



2016 Council Compensation Review Report

Council Compensation Committee
2017 - 02 - 21

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Executive Summary

The 2016 Council Compensation Committee (“Committee”) was established to review the Mayor and Councillor compensation for the upcoming term of office (November 2017 to October 2021). Included in the compensation discussion were honoraria, per diems, benefits and various allowances and reimbursements.

The Committee first met on October 5, 2016 and discussed how they would operate and what information was needed. An initial list of required information was given to the Manager of Legislative Services. From then on the information provided was reviewed, discussed and analyzed by the Committee. At each meeting, further information was requested of Legal and Legislative Services. Once the Committee felt they had enough information, recommendations were proposed, discussed, evaluated, discarded and proposed again.

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

1. Mayor’s honorarium.
2. Deputy Mayor’s honorarium.
3. Councillors’ honorarium.
4. Travel Distance Allowance.
5. Committee Meeting Per Diem rate.
6. Conferences/Conventions.
7. Training and Development.
8. Benefits.
9. Internet Allowance.
10. Mileage Reimbursement Rate.

A. Mandate

The purpose of the Council Compensation Committee (“Committee”) was to review the compensation of the Mayor and Councillors and provide recommendations to Council for any changes. The Committee wants to ensure Parkland County attracts qualified candidates for the public service positions of Mayor and Councillors while balancing the need that they are fairly and competitively compensated for the work they do and maintaining fairness to Parkland County taxpayer’s.

B. Methodology

The initial meeting of the Committee was on October 5, 2016. The Committee subsequently met nine more times. At the initial meeting, the Committee reviewed the policies governing the Committee and proceeded to review all information pertaining to the compensation packages of the Mayor and Councillors. A list of background information was requested of Doug Tymchyshyn (*Legislative Services Manager*).

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

1. clarification of the one-third non-taxable provisions.
2. current council compensation and expense policies.
3. reviewed survey responses of current conferences and conventions attended.
4. current list of benefits (extended health, pension).
5. summary of annual Council compensation and per diem cost of living adjustments for 2012 to 2016.
6. overview of Council compensation survey distributed to nine rural municipalities. The compensation survey included rural municipalities that the Committee felt were good comparators to Parkland County based on equalized assessment, operating and capital budgets, and population.
7. reviewed the 2012 Compensation Committee report.
8. reviewed questionnaire used by 2012 Compensation Committee.
9. reviewed summary of per diem hours for Council members.
10. the Committee developed an online questionnaire, which was given to Council members to complete.
11. 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 Council in relation to the honorarium received, and establish the amount of time required to cover the Basic Honorarium Duties.

The Committee carefully reviewed Council Compensation Policy C- AD22 (Appendix A). Subsequently, the Committee requested confirmation of the hours worked by each Council member via the online survey which related solely to the Councillors' Basic Honorarium Duties.

Council members provided the time each member spent on all duties (including Per Diem items and Basic Honorarium Duties). After detailed review and analysis of Council Hours Reported (Appendix B), the Committee noted that hours spent by Council members on Basic Honorarium Duties varied substantially by Council member and appeared to be somewhat of a personal decision. The Committee did not attempt to assess the efficiency or effectiveness of any Council member or the Mayor nor make any correlation between reported hours spent on Council business to effectiveness. 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 Honoraria would therefore need to be based on an average of the hours.

The Committee felt that it was important to identify and understand the impact to a Council member receiving one-third of their compensation package tax free as allowed under current legislation. This understanding enabled the Committee to compare Council compensation to jobs that receive fully taxable compensation.

The Committee also recognizes the Mayor and Councillors knowingly enter into municipal political roles not solely for the compensation that the municipality provides, but primarily due to a high sense of public service and social responsibility. While significant time can be spent on duties directly related to the positions, other than the Mayor position, the intention is clear that the Councillor positions are not intended or expected to be completely full-time in nature. In other words, a Councillor maybe able to hold/retain other employment positions while still being able to spend sufficient time to be an effective member of Council. The Committee recognizes and confirms the conclusion of the 2012 Compensation Committee that the Mayor's position is intended and expected to be full-time in nature and thus the ability of the Mayor to hold/retain other employment is severely restricted. The Committee also recognized the current economic climate within not only Parkland County, but also Alberta and Canada and believes that prudent fiscal leadership is expected of Council.

D. Recommendations

1. Mayor's Honorarium

Recommendation: *That no change be made to the Mayor's honorarium as the amount is appropriate to fulfil the expectation of fulltime availability for the position. In addition the Mayor's honorarium continue to be adjusted yearly for the cost of living adjustment provided to Parkland County non-union employees.*

Current: The 2016 honorarium for the Mayor is \$82,140 with one-third being non-taxable. This would equate to an estimated annual salary of \$90,070 on a fully taxable basis.

Rationale: The Committee analyzed a number of surveys and general information regarding compensation levels including the Municipality Comparison: Direct Compensation Per Capita (Appendix H), the 2016 Council Questionnaire Summary (Appendix K), and the Municipality Comparisons (Appendix G). After reviewing the responsibilities of the position including the various meetings, boards and committees it was decided the Mayor's honorarium is appropriate for the duties and obligations performed and consistent with the expectation that the Mayor position is full-time. The Mayor also has the opportunity to work on various committees for which they receive Per Diem pay in addition to honorarium received (Per Diem pay in 2015 was \$25,600).

2. Deputy Mayor's Supplemental Honorarium

Recommendation: *That the Deputy Mayor's supplemental honorarium be changed to an amount equal to 15% of a Councillor's current honorarium.*

Current: Councillors serve as the Deputy Mayor on a four-month rotation and the 2016 total supplemental honorarium is \$12,324 per annum, or 15% of the Mayor's current honorarium (Appendix A – Council Compensation Policy C-AD22).

Rationale: The Deputy Mayor acts in place of the Mayor in their absence. The Committee felt the current supplemental compensation was high as based on the Municipality Comparisons (Appendix G). The Committee also felt that given the Mayor's position is considered full-time the amount of time a Deputy Mayor spends on Mayoral tasks would be limited. In addition the Committee felt that a supplemental amount equal to 15% of the Mayor's honorarium was excessive and that a 15% premium over current Councillor Honoraria was deemed reasonable and comparable to similar situations in other municipalities.

3. Councillors' Honorarium

Recommendation: *That no change be made to Councillors' honorarium as the amount is appropriate to fulfil the position obligations. In addition Councillors' honorarium continue to be adjusted yearly for the cost of living adjustment provided to Parkland County non-union employees.*

Current: The 2016 honoraria for Councillors is \$46,572 with one-third being non-taxable. This would equate to an estimated annual salary of \$50,524 on a fully taxable basis.

Rationale: The Committee analyzed a number of surveys and general information

regarding compensation levels collected by the administrative staff including the Municipality Comparison: Direct Compensation Per Capita (Appendix H), the 2016 Council Questionnaire Summary (Appendix K), and the Municipality Comparisons (Appendix G). On the 2016 Council Questionnaire Summary the majority of the current Council reported they were satisfied with their pay. In addition, the Councillors have the opportunity to work on various committees for which they receive Per Diem pay that on average adds approximately \$17,000 to Councillors' compensation. After considering the information noted above, and the responsibilities of the position including the various meetings, boards and committees, it was decided Councillors' honorarium was appropriate for the duties and obligations performed.

4. Travel Distance Allowance

Recommendations: *That Travel Allowance be renamed Travel Distance Allowance. That no change be made for Councillors who live over 40KM from the Parkland County office, and the Mayor, continue to receive an optional Travel Distance Allowance. In addition Travel Distance Allowance continue to be adjusted yearly for the cost of living adjustment provided to Parkland County non-union employees.*

Current: The travel allowance exists to cover extra time taken to travel to the office for the Mayor and certain Councillors. During 2016 the Mayor can receive \$162 per month and eligible Councillors can receive \$108 per month.

Rationale: The Committee agrees 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 is therefore disproportionate (Appendix D – Estimated Hours: Per Diem, Travel, Council Work). Accordingly, the Committee decided that Councillors continue to be compensated for this additional time with payment of a current flat rate Travel Distance Allowance. The Committee continued to acknowledge the additional journeys made by the Mayor justify continued compensation for this additional time with payment of a current flat rate Travel Distance Allowance. In addition the Committee decided that Travel Allowance be renamed Travel Distance Allowance to more accurately reflect the payment is for time commitment during travel and not intended as a reimbursement of business use of a personal automobile.

5. Committee Meeting Per Diem Rate

Recommendation: *The Per Diem Rate be renamed to the Committee Meeting Per Diem Rate and the Committee Meeting Per Diem Rate currently being used, stay the same. Further, the Committee felt that the Committee Meeting Per Diem Rate continue to be adjusted yearly for the cost of living adjustment provided to Parkland County non-union employees.*

Current: As per Appendix A – Council Compensation Policy C-AD22.

Rationale: The Committee analyzed a number of surveys and general information regarding compensation levels collected by the administrative staff including the Municipality Comparison: Direct Compensation Per Capita (Appendix H), the 2016 Council Questionnaire Summary (Appendix K), and the Municipality Comparisons (Appendix G).

After a thorough review the Committee gained a clear understanding of how Per Diems are applied. The Committee feels the Committee Meeting Per Diem rates are reasonable based on comparator municipality rates while noting that Parkland County's rates are among the highest of the per diem rates paid by comparator municipalities. On the 2016 Council Questionnaire Summary (Appendix K) the majority of the current Council reported they were satisfied with their per diem. After considering the information noted above, the Committee believes the existing Committee Meeting Per Diem rates are appropriate for the duties and obligations performed.

6. Conferences and Conventions

Recommendation: *The Mayor and Councillors attendance at conferences and conventions be considered part of Basic Honorarium Duties, consequently eliminating Committee Meeting Per Diem eligibility for attendance at conferences and conventions. In addition, the Committee felt the current budget amounts for conferences and conventions should stay the same while recognizing that the budget is presented and approved annually.*

Current: Budget amount of \$8,700 for the Mayor and \$6,000 for Councillors as determined by Council through the annual budget process. Attendance at conferences and conventions is fully eligible for Committee Meeting Per Diem.

Rationale: The Committee agreed that Committee Meeting Per Diem should not be a consideration when the Mayor and Councillors choose to attend conferences and conventions as attendance should be expected as part of Basic Honorarium Duties. In addition the Committee took into account the replies of the Council members to the 2016 Council Questionnaire Summary (Appendix K) and decided that the current budget amounts were reasonable and that future budgets would be considered by Council during the annual budget process. The majority of the Council members felt the current budget amounts were adequate. The budget also includes all travel costs such as transportation, hotel and meals.

7. Training and Development

Recommendations: *The current general and professional development training program be changed to include attendance at training and development events as part of Basic Honorarium Duties. However any training required to be a member of a quasi-judicial board retains Committee Meeting Per Diem eligibility. In addition that preference be given to elected official education (e.g. Appendix L – Elected Officials Education Program) over other training and development events and that EOEP be considered eligible for Committee Meeting Per Diem. Further, that a new provision for preapproval of other training and development events be created along with a formal reporting back to Council with respect to learnings from any training and development taken. Lastly that the existing Mayor and Councillor training budgets remain the same and continue providing Council members with their four year allotment in the first year and any remaining budget 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 with a full 4 year allotment provided in the first year of a new term with any unused allotment carried forward each year of the current term.

Rationale: The Committee believes Councillors need to understand municipal regulations, policies and the general running of a municipality to perform their duties properly. Ensuring that preference is given to elected official training and development will provide new and returning Councillors with a better understanding of their responsibilities of the position sooner. The Committee views payment of per diems for eligible training, and the preapproval of other training and development events, as validation that these events are suitable to enhance the performance of elected officials and is directly related to their duties and obligations.

The Mayor and Councillors reported that they were satisfied with the amount of the training budget. Accordingly the Committee is recommending no change (Appendix K - 2016 Council Questionnaire Summary).

8. Benefits

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

Current: See Appendix J – Municipality Comparison: Benefits

Rationale: The Council members reported that their benefits were sufficient as per the response provided in the 2016 Council Questionnaire Summary (Appendix K). The Committee did not see a need to change them.

9. Internet Allowance

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

Current: \$100/month.

Rationale: The majority of Council members reported that their internet allowance was sufficient as per their response to 2016 Council Questionnaire Summary (Appendix K). The Committee did not see a need to change it.

10. Mileage Reimbursement Rate

Recommendation: *That Council members be provided with the same mileage reimbursement rate they are currently receiving consistent with the maximum allowable under Canada Revenue Agency.*

Current: Council Members receive an amount to compensate them for the use of their personal vehicle to fulfil the responsibilities and obligations of their position. The mileage reimbursement rate is to compensate Council members for personal vehicle use (covering such expenses as fuel, vehicle wear and tear, insurance, etc.) while on County business by reimbursing them for actual mileage travelled at the Canada Revenue Agency (CRA) recommended per kilometer rates (Appendix M –Council Expenses Policy C-AD24).

Rationale: The Committee did not see a need to change the amount from the maximum allowable under CRA rules, thereby avoiding any element of taxation. The Committee noted that this is an accountable allowance as Council members are required to submit expense claims reporting the actual distance and rates for approval.

E. Additional Analysis

The Committee noted that the recommendations proposed will provide nominal savings to tax paid by the residents of Parkland County, therefore the committee did not feel it necessary to conduct a detailed evaluation the tax impact to tax payers.

Additionally, the Committee evaluated the per capita cost of Council compensation to comparative municipalities (Appendix H – Municipality Comparison: Direct Compensation Per Capita) and noted that Parkland County was near the lower end of the range of those comparable municipalities.

F. Conclusion

The Committee believes the recommendations outlined in this report are fair, equitable and place a fair tax burden on the residents of Parkland County for compensation of the Mayor and Councillors. Implementing these recommendations recognizes the economic reality facing residents today, and helps to ensure the County attracts and retains quality individuals for the positions of Mayor and Councillors.

The Committee acknowledges the work of Doug Tymchyshyn (Legislative Services Manager) and his staff for their research and accumulating information and data as requested by the Committee. The Committee also thanks the current Mayor and Councillors for the feedback they provided through the online survey.

Council Compensation Committee Members



Stephanie Sabadaska, Chair



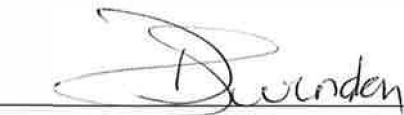
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COUNCIL POLICY C-AD22

Appendix A

Council Compensation

Prepared By:	Legislative and Administrative Services	Council Approval Date:	December 9, 2014
Effective Date:	December 9, 2014	Council Resolution No.:	N/A
References:	Council Expenses Policy C-AD24	Previous Revision Date:	April 9, 2013 (C-AD22) Sept. 23, 2008 (HR-027)
Function:	Personnel	LAS Review Date:	October 6, 2014

PURPOSE

The purpose of this policy is to establish compensation for elected officials which includes basic (annual) honorarium, per diem rates, and benefits.

POLICY STATEMENT

Parkland County shall provide compensation 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. Training and professional development such as Assessment Review Board training, Subdivision and Development Appeal Board training, legal seminars, and educational programs for elected officials.
 - xi. Grand openings **outside** the County, if formally invited to present a verbal or written presentation
 - xii. Special Council training or information sessions (i.e., 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. Benefits

- a. Council members will be given the opportunity to join the Alberta Association of Municipal Districts and Counties (AAMDC) pension plan in accordance with those rules and regulations set out in that plan. If a Council member chooses not to participate in the AAMDC pension plan, the County will contribute to a Registered Retirement Savings Plan (RRSP) on the same contributory basis.
- b. Council members are also eligible to participate in County-provided benefits, as listed below, in accordance with the requirements and limits set out in each plan:
 - i. Extended Health Care, Vision Care, Out-of-Province Emergency Travel Benefits, Dental
 - ii. Group Life Insurance
 - iii. Basic Accidental Death and Dismemberment Insurance
 - iv. Optional Accidental Death and Dismemberment Insurance.
- c. Members of Council are to provide sufficient information to the Finance Department (Payroll) and sign up for eligible benefits.

4. Other Compensation

a. Personal Communication Device

Each Council member shall receive a County-issued tablet (i.e., iPad or comparable) and either a County-issued communication device (i.e., Blackberry or comparable), or a monthly allowance for the use of a personal communication device as per the rate identified in Schedule "A".

b. Internet Service

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. Travel Per Diem

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

d. Training and Professional Development

Each member of Council shall be entitled to a budgeted amount for training and professional development. This budget amount will include a provision for specialized training such as the Elected Officials Education Program (EOPE), if the elected official has not already had such training.

Council members will receive their four-year allotment (for training and development) in their first year of office, and any remaining budget is carried forward to future years until the budget is spent or their term ends. Each member of Council is responsible for keeping within their budgeted amounts for training/professional development. Council members are expected to report to Council on the content and benefit of the courses they take.

e. Conferences and Conventions

Each member of Council shall be entitled to a budgeted amount for attending conferences, conventions and other such functions. Each member of Council is responsible for keeping within their budgeted amounts for conferences and conventions. Council members are expected to report to Council on the conferences they attend.

5. 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)*.

6. Conflicts or Disputes

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

7. Remuneration Review

- a. Council remuneration is to be reviewed in the year before an election year. Council may request a committee of public members to review Council remuneration and bring forward recommendations regarding remuneration to Council that would be effective for the newly elected Council. Council would be required to approve a Terms of Reference for the Council Remuneration Committee.

Schedule A

BASIC HONORARIUM

Effective Date	1-Jan-16	
Mayor	\$82,140	(1/3 non-taxable)
Deputy Mayor	\$58,896	(1/3 non-taxable)
Council Members	\$46,572	(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-16	1-Jan-16	1-Jan-16
Mayor	\$130	\$260	\$390
Deputy Mayor	\$130	\$260	\$390
Council Member	\$130	\$260	\$390

TRAVEL PER DIEM

Effective January 1st, 2016:

Optional Travel	\$108/month for Councillor who lives over 40 km from Parkland County Centre
Per Diem	\$162/month for Mayor

ALLOWANCES

Effective January 1st, 2016:

Internet Service	\$100/month (1/3 non-taxable)
Communication Device	\$85/month or as provided in Option A in Schedule A to Mobile Device Procedures AD27-P1, whichever is the higher amount (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, Sections 1.a, 2.b, and 4.b.

LAS Endorsement *JS*

Date of Endorsement: January 7, 2016



Council Hours Reported

Appendix B

Elected Official	Hours Travel Time per Week	Median Hours Council Work per Week	Total Weekly
Mayor	8	42	50
Councillor	8	36	44
Councillor	6	46	52
Councillor	6	32	38
Councillor	4	20	24
Councillor	2	46	48
Councillor	Not Reported	20	20
Total	34	242	276



Estimated Hours: Elected Official Per Diem

Appendix C

Elected Official	2015 Actual Per Diem	Estimated # of Meetings	Estimated		
			Annual Hours	Monthly Hours	Weekly Hours
Mayor	\$25,600	197	788	66	15
Councillor	19,968	154	614	51	12
Councillor	19,712	152	607	51	12
Councillor	9,344	72	288	24	6
Councillor	13,184	101	406	34	8
Councillor	20,352	157	626	52	12
Councillor	18,944	146	583	49	11
Total	\$127,104	978	3,911	326	75

Assumptions:

Meeting Per Diem	\$130
Hours Per Meeting	4
Months Per Year	12
Weeks Per Year	52
Weeks Per Month	4

Estimated Hours: Per Diem, Travel, Council Work

Appendix D

Elected Official	Weekly Per Diem Hours (1)	Median Sum of Hours Reported		
		Weekly Travel Time	Weekly Council Work	Total Weekly Hours (2)
Mayor	15	8	42	65
Councillor	12	4	20	36
Councillor	12	2	46	60
Councillor	6	6	46	58
Councillor	8	0	20	28
Councillor	12	8	36	56
Councillor	11	6	32	49
Total	76	34	242	352
(3) Average Total Hours per Councillor				47.83

Notes:

(1) Estimated Hours (See Appendix C Estimated Hours: Elected Official Per Diem)

(2) Median Hours - High and Low Hours Excluded

(3) Average of 6 Council Members

2015 Elected Official Total Compensation

Appendix E

Elected Official	Direct Compensation					Total Direct Comp.	Indirect Compensation							Total Indirect Comp.	Total Compensation
	Salary	Per Diem	Allowances				Benefits						Accidental Death		
			Mileage	Phone & Internet	Travel		Dental	EHC	Pension	Life	CPP	WCB			
Mayor	\$78,000	\$25,600	\$4,801	\$2,082	\$1,920	\$112,403	\$1,299	\$1,375	\$6,216	\$424	\$2,480	\$449	\$131	\$12,374	\$ 124,776
Division 1 (2)	49,776	19,968	2,812	2,478		75,034	1,299	1,375	4,185	272	2,308	301	131	9,870	84,904
Division 2 (1) (4)	49,902	19,712	1,384	2,443		73,441	1,299	1,375	4,177	272	2,269	295	131	9,818	83,259
Division 3	45,876	9,344	486	2,062		57,768	505	558	3,313	250	1,717	229	131	6,703	64,471
Division 4	45,876	13,184	1,267	2,343		62,670	1,299	1,375	3,544	250	1,903	252	131	8,754	71,424
Division 5 (3)	49,650	20,352	3,010	2,473		75,485	1,299	1,375	4,200	272	2,323	303	131	9,902	85,387
Division 6	45,876	18,944	9,692	2,357	1,272	78,141	505	558	3,889	250	2,393	309	131	8,035	86,177
Total	\$364,956	\$127,104	\$23,452	\$16,238	\$3,192	\$534,942	\$7,505	\$7,991	\$29,524	\$1,989	\$15,393	\$2,137	\$917	\$65,456	\$ 600,398

Notes:	1	Deputy Mayor Jan - Feb
	2	Deputy Mayor Mar - Jun
	3	Deputy Mayor Jul - Oct
	4	Deputy Mayor Nov - Dec

Elected Official Per Capita Analysis

Elected Official	2015 Salary		2015 Total Salary and Per Diem				2015 Benefits	
	Total	Per Capita Cost	Total Salary	Total Per Diem	Total Salary & Per Diem	Per Capita Cost	Total	Per Capita Cost
Mayor	\$78,000	\$2.55	\$78,000	\$25,600	\$103,600	\$3.39	\$12,243	\$0.40
Councillor	\$49,776	\$1.63	\$49,776	\$19,968	\$69,744	\$2.28	\$9,739	0.32
Councillor	\$49,902	\$1.63	\$49,902	\$19,712	\$69,614	\$2.28	\$9,687	0.32
Councillor	\$45,876	\$1.50	\$45,876	\$9,344	\$55,220	\$1.81	\$6,572	0.21
Councillor	\$45,876	\$1.50	\$45,876	\$13,184	\$59,060	\$1.93	\$8,623	0.28
Councillor	\$49,650	\$1.62	\$49,650	\$20,352	\$70,002	\$2.29	\$9,771	0.32
Councillor	\$45,876	\$1.50	\$45,876	\$18,944	\$64,820	\$2.12	\$7,904	0.26
Total Cost	\$364,956	\$11.94	\$364,956	\$127,104	\$492,060	\$16.10	\$64,539	\$2.11

Notes:	Parkland County Population	30,568
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Municipality	Pop.	Equalized Assessment	% of Equalized Assesment to Budget	% of Equalized Assessment to Salary/Per diems	Total 2015 Operating and Capital Budget	# of Council Members	2016 Mayor Yearly Honorarium	2016 Deputy Mayor Yearly Honorarium	2016 Councillors Yearly Honoraria	2016 Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	2016 Mileage Rates	2016 Meal Rates	2016 Conference & Convention Budgets	Training Budgets	Special Allowances/ Provisions
Parkland (County)	30,568	\$8,932,368,449	1.5%	0.0016%	Total \$136,500,300 Operating \$73,408,100 Capital \$63,092,200	7	\$82,140	\$12,324	\$46,572	4 hours or less (\$130), 4 to 8 hours (\$260), More than 8 hours (\$390)	Mayor, Deputy Mayor, Council Members	42	40 km or over Mayor (\$162), Councillor (\$108)	Breakfast (\$16.80), Lunch (\$17), Dinner (\$45)	Mayor (\$13,100), Council Members (\$9,100)	\$12,000 is budgeted for the 4 year term	laptop/tablet, travel per diem, cell phone/phone allowance, internet allowance
Most Comparable																	
Rocky View County (M.D.)	42,210	\$15,169,767,886	1.7%	0.0010%	Total \$258,551,800 Operating \$166,338,100 Capital \$92,213,700	9	\$88,334	\$4,934	\$65,392	Information not available	Information not available	Information not available	\$0.55 km for first 5,000 km and \$0.48 for kilometres over 5,000 km	Breakfast \$ 15.00 Lunch \$ 15.00 Supper \$ 35.00 Daily Limit \$ 65.00	Reeve: \$6,000 Deputy Reeve:\$5,000 Councillors:\$4,500	Included in conference budget	Cell phone provided by the County. Officials who choose to use their own phones for County business receive a \$200/month allowance.Tablets.
Sturgeon County (M.D.)	19,578	\$5,688,002,669	1.3%	0.0024%	Total \$73,804,032 Operating \$42,639,994 Capital \$31,164,038	7	\$75,986	\$7,598	\$50,658	\$180/day 1/3 Tax Free	Mayor, Deputy Mayor, Council Members	25 Council meetings	Distance from home to Corp Office: Up to 10km \$2,493.69 Up to 20km \$ 3,850.12 Up to 30km \$5,207.56 Up to 40km \$6,563.99 Up to 50km \$7,843.20 Up to 60km \$9,186.13 Up to 70km \$10,531.16 - Is added to honorarium and 1/3 tax free.	Breakfast (\$12.00), Lunch (\$15.00), Dinner (25.00)	Mayor (\$16,565), Council Members (\$7,245)	\$2,960 per Council Member	iPad, cell phone, travel charges (does not include travel to conferences)
Foothills No. 31, M.D. OF (M.D.)	21,258	\$7,378,823,262	0.9%	0.0023%	Total \$63,558,062 Operating \$54,009,522 Capital \$9,548,540	7	\$89,009	\$2,330	\$77,660	Full day \$295.96 Half day \$147.98	Mayor, Deputy Mayor, Council Members	46	\$0.52/km	Based on Actual Receipts	Total for all council \$30,000	\$0	
Somewhat comparable																	
Greenview NO. 16, M.D. OF (M.D.)	5,299	\$8,522,191,078	1.7%	0.0004%	Total \$144,818,656 Operating \$62,598,818 Capital \$82,219,838	8	\$19,800	\$0	\$13,200	4 hours or less (\$155), 4 to 8 hours (\$232), More than 8 hours (\$309), for any meeting over 9 hours in one day is an additional \$200.	Reeve, Deputy Reeve and Council Members	44	\$0.54 for the first 5000 kms, \$0.48 over 5,000 kms. Also receive Northern Travel Premium \$0.15 for the first 5,000kms, \$0.24 over 5,000kms.	Breakfast \$20, Lunch \$20, Dinner \$30	Memberships/Seminar/ Conferences \$55,170	\$1,000 for 2017	laptop/tablet, cell phone/phone allowance, SIM card, internet allowance
Leduc County (M.D.)	13,524	\$7,300,357,750	2.2%	0.0020%	Total \$157,357,505 Operating \$89,337,342 Capital \$68,020,163	7	\$79,948	\$3,290	\$65,790	n/a	n/a	150 Council and Committee Meetings	\$.53 per km	Breakfast (\$15.75), Lunch (\$16.35), Dinner (\$42.20)	Mayor & Council Travel (\$13,000), Meals/Lodging/Gratuities (\$22,500), Registration (\$21,000) for a total of \$56,500	\$8,400 budgeted for all of Mayor and Council for 2016	laptop/tablet, cell phone/phone allowance, internet allowance
Yellowhead County (M.D.)	10,469	\$9,051,302,406	1.6%	0.0015%	Total \$140,408,126 Operating 76,113,879 Capital \$64,294,247	9	\$78,996	\$2,084	\$52,406	None	N/A	34	.52/KM	Breakfast \$10, Lunch \$20, Supper \$30	\$43,880.00	Included in conference budget	laptop/internet/monthly travel allowance based on km away from admin building

Municipality	Pop.	Equalized Assessment	% of Equalized Assesment to Budget	% of Equalized Assessment to Salary/Per diems	Total 2015 Operating and Capital Budget	# of Council Members	2016 Mayor Yearly Honorarium	2016 Deputy Mayor Yearly Honorarium	2016 Councillors Yearly Honoraria	2016 Per Diem Rates	Per Diems Apply for:	# of Mtgs Attended in a Year*	2016 Mileage Rates	2016 Meal Rates	2016 Conference & Convention Budgets	Training Budgets	Special Allowances/ Provisions
Red Deer County (M.D.)	18,351	\$6,080,742,230	1.1%	0.0024%	Total \$66,396,645 Operating \$45,866,057 Capital \$20,530,588	7	\$84,177	\$0	\$59,081	\$105 per half day (up to 4 hours) and \$210 per day, only applicable if the event is outside of County boundaries	Mayor, Deputy Mayor, Council Members	24 Council 24 MPC 24 workshops (Varies)	provincial rate set by CRA (\$0.54 for 1st 5000 km in a year, \$0.48 for each km over that)	Actual cost of meals with receipts, or Breakfast \$15, Dinner \$15, Supper \$30 for a daily total of \$50	Total annual budget of \$55,000, Mayor \$8,500 and each Councillor \$6,500	included in conference budget	iPads
Neighbours																	
Spruce Grove (City)	33,640	\$4,658,872,869	2.8%	0.0026%	Consolidated Operating (with TLC and Library) Total \$129,700,000 Operating \$76,500,000 Capital \$53,200,000	7	\$75,000	\$9,000	\$37,328	2-4 hours = \$126.63; In excess of 4 hours = \$253.24	All Council	33	\$0.54/KM	Breakfast - \$16.80; Lunch- \$17.00; Dinner- \$45.00	Mayor - \$35,120; Deputy Mayor - \$7,506; Alderman - \$14,943.41	Included in Conference, training, travel and subsistence budget amount.	Office and Technology Allowance - \$100/mth; One-time Home Office Setup Allowance - \$300 (per term); laptop or tablet, smartphone and basic plan, Car Allowance - \$100/mth for Mayor and \$50/mth for Alderman.
Stony Plain (Town)	16,127	\$2,387,688,539	2.7%	0.0038%	Total \$63,561,053 Operating \$45,208,098 Capital \$18,352,955	7	\$60,780	0	\$30,390	No perdiems used	N/A	34 Council meetings plus committee meetings and 2 Council Retreats	51.5 per km.	No limits on meals. Full reimbursement. Public accountability via published expenses on website	\$16,500 is budgeted for 2016 to send Councillors to FCM and AUMA. Training budgets or expense budgets can be used for other training as well. Expense account budget - \$5,000 for mayor, \$1,750 for Councillors.	\$2,500 per Council Member per year	Telephone Allowance - Mayor \$1,500 per annum Councillior \$1,200 per annum; Internet Allowance \$480 per Council Member per year; Technology Allowance \$2,750 per Council member per term; Private Vehicle Business Insurance - up to \$500 per Council Member per annum with proof of payment.

Municipality Comparison: Direct Compensation Per Capita

Municipality	Pop.	# of Councillors (1)	2016 Yearly Salary				
			Mayor	Deputy Mayor	Councillor	Total Salary (2)	Per Capita Cost
Parkland (County)	30,568	6	\$82,140	\$12,324	\$46,572	\$373,896	\$12.23
Most Comparable							
Foothills No. 31, M.D. OF (M.D.)	21,258	6	\$89,009	\$2,330	\$77,660	\$557,299	\$26.22
Rocky View County (M.D.)	42,210	8	\$88,334	\$4,934	\$65,392	\$616,405	\$14.60
Sturgeon County (M.D.)	19,578	6	\$75,986	\$7,598	\$50,658	\$387,532	\$19.79
Somewhat Comparable							
Greenview NO. 16, M.D. OF (M.D.)	5,299	7	\$19,800	\$0	\$13,200	\$112,200	\$21.17
Leduc County (M.D.)	13,524	6	\$79,948	\$3,290	\$65,790	\$477,978	\$35.34
Yellowhead County (M.D.)	10,469	8	\$78,996	\$2,084	\$52,406	\$500,328	\$47.79
Red Deer County (M.D.)	18,351	6	\$84,177	\$0	\$59,081	\$438,662	\$23.90
Neighbours							
Spruce Grove (City)	33,640	6	\$75,000	\$9,000	\$37,328	\$307,965	\$9.15
Stony Plain (Town)	16,127	6	\$60,780	0	\$30,390	\$243,120	\$15.08

Notes:	1	Does not include the Mayor and Deputy Mayor positions
	2	Includes Mayor, Deputy Mayor, and cost for the entire # of Councillors
	3	Includes cost of Mayor and the entire # of Councillors attending the # of meetings per year
	4	Total per capita cost for salary and per diems paid

Municipality Comparison: Per Diem

Municipality	Per Diem Rates	Under 4 Hours	4 to 8 Hours	More than 8 hours
Parkland (County)	4 hours or less (\$130) 4 to 8 hours (\$260) More than 8 hours (\$390)	\$130.00	\$260.00	\$390.00
Most Comparable				
Foothills No. 31, M.D. OF (M.D.)	Full day \$295.96 Half day \$147.98	\$147.98	\$295.96	
Rocky View County (M.D.)	Information not available			
Sturgeon County (M.D.)	\$180 a day		\$180.00	
Somewhat Comparable				
Greenview NO. 16, M.D. OF (M.D.)	4 hours or less (\$155) 4 to 8 hours (\$232) More than 8 hours (\$309), for any meeting over 9 hours in one day is an additional \$200.	\$155.00	\$232.00	\$309.00
Leduc County (M.D.)	No per diems used			
Yellowhead County (M.D.)	No per diems used			
Red Deer County (M.D.)	\$105 per half day (up to 4 hours) and \$210 per day, only applicable if the event is outside of County boundaries	\$105.00	\$210.00	
Neighbours				
Spruce Grove (City)	2-4 hours \$126.63 In excess of 4 hours \$253.24	\$126.63	\$253.24	
Stony Plain (Town)	No per diems used			
Average Per Diem		\$132.92	\$238.53	\$349.50

Municipality Comparison: Benefits

Municipality	Blue Cross (Extended Health Care/Vision and Dental)	Basic Group Life Insurance	Accidental Death and Dismemberment	Long Term Disability	Optional Accident Death and Dismemberment	Elected Officials Pension Plan or RRSP Plan	Local Authorities Pension Plan (LAPP)	APEX Pension Plan	Other Comments
Parkland (County)	X	X	X			X		X	Critical Illness Insurance, Employee Assistance Program
Most Comparable									
Rocky View County (M.D.)	X	X	X			X			A Health Spending Account in the amount of 1% of the Council members annual salary per calendar year.
Sturgeon County (M.D.)	X	X	X						Great West Life Pension Plan
Foothills No. 31, M.D. OF (M.D.)			X						Health Care Spending Account Offered in lieu of group insurance benefits. Severance benefit of 1% of annual earnings after six years on council.
Somewhat Comparable									
Greenview NO. 16, M.D. OF (M.D.)									
Leduc County (M.D.)	X	X	X			RRSP			Critical Illness Insurance, Employee Assistance Program
Yellowhead County (M.D.)									No benefits
Red Deer County (M.D.)									If members of Council wish to have coverage under a benefit plan, they are required to coordinate and pay for it themselves
Neighbours									
Spruce Grove (City)	X	X	X			X			Employee and Family Assistance Program, Car Allowance, Office Allowance
Stony Plain (Town)	X	X	X						Employee Assistance Program, Family Group Life, Worker's Compensation

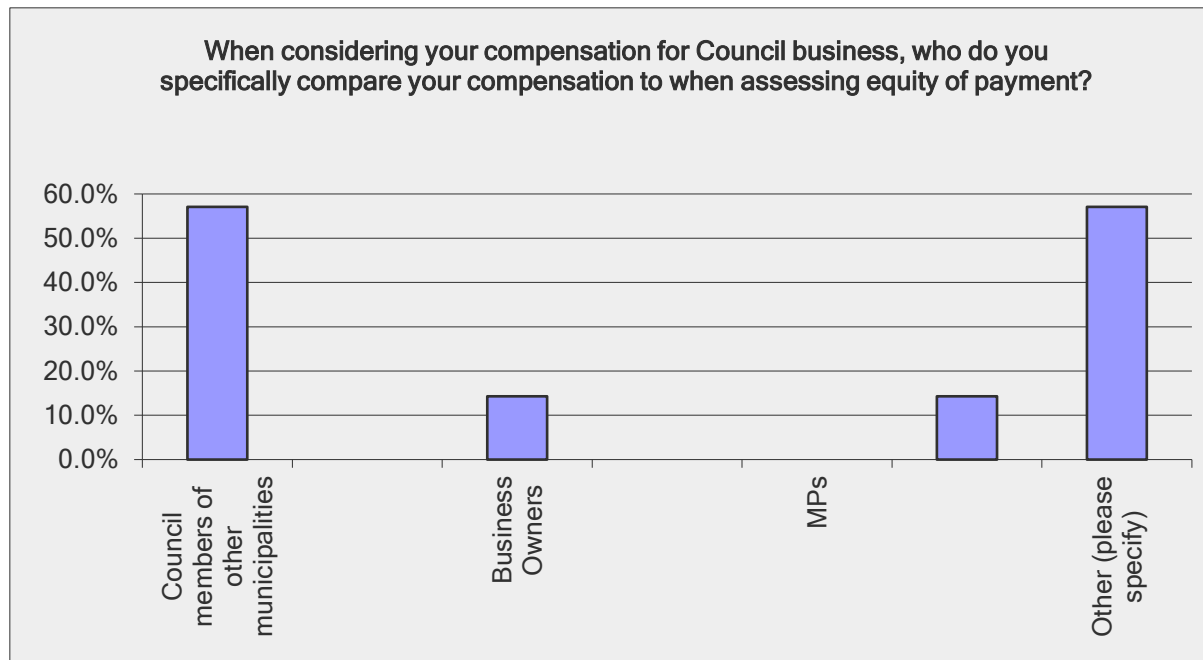
Compensation Survey

Please enter your first and last name	
Answer Options	Response Count
	7
<i>answered question</i>	7
<i>skipped question</i>	0

Compensation Survey

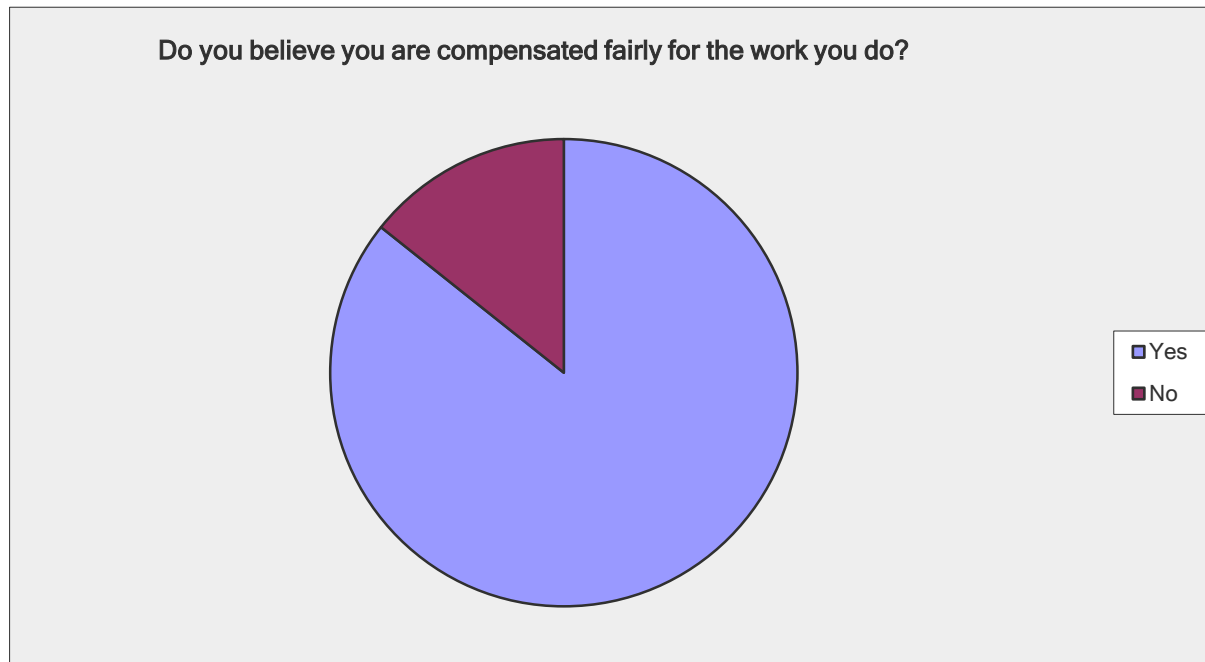
When considering your compensation for Council business, who do you specifically compare your compensation to when assessing equity of payment?

Answer Options	Response Percent	Response Count
Council members of other municipalities	57.1%	4
CAOs	0.0%	0
Business Owners	14.3%	1
MLAs	0.0%	0
MPs	0.0%	0
Past Employment	14.3%	1
Other (please specify)	57.1%	4
answered question		7
skipped question		0



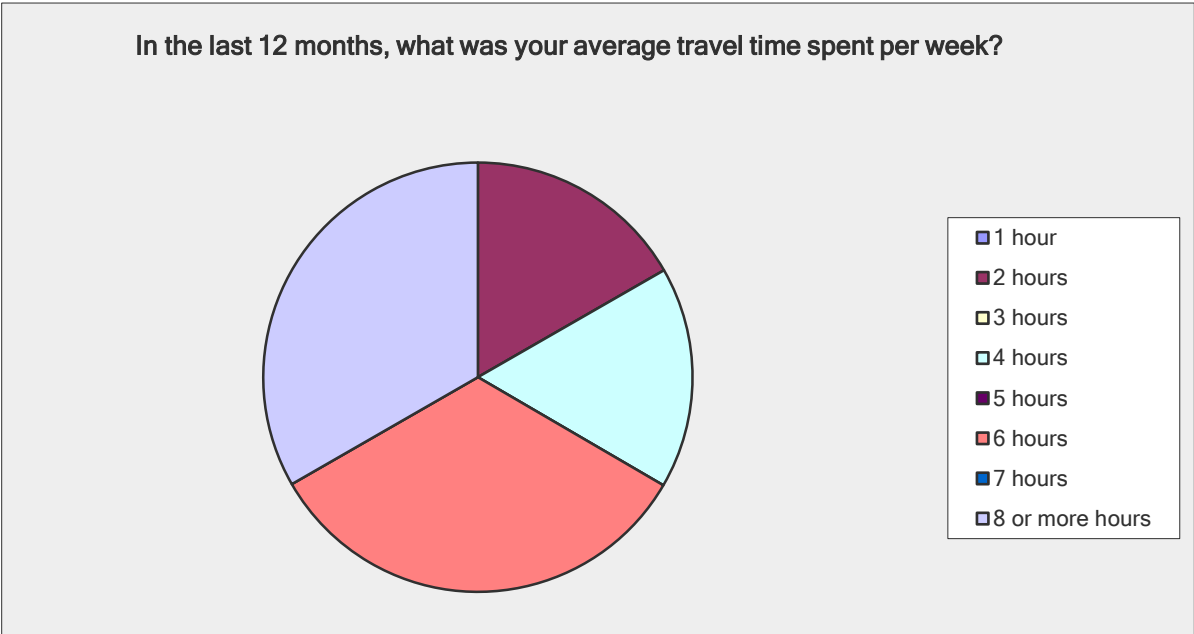
Compensation Survey

Do you believe you are compensated fairly for the work you do?		
Answer Options	Response Percent	Response Count
Yes	85.7%	6
No	14.3%	1
Why?		6
<i>answered question</i>		7
<i>skipped question</i>		0



Compensation Survey

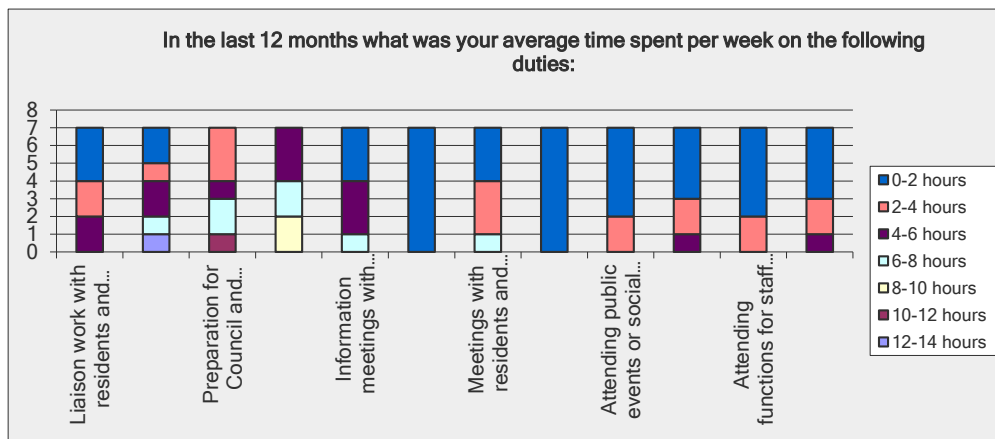
In the last 12 months, what was your average travel time spent per week?		
Answer Options	Response Percent	Response Count
1 hour	0.0%	0
2 hours	16.7%	1
3 hours	0.0%	0
4 hours	16.7%	1
5 hours	0.0%	0
6 hours	33.3%	2
7 hours	0.0%	0
8 or more hours	33.3%	2
answered question		6
skipped question		1



Compensation Survey

In the last 12 months what was your average time spent per week on the following duties:

Answer Options	0-2 hours	2-4 hours	4-6 hours	6-8 hours	8-10 hours	10-12 hours	12-14 hours	Response Count
Liaison work with residents and businesses	3	2	2	0	0	0	0	7
Office duties (mail, email, scheduling/calendars,	2	1	2	1	0	0	1	7
Preparation for Council and Committee Meetings	0	3	1	2	0	1	0	7
Attending Council, Committee of the Whole, and ASB	0	0	3	2	2	0	0	7
Information meetings with CAO and staff re County	3	0	3	1	0	0	0	7
Meetings with Media/Photo Ops	7	0	0	0	0	0	0	7
Meetings with residents and community groups (includes	3	3	0	1	0	0	0	7
Meetings as dignitary (such as Chamber of Commerce	7	0	0	0	0	0	0	7
Attending public events or social functions as dignitary	5	2	0	0	0	0	0	7
Attending charitable events as dignitary	4	2	1	0	0	0	0	7
Attending functions for staff and councillors (such as	5	2	0	0	0	0	0	7
Attending public events hosted by County (such as	4	2	1	0	0	0	0	7
Other (please specify)								3
answered question								7
skipped question								0

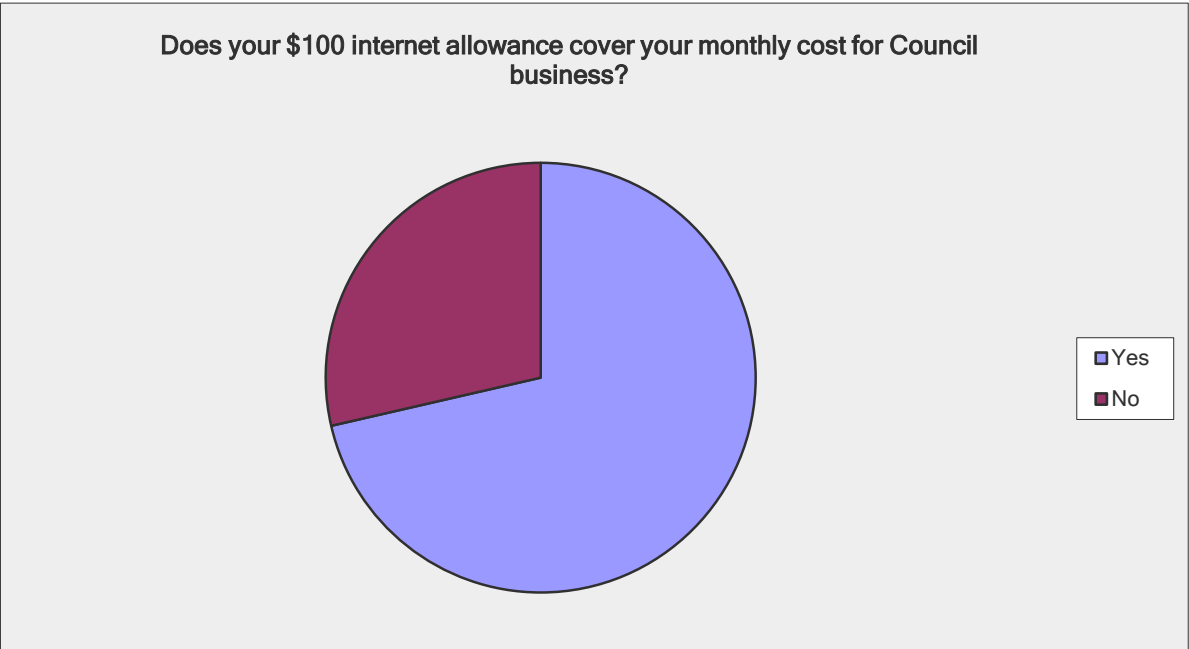


Compensation Survey

Which of your benefits do you believe are most valuable?	
Answer Options	Response Count
	6
<i>answered question</i>	6
<i>skipped question</i>	1

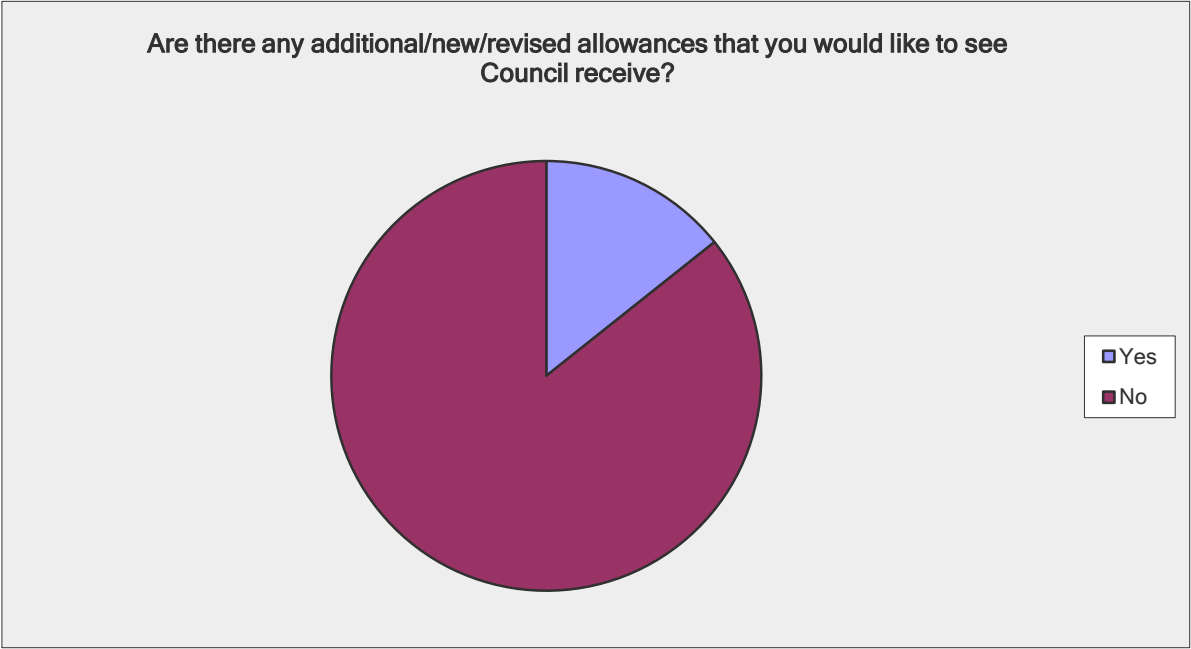
Compensation Survey

Does your \$100 internet allowance cover your monthly cost for Council business?		
Answer Options	Response Percent	Response Count
Yes	71.4%	5
No	28.6%	2
<i>answered question</i>		7
<i>skipped question</i>		0



Compensation Survey

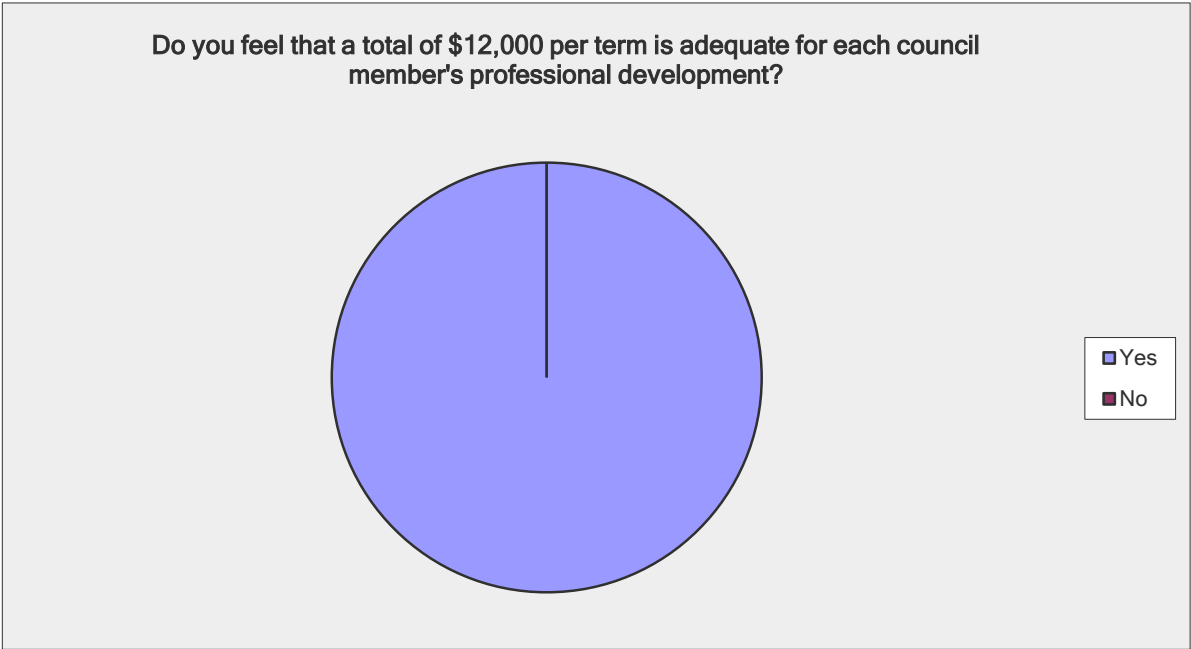
Are there any additional/new/revised allowances that you would like to see Council receive?		
Answer Options	Response Percent	Response Count
Yes	14.3%	1
No	85.7%	6
What are they? Why?		1
answered question		7
skipped question		0



Compensation Survey

Do you feel that a total of \$12,000 per term is adequate for each council member's professional development?

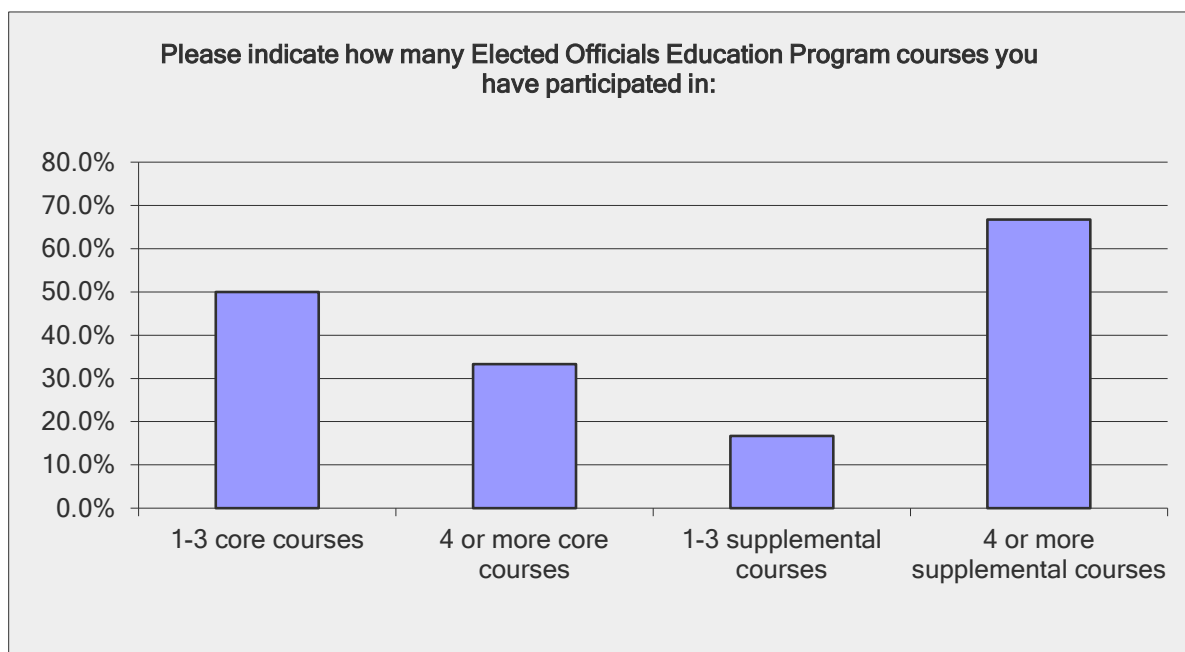
Answer Options	Response Percent	Response Count
Yes	100.0%	7
No	0.0%	0
<i>answered question</i>		7
<i>skipped question</i>		0



Compensation Survey

Please indicate how many Elected Officials Education Program courses you have participated in:

Answer Options	Response Percent	Response Count
1-3 core courses	50.0%	3
4 or more core courses	33.3%	2
1-3 supplemental courses	16.7%	1
4 or more supplemental courses	66.7%	4
Other (please specify)		5
<i>answered question</i>		6
<i>skipped question</i>		1



Compensation Survey

Since being elected this term, what other training and development have you taken? Please specify:	
Answer Options	Response Count
	6
<i>answered question</i>	6
<i>skipped question</i>	1

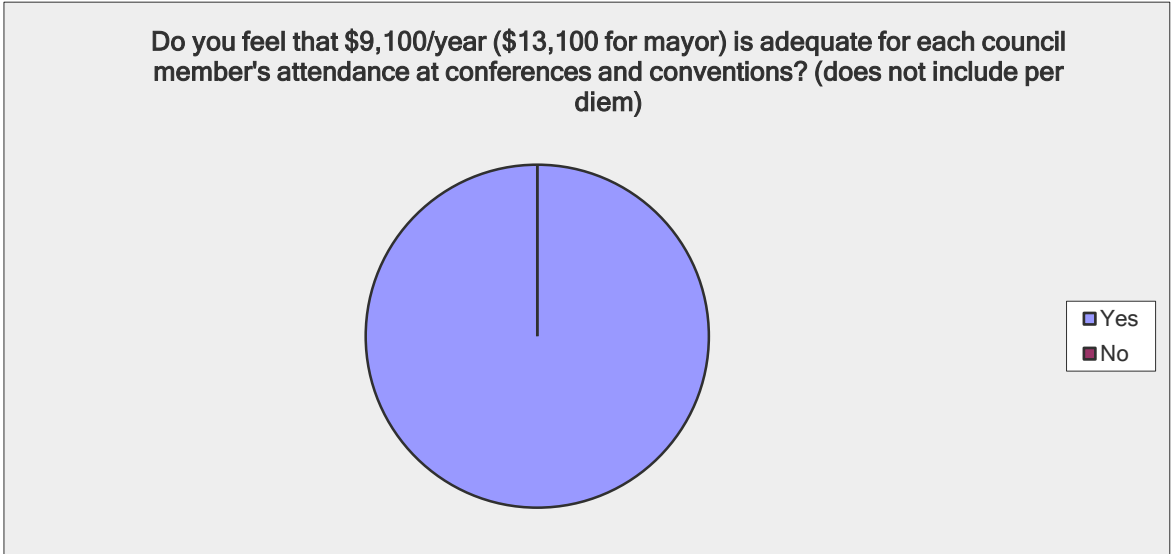
Compensation Survey

Were you aware of the available training and development opportunities before running for Council?		
Answer Options	Response Percent	Response Count
Yes	57.1%	4
No	42.9%	3
Did this impact your decision to run for Council?		5
answered question		7
skipped question		0



Compensation Survey

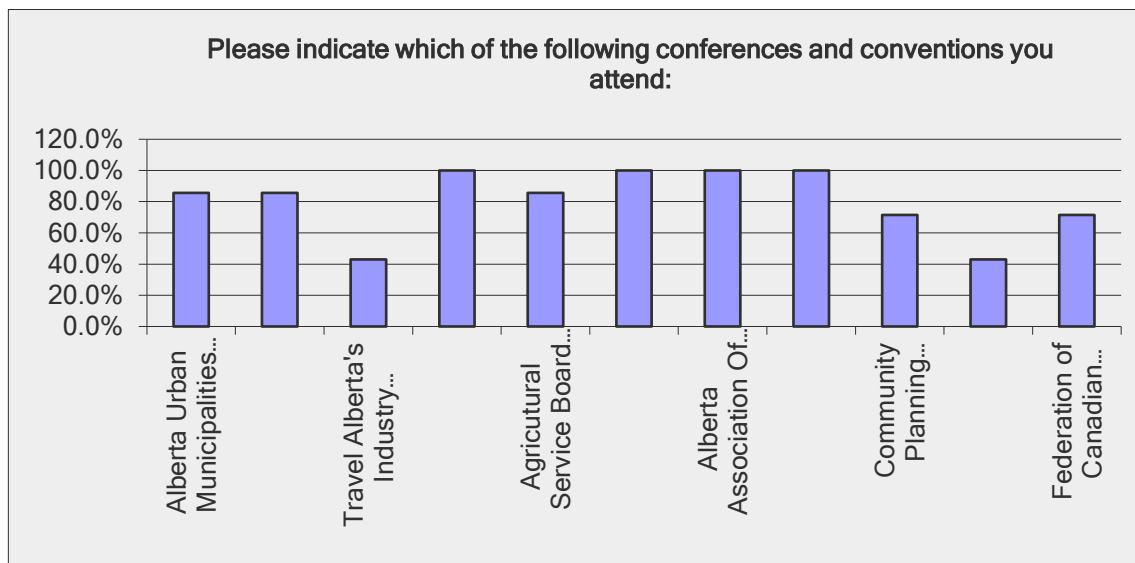
Do you feel that \$9,100/year (\$13,100 for mayor) is adequate for each council member's attendance at conferences and conventions? (does not include per diem)		
Answer Options	Response Percent	Response Count
Yes	100.0%	6
No	0.0%	0
What suggestions do you have regarding conferences and conventions?		4
<i>answered question</i>		6
<i>skipped question</i>		1



Compensation Survey

Please indicate which of the following conferences and conventions you attend:

Answer Options	Response Percent	Response Count
Alberta Urban Municipalities Association Convention	85.7%	6
Alberta Recreation and Parks Association Conference	85.7%	6
Travel Alberta's Industry Conference	42.9%	3
Alberta Association Of Municipal Districts & Agricultural Service Board Conference	100.0%	7
FarmTech Conference	85.7%	6
Alberta Association Of Municipal Districts & Economic Developers Alberta Conference	100.0%	7
Community Planning Association of Alberta Conference	100.0%	7
LandUse Convention	71.4%	5
Federation of Canadian Municipalities Conference	42.9%	3
	71.4%	5
answered question		7
skipped question		0



Compensation Survey

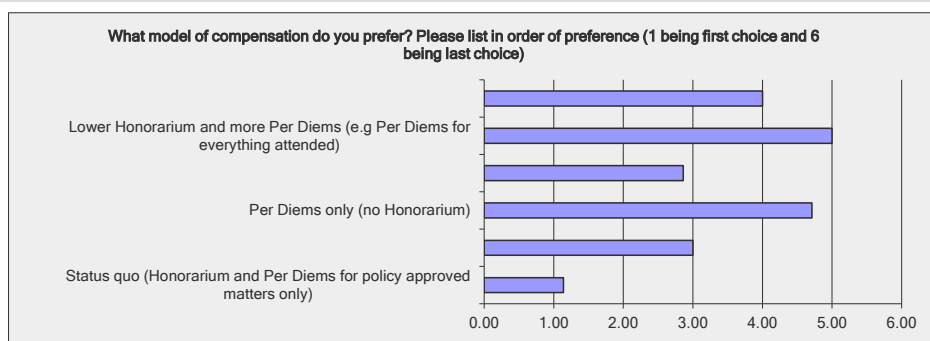
Do you consider your position to be part-time or full-time?		
Answer Options	Response Percent	Response Count
Part-time	57.1%	4
Full-time	42.9%	3
Why?		7
answered question		7
skipped question		0



Compensation Survey

What model of compensation do you prefer? Please list in order of preference (1 being first choice and 6 being last choice)

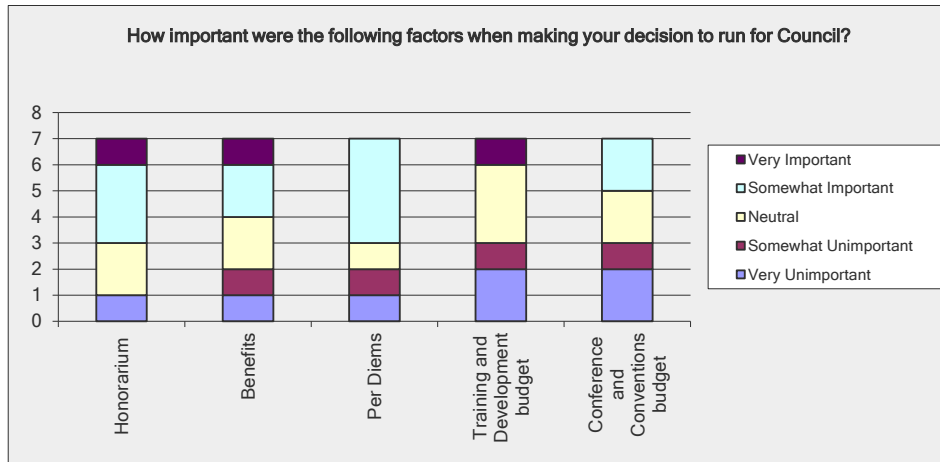
Answer Options	1	2	3	4	5	6	Rating Average	Response Count
Status quo (Honorarium and Per Diems for policy	6	1	0	0	0	0	1.14	7
Honorarium only (no Per Diems)	0	1	5	1	0	0	3.00	7
Per Diems only (no Honorarium)	0	0	1	2	2	2	4.71	7
Higher Honorarium and no Per Diems (e.g Per Diems for	0	4	1	1	1	0	2.86	7
Lower Honorarium and more Per Diems (e.g Per Diems	0	0	0	2	3	2	5.00	7
No Preference	1	1	0	1	1	2	4.00	6
answered question								7
skipped question								0



Compensation Survey

How important were the following factors when making your decision to run for Council?

Answer Options	Very Important	Somewhat Important	Neutral	Somewhat Unimportant	Very Unimportant	Response Count
Honorarium	1	3	2	0	1	7
Benefits	1	2	2	1	1	7
Per Diems	0	4	1	1	1	7
Training and Development budget	1	0	3	1	2	7
Conference and Conventions budget	0	2	2	1	2	7
<i>answered question</i>						7
<i>skipped question</i>						0



Compensation Survey

Are there any additional comments that you wish to make?	
Answer Options	Response Count
	4
<i>answered question</i>	4
<i>skipped question</i>	3

Overview:

While designed specifically for Alberta municipally elected officials, the EOEP online program is open to anyone. Individuals interested in running for municipal council will find this program an excellent source of professional development to build the skills and knowledge future leaders need.

Certificate of Achievement

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

Strategy and Business Acumen Courses

- Municipal Finance (*Required Core*)
- Effective Planning and Strategy (*Core*)
- Performance Measurement (*Supplementary*)
- Human Resource Planning (*Supplementary*)
- Service Delivery (*Supplementary*)

Effective Governance and Decision Making Courses

- Municipal Governance (*Required Core*)
- Municipal Leadership (*Core*)
- Ethics (*Core*)
- Regional Partnerships and Collaboration (*Supplementary*)
- Municipal Legislation (*Supplementary*)
- Effective Decision Making (*Supplementary*)
- Land Use and Development Approval (*Supplementary*)

Community Building Courses

- Community Development Through Citizen Engagement (*Core*)
- Community Economic Development (*Supplementary*)
- Emergency Preparedness Planning (*Supplementary*)
- Addressing Local Infrastructure Issues (*Supplementary*)
- Affordable Housing (*Supplementary*)
- Sustainability (*Supplementary*)

Communication and Interpersonal Skill Courses

- Communications and Media Relations (*Core*)
- Negotiation Skills (*Supplementary*)
- Team Building (*Supplementary*)
- Executive Coaching (*Workshop*)



COUNCIL POLICY C-AD24

Appendix M

Council Expenses

Prepared By:	Legislative and Administrative Services	Council Approval Date:	December 18, 2012
Effective Date:	February 9, 2016		
References:	N/A	Previous Revision Date:	December 18, 2012
Function:	Personnel	LAS Review Date:	February 2, 2016

PURPOSE

The purpose of this policy is to provide guidelines for the reimbursement of expenses incurred by members of council in the performance of their duties.

POLICY STATEMENT

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

DEFINITIONS

1. "Business Expenses" shall include travel expenses (such as kilometers travelled, airfare, bus fares, taxi services, accommodation, meals, parking), memberships and registrations.

SCOPE

This policy applies to members of council.

RESPONSIBILITIES

The implementation of this policy is the responsibility of the Mayor, Deputy Mayor and Council. The monitoring and evaluating of this policy is the responsibility of Council, with administrative assistance from Legislative and Administrative Services.

STANDARDS**1. Expense Statements**

- a. Members of council requesting reimbursement for business expenses shall complete and sign the required expense form as provided by Legislative and Administrative Services.
- b. For members of council other than the Mayor, authorization for reimbursement of expenses shall be provided by the Mayor. If the Mayor is absent and the expense statement must be approved, then the Deputy Mayor may authorize (sign) the expense statement.
- c. For the Mayor, authorization of expenses shall be provided by the Deputy Mayor. If the Deputy Mayor is absent and the expense statement must be approved, then the council member who last served as Deputy Mayor may authorize (sign) the Mayor's expense statement.

- d. Where expenses are reimbursed to a council member from a committee or board to which the Council member is appointed, such expenses will not be reimbursed by Parkland County.
- e. Where a member of council has incurred expenses beyond what is outlined in policy, or a conflict arises, the matter shall be referred to Council for resolution.
- f. Authorized expense statements are forwarded to the Finance Department for processing.
- g. Monthly expense claims are to be submitted by the tenth (10th) of the following month. Late monthly expense claims must be submitted no later than two (2) months following the month of incurring such expenses, or it shall be deemed that the Council member does not wish to make a claim for the given month and has forfeited their entitlement to such. All monthly expense claims are required to be submitted by December 15 in order to allow time for processing before the end of the calendar year.
- h. Approved Council members' expense claims shall be posted monthly to the County's website, along with monthly statements of each Council members' expenditures, for public information.

2. Travel Expenses

Mileage and Airfare

- a. Kilometers travelled will be reimbursed at the per kilometer rate prescribed annually by the Canada Revenue Agency under Section 7306 of the Income Tax Regulations, as specified in Schedule "A" of this policy. Rates for mileage will be reviewed and adjusted annually by the Supervisor of Legislative and Administrative Services or designate to reflect current trends in costs, and indicated in Schedule "A".
- b. For members of council, kilometers travelled is calculated from his/her residence.
- c. For members of council, kilometers travelled to and from the County office will be reimbursed, and such kilometers are taxable as per Revenue Canada regulations.
- d. Where business travel is required, the most direct, economical and logical mode of travel shall be utilized.
- e. Where it may be more economical for a member of council to lengthen his/her stay in order to benefit from reduced air fares, the member of council, by mutual consent with the Mayor or, in his/her absence, the Deputy Mayor, may do so and may claim the additional expenses and per diem upon approval.
- f. Where a member of council chooses to use a mode of transportation other than that prescribed above, reimbursement shall be as though the mode of transportation prescribed above were used.
- g. A member of council may select a route or mode of transportation to combine personal activities with County business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed mode.
- h. Air travel shall not exceed regular economy class rates.
- i. Travel outside Canada shall be reimbursed in Canadian currency plus the applicable exchange rate.

Accommodation

- j. The County will pay accommodation costs (standard hotel room), including applicable taxes, upon invoice from the hotel, or upon submission of the original, detailed hotel receipt verifying costs when paid directly by the individual.

Meals

- k. The County will reimburse for meals where the council member has actually incurred an expense, including meals paid for others if deemed to be appropriate. Meals will be reimbursed for the actual amount spent upon submission of the applicable original receipts or, if receipts are not submitted, meals will be reimbursed at the rates specified in Schedule "A" of this policy. The meal rates included in Schedule "A" will be reviewed and adjusted annually by the Supervisor of Legislative and Administrative Services or designate to reflect the Treasury Board of Canada meal rates for the current year.

Miscellaneous Expenses (Telephone, Parking, etc.)

- l. Where expenses are incurred for taxi or parking services while on approved County business, reimbursement may be claimed in accordance with this policy (original receipts must be submitted when possible).
- m. A member of council may not claim costs incurred for telephone expenses (with the exception of telephone calls made from hotels).

3. Registration Fees

- a. Registration fees for attendance at conferences, conventions, training sessions, seminars, workshops, or other similar functions shall be paid by the County.

4. Exclusions

- a. Parkland County will not pay for spousal or guest expenses associated with council activities. This includes travel, accommodation, registrations, meals, tickets to events, and other similar expenses. Members of council may claim for spousal or guest meal expenses in circumstances where it is expected that they be accompanied by their spouse or guest.
- 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 member of council shall only be paid for expenses that are deemed to not be political contributions. Such expenses shall be reimbursed as a meal expense only, up to a maximum of \$25, pursuant to the Elections Finances and Contributions Disclosure Act Section 23(3)(a). This provision does not apply to mileage expenses.

SCHEDULE A

Rates are effective January 1 of the year indicated.

Kilometer Rates

Automobile Allowance Rates set annually by the Canada Revenue Agency:

Year Rate

2016 \$0.54/km for first 5,000 km; \$0.48/km for each additional km over 5,000 km

Meal Rates

Meal Rates set annually by the Treasury Board of Canada

Breakfast	\$16.55
Lunch	\$16.80
Supper	<u>\$44.40</u>
Total	<u>\$77.75</u>

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

LAS Endorsement  _____

Date: February 9, 2016