

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

## COUNCIL REMUNERATION POLICY

### POLICY STATEMENT

The City of Spruce Grove has a duly elected Council comprised of local residents who represent the interests of the City and govern its operations. This policy sets out equitable compensation and benefits for all the work involved in holding public office in the City of Spruce Grove.

#### 1. PURPOSE

This policy is intended to clarify the benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

#### 2. DEFINITIONS

“City” means the City of Spruce Grove

#### 3. RESPONSIBILITIES

N/A

#### 4. REMUNERATION

- 4.1 The salary for the Mayor and Aldermen will be adjusted annually to reflect current economic conditions. This will be done in conjunction with the annual cost of living review conducted by the Human Resource Department of the City.
- 4.2 Each Alderman shall receive a set salary adjustment during their term as Deputy Mayor in compensation for additional duties. This adjustment will be reviewed in conjunction with sections 4.1 and 4.3.
- 4.3 Administration will be responsible for conducting a comprehensive review of salaries, honorariums and expenses every Council term. This review may be conducted through striking a task force comprised of

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

residents of the City. A report with recommendations will be presented to Council no later than June, prior to the election.

## 5. BENEFITS

5.1 Members of Council may participate in City initiated benefit programs where eligible. Benefits include but are not limited to:

- a. Extended Health benefits
- b. Dental benefits
- c. Life Insurance
- d. Health and Wellness benefit
- e. Canada Savings Bond contribution deductions
- f. Self-directed RRSP contribution deductions
- g. Tax Free Savings Account contribution deductions
- h. Computer Purchase Program
- i. Employee Family Assistance Program

## 6. HONORARIUM

6.1 Members of Council will receive an honorarium when their attendance is required as an official representative of the City. Honoraria will be paid on either a full day or a half day basis.

6.2 Honoraria will not be paid for attendance at the following:

- a. Regular Council Meetings, Special Meetings of Council, Committee of the Whole Meetings and City Budget Meetings
- b. In-house education or workshop events put on by the City
- c. Meetings where honoraria are paid by an organization other than the City
- d. Golf Tournaments
- e. Ceremonial events such as openings or anniversaries for local businesses
- f. General public appearances
- g. Community events such as National Aboriginal Day, Canada Day, Remembrance Day, and Christmas in Central Park.
- h. Other purely social events
- i. Attendance at political party functions of any type

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

6.3 ½ Day is defined as a minimum of two (2) hours and a maximum of four (4) hours, and Full Day is defined as in excess of four (4) hours

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

## 7. TRAVEL AND SUBSISTENCE

7.1 There exists a continuing requirement for members of Council to attend conferences and conventions as part of their professional development.

7.2 A separate financial account entitled Alderman’s and/or Mayor’s Expense is established to provide the necessary funding for members of Council to attend events such as:

- a. The Federation of Canadian Municipalities (FCM) Annual Convention, and
- b. The Alberta Urban Municipalities Association (AUMA) Annual Convention, and
- c. Other educational or professional development conferences, conventions and seminars.

7.3 All out of Province travel must be pre-approved by the Mayor.

7.4 Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual member’s Alderman’s and/or Mayor’s Expense Budget.

7.5 The City will pay the reasonable expenses of its delegation including:

- a. Overnight lodging
- b. Travel by the lowest possible economy fare
- c. Meals (not covered by registration costs)
- d. Registration Costs
- e. Reasonable entertainment / hosting costs e.g. meals / beverages for guest(s)

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

7.8 Costs incurred when traveling to conferences, conventions and other training sessions, as well as meeting with representatives of other governments (including transportation, meals, hotels, communication and other costs) will be reimbursed at the actual rate of the expense or in accordance with the Business Travel and Expense Policy, 9,053CM should receipts not be provided.

7.9 Members of Council using their personal automobile for out of town City business shall be compensated in accordance with the Business Travel and Expense Policy, 9,053CM.

7.10 Members of Council will be provided a monthly allowance for travel within the municipality.

7.11 The City will continue the practice of providing an accountable, recoverable travel advance and a Corporate Credit Card to members of Council.

7.12 Members of Council will not be reimbursed for attending a political party function or fundraiser.

**8. SPOUSES/PARTNERS**

8.1 If a spouse/partner accompanies a member of Council to an out of town conference/convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense except as noted in sections 8.2 and 8.3.

8.2 Where the spouse/partner is invited through a conference to accompany the member of Council to banquets/receptions, their tickets for these banquets/receptions may be charged to the Alderman’s and/or Mayor’s Expense budget. If the cost of conference registration for a spouse/partner includes banquet/reception tickets and is less than or equal to the cost of banquet/reception tickets purchased separately, the registration fee for the spouse/partner may be charged to the Alderman’s and/or Mayor’s Expense budget.

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

8.3 When a member of Council is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Alderman’s and/or Mayor’s Expense budget.

**9. EXPENDITURE TRACKING**

In order that Council may track expenditures, Administration shall provide Council with a monthly statement covering their individual Alderman’s and/or Mayor’s Expense Budget. Aldermen shall be accountable to the Mayor for the management of their individual budgets.

**10. RETIREMENT SAVINGS PLAN**

Members of Council may participate in a retirement savings program. An annual matching contribution of up to 4% of a member of Council’s annual salary will be deposited into a Registered Retirement Savings Plan or Retirement Savings Plan in their name for each year of elected service to the City.

**11. MOBILE DEVICES**

The City shall provide Council with mobile devices, as set out in policy 5,018CM Council Device Policy, in order to support their work on City of Spruce Grove Council business.

**RELATED DOCUMENTS**

Business Travel and Expense Policy, 9,053CM  
Council Device Policy, 5,018CM

<p><b>APPROVAL</b></p> <p>Mayor: <u>Original signed by Stuart Houston</u>      Date: <u>July 17, 2015</u></p>
---