



2019 COUNCIL REMUNERATION TASK FORCE TERMS OF REFERENCE

Purpose:

The Council Remuneration Task Force is established to review the salaries and benefits available to a member of Council and recommend any adjustments they deem appropriate. The Task Force will also recommend which expenses will be assumed by the municipality when Councillors are carrying out their official duties.

Scope:

The Task Force will review the following, as outlined in Corporate Policy 5,016, Council Remuneration, for the 2021 to 2025 term of Council and prepare recommendations for Council's consideration.

- Mayor and Councillor Remuneration
- Mayor and Councillor Honorarium and when they are applicable
- Benefits provided to Mayor and Councillors
- Allowances and other provisions such as technology, travel and subsistence

The following specific items will also be reviewed.

Review When it is Appropriate to Provide Honoraria

With community growth and development there has been a transition to many more meetings taking place within municipal boundaries rather than "out of town". A review of when and where it is appropriate to provide honoraria should take place along with what the financial impacts of such a course of action would be.

The Task Force will review the following specific items for the current term of Council and prepare recommendations for Council's consideration.

Review the impact of the Change to municipally elected officials taxable income

The Government of Canada proposed in budget 2017, and later passed as an amendment to the *Federal Income Tax Act*, the requirement for municipal officials' non-accountable allowances to be included as income and fully taxable. Until 2019, one-third of expense allowances was considered a non-taxable benefit. In Alberta, under the *Municipal Government Act*, section 275.1, one-third of municipal officials' remuneration (salaries, indemnities, honorariums and allowances) is deemed as an expense allowance. Currently, this provision applies to City of Spruce Grove Councillors. The reimbursement of receipted employment expenses continues to remain a non-taxable

benefit to the elected official. This measure will apply to the 2019 and subsequent taxation years.

Review the provision and implementation of parental leave benefits for Councillors

Recent amendments to the Municipal Government Act included the ability for Councils to support Councillors to balance their duties as an elected official with their role as a parent. Councils may, by bylaw, entitle a Councillor to parental leave for the birth or adoption of a child.

Composition:

The Task Force will be composed of three to five public members who currently reside in the City of Spruce Grove and meet the eligibility requirements of an elector as stipulated in the *Local Authorities Election Act*.

At the first Task Force meeting the members may choose a Chairman from among their number. The Chairman shall act as a spokesperson for the Task Force and as liaison between the Task Force and Administration.

Membership Participation:

Members who have been appointed to the Task Force by Council will receive no remuneration. Members who cannot fulfill the commitment may be replaced by Council.

Decision Process:

Decisions of the Task Force will be made by simple majority of the members present. The Chairman shall be considered a member and shall be entitled to vote on all motions of the Task Force.

Quorum:

A quorum for Task Force meetings shall be three (3) members including the Chairman.

Administrative Support:

The City Clerk or designate shall assume the role of staff advisor to coordinate and assist the activities of the Task Force.

Task Force Reporting:

The Task Force shall present its report to Council no later than the Regular Council Meeting scheduled on June 24, 2019. This would require the Task Force to complete its deliberations and the report no later than June 14, 2019.

The Task Force report to Council shall be in the form of advice and recommendations. These recommendations are not binding upon Council, and may be amended or set aside as Council deems appropriate.