8.00											8.00
21-Mar-12	Yes	Conference	3.00											3.00
10-Apr-12	Yes	Conference							4.50					4.50
11-Apr-12	Yes	Conference							8.00					8.00
12-Apr-12	Yes	Conference							8.00					8.00
13-Apr-12	Yes	Conference							4.50					4.50
16-Apr-12	Yes	Conference						2.00						2.00
17-Apr-12	Yes	Conference						8.00						8.00
18-Apr-12	Yes	Conference						2.00						2.00
31-May-12	Yes	Conference							4.50					4.50
01-Jun-12	Yes	Conference							8.00	NT - Full PD paid - assumed 8 hours				8.00
02-Jun-12	Yes	Conference							8.00	NT - Full PD paid - assumed 8 hours				8.00
03-Jun-12	Yes	Conference							8.00	NT - Full PD paid - assumed 8 hours				8.00
04-Jun-12	Yes	Conference							8.00	NT - Full PD paid - assumed 8 hours				8.00
			81.75	44.00	48.00	8.00	8.00	28.00	85.50	41.50	21.00	23.00	32.00	420.75
Total hours on training		420.75												
Total half per diems paid		112.00												
Average hourly rate		30.35												

Conferences and Conventions
September 1, 2011 to September 30, 2012

Sep 30-Oct 1/11	Urban Lakes & Wetlands Workshop, Chestermere <u>Cost to register: \$85.00</u>
Oct 5-7/11	Recycling Means Business Conference, Edmonton <u>Cost to register: \$550.00</u>
Oct 23-25/11	Travel AB Conference, Banff <u>Cost to register: \$393.75 X 4 people = \$1,575.00</u>
Oct 24/11	Northwest Region ASB Conference, Clymont Hall <u>Cost to register: No cost</u>
Oct 27-29/11	ARPA, Jasper <u>Cost to register: \$614.00 X 5 people = \$3,700.00</u>
Nov 16-17/11	i-Canada Advisory Board Meeting, Windsor, ON <u>Cost to Register: \$650.00</u>
Nov 22-24/11	AAMDC Fall Convention, Edmonton <u>Cost to register: \$490.00 X 7 people = \$3,430.00</u>
Jan 24-26/12	Farm Tech, Edmonton Provincial ASB Tour, Edmonton <u>Cost to register: \$325.00 X 6 people = \$1,950.00</u>
Jan 31- Feb 3/12	Provincial ASB Tour, Edmonton <u>Cost to register: \$495.00 X 6 people = \$2,970.00</u>
Feb 1/12	Rural Women's Conference, Holy Trinity Church <u>Cost to register: \$30.00</u>
Feb 1-2/12	The Cities Summit, Vancouver <u>Cost to register: \$778.40</u>
Feb 8-10/12	FCM Sustainable Communities Conference, Ottawa <u>Cost to register: \$755.00 X 3 people = \$2,265.00</u>
Feb 9/12	Emerging Trends in Municipal Law, Edmonton <u>Cost to register: \$125.00 X 2 people = \$250.00</u>
Feb 24/12	RMRF Municipal Law Seminar, Edmonton <u>Cost to register: No Cost</u>

Appendix K - Conference, Conventions and Training - 2011 - 2012

Mar 19-21/12	AAMDC Spring Convention <u>Cost to register: \$357.00 X 7 people = \$2,499.00</u>
Ap 2-4/12	Growing Rural Tourism Conference, Camrose <u>Cost to register: \$275.00</u>
Ap 11-13/12	Economic Developers AB AGM & Conference, Kananaskis <u>Cost to register: \$383.25 X 4 people = \$1,533.00</u>
Ap 16-18/12	CPAA, Red Deer <u>Cost to register: \$435.00 X 5 people = \$2,175.00</u>
May 9-12/12	Building Leadership Capacity Course, Calgary <u>Cost to register: \$495.00</u>
May 17/12	Business Symposium, Morinville <u>Cost to register: \$75.00</u>
Jun 1-4/12	FCM, Saskatoon <u>Cost to register: \$719.00 X 4 people = \$2,876.00</u>
Jun 20-21/12	Business Retention Expansion International (BREI) Conference, Saskatoon <u>Cost to register: \$635.00 X 4 people = \$2,540.00</u>
Sept 13-14/12	Grey Matters, Creating Age Friendly Communities, Edmonton <u>Cost to register: \$200.00</u>
Sept 25/12	Canada West Foundation – Bridging the Gap Conference, Calgary <u>Cost to register: \$500.00</u>

Training – September 2011 to September 2012

Nov 3-4/11	Finding Agreement, (Municipal Affairs) Edmonton <u>Cost to register: \$125.00 X 3 people = \$375</u>
Feb 22-24/12	Negotiating Effectively, (Municipal Affairs) Edmonton <u>Cost to Register: \$125.00 X 4 people = \$500.00</u>
Mar 19/12	Community Economic Development, (EOEP) Edmonton <u>Cost to register: \$300.00</u>
Mar 22/12	Human Resource Planning, (EOEP) Edmonton <u>Cost to register: \$300.00</u>
June 18-19/12	Business Retention Expansion International (BREI), Saskatoon, SK <u>Cost to Register: \$500.00 X 4 people = \$2,000.00</u>
Sept 24/12	Affordable Housing, (EOEP) Edmonton <u>Cost to register: \$300.00</u>

Appendix L - Elected Officials Education Program

Elected Officials Education Program



The Alberta Elected Officials Education Program Corporation (AEOEPC) is a jointly owned subsidiary of both the Alberta Association of Municipal Districts and Counties ([AAMDC](#)) and the Alberta Urban Municipalities Association ([AUMA](#)). Incorporated in 2007 and under the supervision of the Registrar, the AEOEPC oversees corporate and program administration responsibilities of the Elected Officials Education Program. AAMDC, AUMA and Municipal Affairs participated in the development of the various courses in the program for the benefit of all municipal elected officials.

Purpose

The EOEP was developed to provide municipally elected officials with an opportunity to broaden their knowledge and skills, raising the quality of municipal government and enabling those in office to effectively achieve the goals of their community.

Providing a solid foundation for strong municipal government, the EOEP will:

- Address issues that are important to municipal elected officials
- Deliver knowledge and skills that improve decisions and policy
- Create an interactive and engaging format that promotes networking and mentoring
- Ensure accessibility throughout Alberta with an accommodating schedule and varied course locations

Learning from subject matter experts with proven success in their field enables you to confidently take action and positively impact your community. Our team of course developers and instructors:

- Possess exceptional credentials and significant knowledge
- Draw from extensive experience in both public and private sectors
- Provide content that is relevant to today's environment
- Consider past and present issues, while anticipating future trends

Core Competencies

All EOEP courses are designed to strengthen one of four core competencies:

Be more...**Strategic** (designed to strengthen strategy and business acumen competencies)

- Municipal Finance
- Effective Planning and Strategy
- Performance Measurement
- Human Resource Planning
- Service Delivery

Be more...**Effective** (designed to strengthen effective governance competencies)

- Municipal Governance
- Municipal Leadership
- Ethics
- Regional Partnerships and Collaboration
- Municipal/Provincial Legislation

Appendix L - Elected Officials Education Program

- Effective Decision Making
 - Land Use and Development Approval
- Be more...**Collaborative** (designed to strengthen community building competencies)

- Community Development/Citizen Engagement
 - Infrastructure
 - Emergency Preparedness Planning
 - Community Economic Development
 - Affordable Housing
 - Sustainability
- Be more...**Influential** (designed to strengthen communication and interpersonal competencies)

- Communications and Media Relations
- Negotiation Skills
- Team Building

Eligibility

Face-to-face Professional Development Program

To participate in the Elected Officials Education Program Face-to-face Professional Development Sessions, you must be an elected official on a municipal council.

Online Program

The EOEP online program is open to anyone. Individuals who may find the online program of interest to gain knowledge, build awareness and acquire valuable skills sets for leading municipalities are:

- Future municipal candidates
- Appointed members of municipal agencies, boards and committees
- Municipal administration
- Anyone interested in municipal government.

Certificate of Achievement

Recognizing your commitment to improving the quality of municipal government, a Certificate of Achievement will be awarded to elected officials who satisfactorily complete the following courses:

- Municipal Finance
- Municipal Governance
- Two other Core Courses, and
- Three Supplementary Courses

As a dedicated and committed advocate for your community members, your service is appreciated...your quest for excellence and lifelong learning is inspiring.



Appendix M - Benefits for Council Members

Benefits for Council Members

For all of the following benefits, Parkland County pays 85% and the elected official pays 15%, as the case for employees. Parkland County also provides Accidental Death and Dismemberment Insurance, and Critical Illness Insurance, for elected officials, for which the County pays 100%. Optional additional Accidental Death and Dismemberment Insurance is offered, which the elected official would pay 100%.

Council members are eligible for the AAMDC Pension Plan or RRSP Plan, and the following benefits and insurance coverages:

Alberta Health Care (same as staff)

If required. Takes effect the 1st of the month following employment.

Blue Cross (same as staff)

One month waiting period.

Extended Health Care (100% Coverage for Ambulance, Prescriptions)

Vision Care (\$200 per person every 24 months)

Out-of-Province Emergency Travel Benefits

Dental (100% Basic, 50% for Major and Orthodontics).

Basic Group Life Insurance (same as staff)

One month waiting period.

Provides up to 2 X annual salary unless accidental death--then 4 X annual salary

Covers only the employee/councillor.

Optional Additional Life Insurance (same as staff)

Provides additional coverage that may include family.

Accidental Death and Dismemberment Insurance (same as staff)

Takes effect on the 1st of the month following enrollment.

Coverage for any accident resulting in death, dismemberment, paralysis, loss of use, sight, speech or hearing (anywhere in the world), 24 hours a day, on or off the job.

You may insure yourself only (this is applicable to the optional AD&D plan).

Employee Assistance Program (same as staff)

Councillor Accidental Death and Dismemberment Policy (additional for elected officials)

This insurance policy provides 24-hour coverage for councillors, senior management, and Community Peace Officers. This policy provides \$100,000 coverage (principal sum), \$300 weekly indemnity, and numerous other coverages.

Critical Illness (additional for elected officials)

This insurance policy provides living benefits when dealing with a critical illness, up to \$5,000.

Appendix N - Council Expenses Policy

SCHEDULE A

Rates are effective January 1 of the year indicated.

Kilometer Rates

Automobile Allowance Rates (set annually) by the Canada Revenue Agency:

<u>Year</u>	<u>Rate</u>
2013	\$0.54/km for first 5,000 km; \$0.48/km for each additional km over 5,000 km

Meal Rates

Breakfast	\$12.00
Lunch	\$15.00
Supper	<u>\$25.00</u>
Total	<u>\$52.00</u>

Note: Schedule A is reviewed and updated by Legislative and Administrative Services (LAS) on an annual basis under the authority of Policy C-AD24 Sections 2(a) and 2(k). CAO approval or a Council resolution is not required to approve these annual updates.

LAS Endorsement 

Date: January 7, 2013

Appendix O - Income Tax Act - IT-292

INCOME TAX ACT

Taxation of Elected Officers of Incorporated Municipalities,
School Boards, Municipal Commissions and Similar Bodies

IT-292

February 23, 1976

Subsection 81(3) (also subsections 5(1), 8(1) and 8(3))

1. This bulletin outlines the Department's long-existing policy in respect of the interpretation and application of subsection 81(3) which provides for the portion of an elected municipal officer's expense allowance to be excluded in computing his income.

2. Subsection 81(3) also applies to an elected officer of a school board or district, a municipal utilities board, a municipal commission or corporation, or any other similar body and for 1974 and subsequent years, a member of a public or separate school board or similar body governing a school district.

Total Amounts Received

3. To determine the amounts to be excluded from the income of one of these officers or members, the first step is to compute the total of the amounts received from the municipal corporation or body that employed him in respect of his position, such as

- (a) salary, fees, indemnities and honoraria,
- (b) a general expense allowance, and
- (c) a mileage or other travelling allowance.

4. The allowance referred to in item (b) is restricted to the nonaccountable payment an employer is authorized to make to an officer or member which is received by him because of his position and not for any specific duties he may perform, such as attending a convention or travelling on municipal business, for which he is usually reimbursed for part or all of his expenses. Those reimbursements are not taxable and are not regarded as "allowances" within the meaning of paragraph 6(1)(b) or subsection 81(3).

5. The "mileage or other travelling allowance" referred to in item (c) above is again a nonaccountable allowance received on account of his position, such as an allowance a municipality is authorized to pay to an elected officer for travelling to and from council meetings. It does not refer to a reimbursement the officer or member may receive for the performance of specific duties.

Expense Allowance

6. The second step is to arrive at the amount of the expense allowance which need not be included in income. Subsection 81(3) restricts this to half the amount paid as salary or other remuneration. However, the Municipal Acts of some provinces deem that a proportion of the total amount paid (as arrived at in paragraph 3) to an elected member of a municipal council is an allowance for expenses; where this is so, it is the Department's policy that the proportion so deemed to be an expense allowance (up to one third of the total paid) will be accepted as an expense allowance notwithstanding that local bylaws may specifically allocate portions of the total to salary, indemnity, allowance or other remuneration.

Appendix O - Income Tax Act - IT-292

7. Where there is no deeming provision in the Municipal Act of a province, the Department will consider one third of the total arrived at in paragraph 3 above to be expense allowance and two thirds to be salary or other remuneration, except that where the expense allowance actually paid is less than one third of the total received this actual amount will be used, or where no expense allowance is actually paid none will be allowed.

Limitation on Employment Expense Deduction

8. By virtue of subsection 8(3), taxpayers to whom subsection 81(3) applies are not entitled to claim the employment expense deduction authorized by paragraph 8(1)(a), except to the extent that the amount otherwise deductible under paragraph 8(1)(a) exceeds the amount excluded from income by subsection 81(3).

Reporting - T4 Supplementary and T1 Individual Tax Returns

9. The expense allowance or portion of it which need not be included in income by virtue of subsection 81(3) should not be included in "Total Earnings Before Deductions" or in "Taxable Allowances and Benefits" on the T4 Supplementary. However, a notation at the bottom of the T4 Supplementary should give the amount of the allowance which has not been included. This notation is necessary to determine the limitation of the employment expense deductions.

10. This procedure eliminates the necessity for the individual officer to deduct the non-taxable portion under subsection 81(3) when completing his T1 return. However, if this procedure is not followed and the T1 Supplementary includes the expense allowance in "Total Earnings Before Deductions" the individual who makes the claim for deduction must be able to establish that it was so included.

□

Appendix P - Council Remuneration - Four Year Tax Impact 15%

Residential					
Median Assessment Value	\$446,613				
Projected Assessed Value	\$5,132,086,800	\$5,185,460,502	\$5,239,389,292	\$5,293,878,940	
Year	2013	2014	2015	2016	Total
Recommendation Cost	\$ 3,651	\$ 3,738	\$ 3,829	\$ 3,927	\$ 15,145
Recommendation Tax Rate Increase	0.0000007114	0.0000007283	0.0000007462	0.0000007652	0.0000029511
Recommendation Tax Levy Increase	\$0.318	\$0.325	\$0.333	\$0.342	\$1.318
Projected Property Tax	\$2,831.12	\$2,925.68	\$3,023.39	\$3,124.37	\$11,904.56
Recommendation Tax Increase	\$0.32	\$0.33	\$0.33	\$0.34	\$1.32
Total Projected Property Tax	\$2,831.43	\$2,926.00	\$3,023.73	\$3,124.72	\$11,905.88

Non-Residential					
Median Assessment Value	\$3,774,720				
Total Assessed Value	\$3,068,747,505	\$3,100,662,479	\$3,132,909,369	\$3,165,491,626	
Year	2013	2014	2015	2016	Total
Recommendation Cost	\$ 3,110	\$ 3,184	\$ 3,262	\$ 3,345	\$ 12,902
Recommendation Tax Rate Increase	0.0000010135	0.0000010268	0.0000010413	0.0000010568	0.0000041384
Recommendation Tax Levy Increase	\$3.826	\$3.876	\$3.930	\$3.989	\$15.621
Projected Property Tax	\$37,920.02	\$39,186.55	\$40,495.38	\$41,847.93	\$159,449.89
Recommendation Tax Increase	\$3.83	\$3.88	\$3.93	\$3.99	\$15.62
Total Projected Property Tax	\$37,923.85	\$39,190.43	\$40,499.31	\$41,851.92	\$159,465.51

Notes:	
2012 Residential Tax Rate	0.0061342
2012 Non-residential Tax Rate	0.0097211
2012 Residential Assessed Value	\$5,079,262,470
2012 Non-residential Assessed Value	\$3,037,161,030
Projected Tax Levy Increase	3.34%
Projected Assessment Growth	1.04%
Projected Tax Rate Split @ 54% res./46% non-res.	