
2023 Council Remuneration Review

Recommendations from the Council
Remuneration Review Advisory
Committee

July 2023

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Executive Summary

Duly elected municipal councils provide both leadership and service through governance. The salary and benefits they receive attempt to strike a balance between adequate compensation for the work that is required of a public official, the call to serve one's community, and fiscal responsibility to City taxpayers. The Council of the City of Spruce Grove established the Council Remuneration Policy (the "Policy") as a governing tool to guide this balance. The Policy stipulates that a comprehensive review of salaries, honorariums, and expenses take place every term of Council to review and maintain that balance.

A Council Remuneration Review Advisory Committee (the "Committee"), originally made up of five Spruce Grove electors, was established by Council to conduct this review in 2023 within the scope of the terms of reference set out in C-1223-22 - Council Remuneration Review Advisory Committee Bylaw and Council resolution RCM-035-23 dated March 13, 2023. Due to work commitments, unfortunately two of the appointed members resigned from the Committee before the completion of the Committee's mandate.

Included within this report is a detailed overview of the mandate, methodology, and process of the Committee. The recommendations, financial impact, policy impact, and rationale are outlined in detail.

Based on the information gathered and discussions of the Committee, the following recommendations are presented:

1. Mayor and Councillor Base Salary - 2025 - 2029 Term

THAT Councillor salaries continue to remain at 50% of the Mayor's salary for the 2025 - 2029 Council term.

2. Mayor and Councillor Base Salary - Effective January 1, 2024

THAT the base salary for the Mayor and Councillors be adjusted annually from the previous year based on the following methodology effective January 1, 2024:

- The simple average of the following previous year economic indicators:
 - Edmonton Consumer Price Index;
 - Alberta Consumer Price Index; and
 - Alberta Public Administration Average Weekly Earnings

- If the average of the Edmonton Consumer Price Index, the Alberta Consumer Price Index and the Alberta Public Administration Average Weekly Earnings is above the average of the municipal comparator group Council salary percentage increase, the municipal comparator group percentage will be used instead.

3. Benefits - 2025 - 2029 Term

THAT the benefit program offered to Council remain unchanged for the 2025 - 2029 Council term.

4. Honorariums - 2025 - 2029 Term

THAT the honorarium amounts for the 2025 - 2029 Council term be increased to:

- \$150 for half-day (minimum of one hour and up to four hours)
- \$300 for full-day (more than four hours)

THAT honorariums be provided to Council to attend Council Orientation sessions at the commencement of a new Council term, Council Retreats and any other internal workshops or education sessions for the 2025 - 2029 Council term.

THAT honorariums rates be reviewed every four years as part of the Council Remuneration Review Advisory Committee's mandate and that any future increases to honorarium rates be recommended by the Committee.

5. Expense Budgets - 2025 - 2029 Term

THAT Mayor and Councillor expense budgets remain at \$16,480 for Councillors and at \$18,500 for the Mayor for the 2025 - 2029 Council term.

THAT there continue to be one expense budget each for Mayor and Councillor for the 2025 - 2029 Council term to cover expenses including but not limited to travel and subsistence, external training, and honorariums.

THAT mileage rates for travel outside the municipality and meal rates continue to be subject to the Business and Travel Expense Policy for the 2025 - 2029 Council term.

6. Council Remuneration Policy - Expense Budgets - Effective 2023

THAT section 8.2 of the Council Remuneration Policy be revised in 2023 to replace the wording “spouse/partner” with “guest” and that “guest” be defined to be mean one person.

7. Allowances - 2025 - 2029 Term

Technology Allowance	THAT the technology allowance of \$100 per month remain unchanged for the 2025 - 2029 Council term.
Home Office Set-up	THAT the one-time per term home office set-up allowance of \$300 remain unchanged for the 2025 - 2029 Council term.
Vehicle Allowance	THAT the vehicle allowance of \$120 per month for the Mayor and \$60 per month for Councillors remain unchanged for the 2025 - 2029 Council term.

8. Internal Board and Committee Remuneration - 2025 - 2029 Term

Mayor and Councillors	THAT the Mayor and Councillors continue to receive honorariums for attendance at internal boards and committees for the 2025 - 2029 Council term.
Public Members - Advisory and Governing Boards and Committees	THAT public membership remains voluntary for internal boards and committees that are advisory or governing in nature for the 2025 - 2029 Council term.

9. Internal Board and Committee Remuneration - Effective January 1, 2024

Public Members - Quasi-judicial Boards	<p>THAT public members of quasi-judicial boards receive the following honorarium per hearing date effective January 1, 2024:</p> <ul style="list-style-type: none"> • \$100 for half-day (less than four hours) • \$200 for full-day (more than four hours) • Additional \$50 for the Chair
10. Parental Leave for Councillors Bylaw Remuneration Model - 2025 - 2029 Term	
<p>THAT the Parental Leave for Councillors Bylaw be amended to change the parental leave remuneration model as follows:</p> <ul style="list-style-type: none"> • Week 1 - 10 receive full salary • Week 11 - 26 receive 55% of salary 	
<p>THAT the benefits provided under the Parental Leave for Councillors Bylaw remain unchanged.</p>	

The recommendations are provided for Council's review and approval. The rationale and impacts included in this report are provided for context and consideration.

History

Council remuneration is reviewed each Council term along with other relevant matters that are appropriate to consider. Below is a brief history of previous Council remuneration recommendations from previous reviews.

The 2013 Task Force recommended that council remuneration reviews take place at the mid-point of a council term to alleviate pressures that may be present during an election year and to allow for more efficient planning and budgeting of any approved changes. The Council Remuneration Policy was revised to allow for greater flexibility in when a review would take place during a council term.

The 2015 Task Force reviewed the results of the 2013 recommendations and provided recommendations concerning forms of compensation to elected officials for the 2017-2021 term. The scope of this review included status of the Office of the Mayor and

issuance and support of technology, in addition to base salary, honorarium rates, benefits, and allowances.

A Task Force was struck in 2017 to specifically review the status of the office of the Mayor based on the recommendation of the 2015 Task Force to have more data available prior to making a recommendation. The 2017 Task Force recommended the role of the Mayor become a full-time one. The group cited increased demands on the position, growth of the municipality, and participation in the development of the capital region as a business partner.

The 2019 Task Force reviewed the results of the 2015 and 2017 Task Forces' recommendations and provided recommendations concerning forms of compensation to elected officials for the 2017-2021 term. The scope of this review included status of the Office of the Mayor and issuance and support of technology, in addition to base salary, honorarium rates, benefits, and allowances. Two significant changes based on the 2019 Task Force's recommendations included:

- Councillor salary being set at 50% of the Mayor's salary.
- the Mayor no longer receiving honorariums during business hours because the Mayor position is classified as full-time.

Mandate

Council Remuneration Policy

The Council Remuneration Policy stipulates that a comprehensive review of salaries, honorariums, and expenses will take place during Council's term, and that the review may be conducted through a committee comprised of City of Spruce Grove electors. Administration recruited members for this Committee using advertisements in the local newspaper, social media outlets, the City's website, digital billboards, and providing the advertisement to community groups for distribution to their members.

The Council Remuneration Policy is attached to this report as Appendix "A".

Council Remuneration Review Advisory Committee

C-1223-22 - Council Remuneration Review Advisory Committee Bylaw (the "Bylaw") was passed on November 21, 2022 establishing the Committee and a Council resolution was approved on March 13, 2023 which supplemented the mandate outlined in the Bylaw. Five electors were originally appointed by Council to the Committee on March 13, 2023. Unfortunately, two members had to resign due to their work commitments. The appointed members who remained brought a wealth of experience including

expertise in business, human resources, accounting, auditing and taxation, and leadership.

The 2023 Committee is comprised of the following three members:

- Sarah Parks (Chair)
- Kathy Bauder (Vice-Chair)
- Gayle Morozoff

Committee Terms of Reference

The terms of reference outlined in the Bylaw identifies the Committee as an independent body charged with reviewing and bringing forward recommendations on:

- the appropriate remuneration for the Mayor and Councillors, including salary, benefits, pensions, allowances, and any other form of compensation; and
- amendments to the City's bylaws and/or policies related to Council and Council Committee remuneration.

Council resolution RCM-035-23 supplemented the scope of the works as follows:

THAT within the mandate set out under C-1223-22 - Council Remuneration Review Advisory Committee Bylaw, the 2023 Council Remuneration Review Advisory Committee review and provide recommendations on the following:

1. *Mayor and Councillor salary, honorariums, benefits, allowance, and other provisions such as technology, travel and subsistence;*
2. *Honorariums for Council members and Public Members for internal boards and committees; and*
3. *Remuneration and benefits provided under the C-1072-19 - Parental Leave for Councillors Bylaw.*

The Bylaw also outlines that the Committee will fulfill its mandate by considering:

- remuneration that would attract and allow for a diverse range of candidates for the roles of Mayor and Councillors;
- the responsibilities and time commitment requirement of the Mayor and Councillors;

- the current and anticipated economic environment; and
- the methodology to be used to establish future adjustments to remuneration, including jurisdictional comparators and frequency.

The Bylaw and a copy of the March 13, 2023 minutes which include RCM-035-23 are attached to this report as Appendix “B” and “C”, respectively.

Methodology

Following a review of the mandate of the Committee as approved by Council, members spent time reviewing background information gathered to support their work. Information included:

- previous council remuneration review documentation and reports;
- Council Remuneration Policy and information pertaining to council base salary, benefits, allowance, and other provisions such as technology, travel, and subsistence; and
- detailed comparator compensation information from other municipalities regarding Council remuneration, board and committee remuneration, and parental leave remuneration; and
- Sample methodologies for establishing Council salaries on an annual basis, including Cost of Living Adjustments (COLA), Consumer Price Index (CPI), etc.

The Committee recognized the importance of considering both the unique circumstances of the public office within Spruce Grove, and the review of compensation as it relates to municipal public office in a manner that reflects the duties, responsibilities, time commitment, skill, effort, authority, and decision making. To this end, the Committee set up a series of interviews to obtain input from Council. The Committee met eight times and spent approximately 19.25 hours reviewing all aspects set forth in the terms of reference regarding council remuneration.

Key Factors

A number of key factors were used by the Committee to inform and guide their recommendations. They included:

- the current state of the economy, inflation, the Consumer Price Index, and other factors influencing the economy of the region and the province;
- an analysis of the growth City of Spruce Grove is experiencing and the growth outlook;

- a review of remuneration reports and compensation and benefit figures of 10 comparator urban municipalities within Alberta;
- the growing complexity of political matters, regional influences, economic growth, and participation within the Edmonton Metropolitan Region;
- providing opportunities for diversity and inclusion respecting Council membership;
- the growing conflicting environment elected officials face due to societal shifts; and
- public expectations for increased transparency, public engagement, and appearances by Council.

Input from Members of Council

The Committee opted to interview each member of Council to discuss their unique activities and commitments and to gain an understanding of their viewpoints on the above matters. The Committee developed interview questions and the responses were used as a starting point for discussions during the interviews. Questions posed to Council related to:

- the current and future demands being placed on Council;
- Mayor and Councillors current compensation (including salary, benefits, allowances, and expense budgets);
- their thoughts on board and committee remuneration for Councillors and public members; and
- their thoughts on parental leave remuneration for elected officials and support needed to perform their duties.

Municipal Comparators

Information from 10 comparator urban municipalities were reviewed to inform the Committee's recommendations, including on:

- salaries, benefits, honorariums, and allowances;
- internal board and committee honorariums; and
- parental leave remuneration.

Information from the comparator municipalities is included within this report as Appendices "D", "E", and "F" respectively.

The urban comparator municipalities were as follows:

- | | |
|-------------------------|------------------------------|
| 1. City of Airdrie | 6. City of Grande Prairie |
| 2. City of St. Albert | 7. City of Fort Saskatchewan |
| 3. City of Red Deer | 8. Town of Cochrane |
| 4. City of Medicine Hat | 9. Town of Okotoks |
| 5. City of Leduc | 10. Town of Stony Plain |

Recommendations

1. Mayor and Councillor Base Salary - 2025 - 2029 Term

Recommendations:

- 1.1 THAT Councillor salaries continue to remain at 50% of the Mayor's salary for the 2025 - 2029 Council term.

Rationale:

The Committee noted that based on the 2022 Council Remuneration Survey, the base salary for the Mayor and Councillors is in general alignment with the comparator group. The Mayor's base salary of \$109,210 closely matches the average base salary of \$110,404 of the comparator group. Councillor base salary of \$54,605 is on the high end of the comparator group with the average base salary being \$49,303. The Committee noted during the Council interviews that all members of Council noted their base salary was fair.

The Committee also noted that the difference between the salary of the Mayor and Councillors in some municipalities in the comparator group is significant representing a differential of more than 50%. It is the Committee's opinion that the current remuneration policy whereby Spruce Grove Councillors received 50% of the Mayor's salary creates fairness and equity between the Mayor's full-time position and Councillor's part-time positions and provides continued clarity when considering Council's compensation in the future.

Municipal Group Comparator	2022 Mayor Annual Base Salary	2022 Councillor Annual Base Salary	Mayor & Councillor % Difference
City of Spruce Grove	\$109,210	\$54,605	50.00%
City of Airdrie	\$112,462	\$52,780	46.93%
City of Fort Saskatchewan	\$101,857	\$41,880	41.12%
City of Grande Prairie	\$115,194	\$61,149	53.08%
City of Leduc	\$93,876	\$42,661	45.44%
City of Medicine Hat	\$140,192	\$46,658	33.28%
City of Red Deer	\$125,575	\$69,066	55.00%
City of St. Albert	\$141,872	\$55,366	39.03%
Town of Cochrane	\$99,600	\$41,832	42.00%
Town of Okotoks	\$95,989	\$43,413	45.23%
Town of Stony Plain	\$77,428	\$38,224	49.37%
Group Comparator Average:	\$110,404	\$49,303	44.66%
Group Comparator Median:	\$107,159	\$45,036	42.03%

Impacts:

Mayor and Councillor's base salary remains competitive with the municipal comparator group. A competitive base salary will ideally attract a diverse group of candidates to run for municipal council and fairly compensates those elected to Council.

2. Mayor and Councillor Base Salary - Effective January 1, 2024

Recommendations:

- 2.1 THAT the base salary for the Mayor and Councillor be adjusted annually from the previous year based on the following methodology, effective January 1, 2024:
- The simple average of the following previous year economic indicators:
 - Edmonton Consumer Price Index;
 - Alberta Consumer Price Index; and
 - Alberta Public Administration Average Weekly Earnings
 - If the average of Edmonton Consumer Price Index, Alberta Consumer Price Index, and Alberta Public Administration Average Weekly Earnings is above the average of the municipal comparator group

Council salary percentage increase, the municipal comparator group percentage will be used instead.

Rationale:

Section 4.1 of the Council Remuneration Policy indicates that the salary for the Mayor and Councillors:

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.

The City no longer utilizes COLA to determine Administration's salary adjustments and so the "annual cost of living review conducted by the Human Resource Department" is no longer relevant. The Committee reviewed and assessed other methodologies for determining Council salary increases.

Based on the review and assessment, the Committee recommends averaging the Edmonton Consumer Price Index, Alberta Consumer Price Index, and Alberta Public Administration Average Weekly Earnings to determine the percentage increase. To ensure that Spruce Grove does not become an outlier from the municipal comparator group, it is also recommended that *if* the above-noted methodology results in a salary increase above the average percentage increase of the municipal comparator group, the municipal comparator group percentage will be used. In this case the municipal comparator group will consist of Cochrane, Airdrie, St. Albert, Leduc, Fort Saskatchewan, and Stony Plain. The municipal comparator group reflects similar size, functionality, and region to the City of Spruce Grove and is a strong representation out of the 10 municipalities used to review the entire compensation program for Council.

The recommended methodology blends different economic and municipal indicators (both with respect to other municipal Councils and to public administrations) and helps address the current economic situation, while still ensuring comparative alignment with similar municipalities.

Impacts:

As per the recommendation that Councillor salaries continue to remain at 50% of the Mayor's salary, the percentage increase based on the recommended methodology will be applied to the Mayor's salary and Councillor's salary will simply increase to half of the Mayor's salary.

Council's salary was frozen in 2020 - 2021, where other municipal Councils did not necessarily have a salary freeze. Since Mayor and Councillor's salaries are currently close to or above the average of the municipal comparator group, the recommended methodology should keep Council's salary on par with the average of the municipal comparator group going forward.

Also, since the final data sets informing the methodology are typically not available until approximately April, when the methodology is applied it will be retroactively applied to Council's salary going back to January 1 of the given year.

3. Benefits - 2025 - 2029 Term

Recommendation:

3.1 THAT the benefit program offered to Council remain unchanged for the 2025 - 2029 Council term.

Rationale:

The Committee determined that the City provides comprehensive benefits to Council and all members of Council noted that the benefit program offered to Council is fair.

These benefits include but are not limited to:

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

Impacts:

Council will continue to receive the same benefit program that they currently receive.

4. Honorariums for Mayor and Councillors - 2025 - 2029 Term

Recommendation:

4.1 THAT the honorarium amounts for the 2025 - 2029 Council term be increased to:

- \$150 for half-day (minimum one hour and up to four hours)
- \$300 for full-day (more than four hours)

Rationale:

The Committee noted that the honorarium rates for Mayor and Councillors of \$131 for half-day and \$262 is above average from the municipal comparator group. However, it was noted that half of municipal comparators do not provide honorariums and it is possible their Council's salary would cover events that other municipalities may provide an honorarium for.

It is the Committee's opinion that honorariums are necessary to compensate members of Council for the time expended. Based on a member of Council's work or personal commitments they may not have as much time or flexibility as other members of Council to partake in meetings or events in which honorariums are paid. Honorariums promote fairness in Council's compensation. The Committee also noted that the Mayor is not provided honorariums for attending events during business hours because the Mayoral position is classified as full-time. However, Councillors may receive honorariums for attending events during business hours as the Councillor position is classified as part-time.

It is the opinion of the Committee that the definition of half day be changed from a minimum of two hours to a minimum of one hour. The Committee noted that most meetings or events that a Councillor would receive honorariums for would be more than one hour. Based on this, the Committee is of the opinion that Councillors may only claim for a meeting or event that is more than one hour. For example, if a meeting or event is 45 minutes, a Councillor would not receive an honorarium. Councillors should not round up to one hour either. The Committee is also of the opinion that preparation time for meetings or events that honorariums are received for should not be factored into the meeting or event duration. Councillors are provided a base salary and it is the Committee's opinion that the base salary compensates Council for any preparation time.

Section 6.4 of the Council Remuneration Policy indicates that:

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.

The Committee noted that the City no longer utilizes COLA to determine compensation related adjustments for Administration and that the honorarium rates have not been updated since 2018. Utilizing an adjustment of 3.25% to account for inflation and retroactively applying the adjustment to 2019 - 2023, and then rounding down for simplicity, the Committee is recommending the honorarium rates be increased from \$131 to \$150 for half-day and from \$262 to \$300 for full-day.

Half Day Honorarium Rate	Annual Increase Rate	Annual Increase Value	Updated Honorarium	Corresponding Year
\$131	3.25%	\$4.26	\$135.26	2019
\$135.26	3.25%	\$4.40	\$139.66	2020
\$139.66	3.25%	\$4.54	\$144.20	2021
\$144.20	3.25%	\$4.69	\$148.87	2022
\$148.87	3.25%	\$4.84	\$153.71	2023
Recommended Honorarium	\$150			
Full Day Honorarium Rate	Annual Increase Rate	Annual Increase Value	Updated Honorarium	Corresponding Year
\$262	3.25%	\$8.52	\$270.52	2019
\$270.52	3.25%	\$8.79	\$279.31	2020
\$279.31	3.25%	\$9.08	\$288.39	2021
\$288.39	3.25%	\$9.37	\$297.76	2022
\$297.76	3.25%	\$9.68	\$307.44	2023
Recommended Honorarium	\$300			

Impacts:

The recommended honorarium rates will result in a higher total honorariums per year. For example, the total honorariums provided to Mayor and Councillors in 2022 was \$36,320.50. If the recommended honorarium rates were in effect for that year, it would have resulted in a \$5,229.50 or 14% increase.

Total 2022 Honorariums Combined	Total 2022 Proposed Honorariums Combined	% Increase
\$36,320.50	\$41,550.00	14%

Recommendation:

- 4.2 THAT honorariums be provided to Council to attend Council Orientation sessions at the commencement of a new Council term, Council Retreats, and any other internal workshops or education sessions for the 2025 - 2029 Council term.

Rationale:

The Mayor and Councillors are currently not paid honorariums to attend Council Orientation sessions at the beginning of a new Council term and any other workshops or education sessions. The Committee is of the opinion that Councillors should be compensated for these sessions as they are expected to attend them. For example, Council Orientation training is mandated by the *Municipal Government Act* and must take place within 90 days of members of Council taking the oath of office. The Council Orientation is typically held in the evening to accommodate those members of Council with day jobs and is completed as effectively and efficiently as possible. Councillors have historically been provided honorariums to attend Council Retreats. The Committee is of the opinion this practice should continue.

Furthermore, to provide fair compensation for current Councillors and to attract a diverse range of candidates to run for Council for future terms, it is important that Councillors are compensated for any wage or vacation loss that may incur from their day job.

Impacts:

Providing honorariums for meetings and events that Council members currently do not receive honorariums for (e.g., Council orientation and other workshops and education sessions), would result in approximately \$7,800 total increase of honorariums paid on a regular year and between approximately \$11,025 - \$18,900 total on Council orientation year (e.g., 2025), depending on if the honorariums were for half day or full day.

	Honorarium Impact
Council Retreat	<p>6 Councillors x \$300 x 2 days = \$3,600</p> <p>1 Mayor x \$300 x 1 day* = \$300</p> <p>\$3,900 per Council Retreat x 2</p> <p>Total: \$7,800</p>
Council Orientation	<p>Once per Council term</p> <p>7 Council Members x \$150 - \$300** x 9 Sessions</p> <p>Total: Between \$11,025 - \$18,900</p>

*The Mayor does not receive honorariums for meetings or events during business hours and Council Retreats are typically scheduled on a Friday and Saturday

**Honorarium rates will be dependent on if a Council orientation session is between one hour and 4 hours (half-day) or over 4 hours (full-day)

Honorariums are allocated to the Mayor's and Councillors' expense budgets. Increased honorarium rates and providing honorariums for events that Council members currently do not receive honorariums for (e.g., Council orientation, Council Retreats, and other workshops and education sessions) will result in increase expense amounts being allocated to these budgets. Please see Recommendation #5 below regarding Mayor and Councillor Expense Budgets.

Recommendation:

- 4.3 THAT honorarium rates be reviewed every four years as part of the Council Remuneration Review Advisory Committee's mandate and that any future increases to honorarium rates be determined by the Committee.

Rationale:

It is the opinion of the Committee that to maintain simplicity and consistency, honorarium rates should not be increased annually, but rather should be reviewed every four years as part of the Council Remuneration Review Advisory Committee's mandate. This review will help ensure honorariums rates are level-set against the municipal comparator group's honorarium rates, rather than receiving annual increases that may cause honorariums rates to increase from year to year and potentially cause Council's honorarium rates to be far outside the range of the municipal comparator group.

Impacts:

The recommended honorarium rates will place Spruce Grove at the top of the municipal comparator group. However, since honorarium rates will not increase annually, it is anticipated that Spruce Grove will move to the middle of municipal comparator group within the time frame of the next remuneration review (2027). The 2027 Committee can then determine if the honorarium rates should be increased further or stay as is, depending on where the municipal comparator groups' honorarium rates are at that time.

5. Expense Budgets – 2025 - 2029 Term

Recommendation:

- 5.1 THAT Mayor and Councillor expense budgets remain at \$16,480 for Councillors and at \$18,500 for the Mayor for the 2025 - 2029 Council term.

Rationale:

The Mayor's expense budget is currently \$18,500 and Councillors' expense budget is currently \$16,480. The utilization of expense budgets is largely dependent on a member of Council's time commitments and the number of internal meetings they attend where an honorarium is provided. Some Councillors have day jobs and have

less flexibility to engage in training and attend conferences, while others have more flexibility. For example, the usage of the Councillor expense budget in 2022 resulted in a high range use of \$16,417.71, the middle range use of \$10,467.95, and the low range use of \$4,407.06. Committee noted that based on the middle range, even with the recommended increased honorarium rates and added events that Councillors can claim honorariums for, a Councillor would remain within the current annual expense budget. The Committee notes that on a Council orientation year there will be a greater impact on the expense budget. However, again based on the middle range use of the expense budget, a Councillor should have sufficient expense budget in those years.

Impacts:

Based on the recommended honorarium rates and additional meetings and events members of Council would receive honorarium rates for and based on reviewing the middle use of the expense budget, the financial impact would result in members of Council being within the expense budget.

2022 Expense Budget Total	2022 Honorarium Total	Proposed Honorarium Increase	Proposed Honorarium for Council Retreats and Council Orientation Sessions	2022 Expense Budget Impact
<p>High Range</p> <p>\$16,417.71¹</p>	<p>21 occurrences x \$131.19</p> <p>23 occurrences x \$262.36</p> <p>Total</p> <p>\$8,789.27</p>	<p>21 occurrences x \$150</p> <p>23 occurrence x \$300</p> <p>Total</p> <p>\$10,050</p> <p>Difference Between 2022 and Proposed Rate</p> <p>\$1,260.73²</p>	<p>Regular Year</p> <p>2 Retreats = \$1,200³</p> <p>Orientation Year</p> <p>9 Sessions at \$150 - \$300 = \$1,350 - \$2,700⁴</p>	<p>Regular Year</p> <p>(1+2+3) = \$18,878.44</p> <p>Over \$2,398.44</p> <p>Orientation Year</p> <p>(1+2+3 +4) = \$20,228.44 - \$21,578.44</p> <p>Over \$3,748.44 - \$5,098.44</p>
<p>Middle Range</p> <p>\$10,467.95¹</p>	<p>24 occurrences x \$131.19</p> <p>11 occurrences x \$262.36</p> <p>Total</p> <p>\$6,034.52</p>	<p>24 occurrences x \$150</p> <p>11 occurrence x \$300</p> <p>Total</p> <p>\$6,900</p> <p>Difference Between 2022 and Proposed Rate</p> <p>\$865.48²</p>	<p>Regular Year</p> <p>2 Retreats = \$1,200³</p> <p>Orientation Year</p> <p>9 Sessions at \$150 - \$300 = \$1,350 - \$2,700⁴</p>	<p>Regular Year</p> <p>(1+2+3) = \$12,533.43</p> <p>Under \$3,946.57</p> <p>Orientation Year</p> <p>(1+2+3 +4) = \$13,883.43 - \$15,233.43</p> <p>Under \$2,596.57 - \$1,246.57</p>

Low Range \$4,407.06 ¹	19 occurrences x \$131.19	19 occurrences x \$150	<u>Regular Year</u>	<u>Regular Year</u>
	4 occurrences x \$262.36	4 occurrence x 300	2 Retreats = \$1,200³	(1+2+3) = \$6,114.99
	<u>Total</u> \$3,542.07	<u>Total</u> \$4,050	<u>Orientation Year</u>	<u>Orientation Year</u>
		<u>Difference</u> <u>Between 2022</u> <u>and Proposed</u> <u>Rate</u> \$507.93²	9 Sessions at \$150 - \$300 = \$1,350 - \$2,700⁴	(1+2+3 +4) = \$7,464.99 - \$8,814.99
				Under \$10,365.01 Under \$9,015.01 - \$7,665.01

Recommendation:

5.2 THAT there continue to be one expense budget each for Mayor and Councillor for the 2025 - 2029 Council term to cover expenses including but not limited to travel and subsistence, external training, and honorariums.

Rationale:

The expense budgets that the Mayor and Councillors each have are intended to cover expenses including honorariums paid by the City, training and conference costs, mileage, and meals. Allowances such as the technology allowance, one-time home office set-up allowance, and vehicle allowance are not part of the Mayor and Councillors expense budget.

The Committee noted that having one expense budget that covers expenses provides Councillor's flexibility in how and for what they use their expense budget. For example, a Councillor may choose university courses versus attending conferences. Furthermore, due to personal or work time commitments, some Councillors may have greater flexibility in how many meetings, events, courses, or conferences they can attend. One expense budget each also promotes accountability for each member of Council to stay within their budget. This accountability and

transparency are further achieved with the posting of each member of Council's expenses on the City's website.

Impacts:

The Mayor and Councillors will continue to have one expense budget to cover all expenses resulting in continued flexibility on how they utilize their expense budget.

Recommendation:

5.3 THAT mileage rates for travel outside the municipality and meal rates continue to be subject to the Business and Travel Expense Policy for the 2025 - 2029 Council term.

Rationale:

The mileage and meal rates as per the Business and Travel Expense Policy are based on the Treasury Board of Canada rates and currently both Council and Administration are subject to the policy. The current Treasury Board of Canada rates are:

- Breakfast - \$22.80
- Lunch - \$23.05
- Dinner - \$56.60
- Mileage - \$0.68/km

It is the Committee's opinion that mileage and meal rates for Council should continue to align with Administration. If the basis for establishing mileage and meal rates was changed from the Treasury Board of Canada rates to different rates, that change should also apply to Council. Furthermore, the Committee noted that meal rates historically are almost never utilized by Council because meals are purchased with a City-issued credit card and receipts are submitted for the credit card reconciliation.

Impacts:

The mileage rates and meal rates would continue to be subject to the Business and Travel Expense Policy and align with the rates to which Administration is subject. This alignment promotes consistency and standardization for mileage and meal rates utilized by the City (Council and Administration).

6. Council Remuneration Policy - Effective 2023

Recommendation:

6.1 THAT section 8.2 of the Council Remuneration Policy be revised in 2023 to replace the wording “spouse/partner” with “guest” and that “guest” be defined to mean one person.

Rationale:

Section 8.2 of the Council Remuneration Policy indicates that:

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.

It is the opinion of the Committee that the ability to charge tickets for banquets/receptions to the Mayor or Councillor’s expense budget should not be restricted to the member of Council’s “spouse/partner”. Members of Council should be permitted to bring a person who is not a “spouse/partner” if they so choose. However, the Committee is of the opinion only one “guest” should be permitted.

Impacts:

The recommended revision to the Council Remuneration Policy will promote increased flexibility and inclusivity for members of Council.

7. Allowances - 2025 - 2029 Term

Recommendation:

7.1 THAT the technology allowance of \$100 per month remain unchanged for the 2025 - 2029 Council term.

7.2 THAT the one-time per term home office set-up allowance of \$300 remain unchanged for the 2025 - 2029 Council term.

7.3 THAT the vehicle allowance of \$120 per month for the Mayor and \$60 per month for Councillors for travel within the municipality remain unchanged for the 2025 - 2029 Council term.

Rationale:

The Committee reviewed the allowances and is of the opinion that they are fair and appropriate. The Committee also noted during the Council interviews that this was the consensus of Council as well.

Impacts:

Council will continue to receive the same allowance rates that they currently receive.

8. Internal Board and Committee Remuneration - Advisory and Governing Boards and Committees - 2025 - 2029 Term

Recommendation:

8.1 THAT the Mayor and Councillors continue to receive honorariums for attendance at internal boards and committees for the 2025 - 2029 Council term.

Rationale:

The Committee noted that the Mayor and Councillors receive honorariums to attend internal board and committee meetings, however the public members on the same boards and committee do not receive honorariums. The Committee also noted that most other municipalities in the municipal comparator group *do not* provide honorariums to Council members or public members for attendance at internal boards and committees. However, although the Committee recognizes that Spruce Grove is an outlier for providing Council members honorariums for attendance at internal boards and committees relative to the municipal comparator group, it is the opinion of the Committee that Council should continue to receive honorariums because:

- attendance at internal boards and committees forms part of a Council member's responsibilities and it is important all members of Council contribute in this respect;
- Council members are not members of an internal board and committee as a volunteer and have responsibilities that public members do not have; rather they are there as representatives of the City, to act as a liaison between the internal board or committee and Council and to provide guidance to the public members of the internal board and committee; and
- Council members receive honorariums for attendance at external board and committee meetings by the respective external organization or if the external organization does not pay honorariums, the City pays the honorariums. It creates an unfair and inequitable situation if Councillors on internal boards and committees do not also receive honorariums.

Impacts:

Members of Council will continue to receive honorariums for attendance at internal board and committee meetings.

Recommendation:

8.2 THAT public membership remains voluntary for internal boards and committees that are advisory or governing in nature for the 2025 - 2029 Council term.

Rationale:

It is the opinion of the Committee that public members' role on internal boards and committees is fundamentally different than that of a Councillor. Whereas involvement on boards and committees is part of their role as a Councillor, public members choose to apply to be on a board and committee. The motivation for a public member should be community involvement and not financial gain. Committee also noted the level of responsibility of a public member on an internal board and committee is not at the same level of a member of Council.

The Committee noted during the Council interviews that some Councillors believed that providing public member's an honorarium will increase recruitment. Although this is possible, the Committee noted that some years the number of applicants for

voluntary internal boards and committees was high (e.g., 2021) and other years low (e.g., 2022). Furthermore, the Tri-Municipal Leisure Facility Corporation Board (TLC Board) is considered an internal board because Council appoints the Spruce Grove members, however the Tri-Leisure provides members an honorarium and yet the least number of applicants was received for the TLC Board in 2022. This highlights that provision of honorarium may not make much of a difference in recruitment.

The Committee members reflected on their reasons for applying to be on this Committee and all agreed that their motivation was community involvement and that hypothetically receiving an honorarium would not have significantly factored into their considerations for applying.

Impacts:

Public members will continue to remain voluntary.

9. Internal Board and Committee Remuneration - Quasi-judicial Boards - Effective January 1, 2024

Recommendation:

- 9.1 THAT public members of quasi-judicial boards receive the following honorarium per hearing date effective January 1, 2024:
- \$100 for half-day (less than four hours)
 - \$200 for full-day (more than four hours)
 - Additional \$50 for the Chair

Rationale:

The Committee noted that the level of knowledge and weight of responsibility of the public members on quasi-judicial boards is more than that of internal boards and committees of an advisory or governing nature and therefore recommends they be provided an honorarium to attend hearings. This recommendation follows the same logic as to why members of Council are provided an honorarium for attendance at internal board and committee meetings.

For example, public members of the Subdivision and Development Appeal Board (SDAB) are required under the *Municipal Government Act* to receive training on administrative law principles and municipal planning considerations prior to sitting at

a hearing. The training is approximately six hours long, is provided by an accredited trainer (e.g., legal counsel), then public members must write and pass an exam. During a hearing, public members must abide by the principles of nature justice - the right to be heard, the right to an unbiased decision-maker, and a decision must be from the person(s) who heard the appeal. Furthermore, public members must deliberate on their decisions and be able to clearly outline the evidence heard and legitimate planning considerations to justify the decision they have made. Decisions can be appealed to the Court of King's Bench and may be overturned if it cannot be clearly shown that the evidence presented was taken into consideration and that legitimate planning considerations were not followed.

The Committee also noted that 9 out of 10 of the municipal comparator group provides an honorarium to public members on quasi-judicial boards. The recommendation would be in line with the municipal comparator group.

The Committee further noted that Councillors do not sit on quasi-judicial boards due to the conflict of interest that occurs between Council's legislative role passing bylaws and the adjudicator role they would have deliberating on appeals on the implementation and enforcement of those same bylaws.

Impacts:

In establishing the honorarium rate, the Committee reviewed the honorarium rates of the municipal comparator group and those recommended for Spruce Grove Council. The recommended rates would be approximately two-thirds of that provided to Council and would be comparable to lower end of the municipal comparator groups.

Historically, there have been two SDAB appeals per year since 2019 and hearings have been less than four hours. Under the SDAB Bylaw, only seven public members may sit at a hearing. However, given that hearings must be held within 30 days of the filing of an appeal, and due to public member availability, less than seven members may sit on a hearing. Accounting for the historical trend of two hearings per year under four hours and assuming a seven-member panel per hearing, the financial impact would be \$1,500 per year.

It is noted that the number of future hearings and complexity and length of a hearing cannot be determined with any certainty and that the number of hearings may increase or decrease each year.

Council recently passed a Community Standards Appeal Committee (CSAC) Bylaw to establish a Council Committee to hear appeals under s. 545 and 546 of the *Municipal Government Act*. The CSAC will be made up of the same members as the Subdivision and Development Appeal Board. As a quasi-judicial body, the CSAC members would also receive the recommended honorariums. Prior to the passage of the CSAC Bylaw, Council heard these appeals. Historically, only one appeal approximately every four years was filed and heard. Assuming these historical trends continue, the financial impacts would be negligible at approximately \$750 every four years.

10. Parental Leave for Councillors Bylaw Remuneration Model - 2025 - 2029 Term

Recommendation:

10.1 THAT the Parental Leave for Councillors Bylaw be amended to change the parental leave remuneration model as follows:

- Week 1 - 10 receive full salary
- Week 11 - 26 receive 55% of salary

Rationale:

Following amendments to the *Municipal Government Act* enabling municipal governments to enact a bylaw respecting maternity and parental leave for councillors, Spruce Grove Council passed a Parental Leave for Councillors Bylaw (the "Bylaw") in 2019. The Bylaw outlines a remuneration model where a Councillor is entitled to 26 weeks of parental leave and would receive their full salary during the first 10 weeks of their parental leave and then receive a percentage of their remuneration ranging from 0 - 100% based on the type of duties performed. In 2022, the Bylaw was utilized when a Councillor went on parental leave.

During the interview with the Councillor who utilized the Bylaw, the Committee heard that the current remuneration model outlined in the Bylaw is complicated, confusing, and difficult to navigate. The Councillor also noted that the Bylaw left "grey areas" and they reflected on having a model that was more explicit, clear, and simple. Upon review of the Bylaw, the Committee concurred with the Councillor's observation.

The Committee noted that since Councillors are not classified as municipal employees, they are not eligible for Federal Employment Insurance (EI). Upon review of other municipal bylaws related to Councillor parental leave, the Committee also noted that several other municipalities utilize a model where the Councillor receives 55% of their salary (aligning with the EI rate). The recommended amendments should:

- make it easier to understand and navigate the remuneration model; and
- create an environment where there are no perceived expectations of duties either by the Councillor taking parental leave or by the rest of Council.

Under the current version of the Bylaw, a Councillor would receive no remuneration if they completed no duties during weeks 11 - 26. Based on the recommended amendment, Councillors would receive 55% of their salary during weeks 11 - 26 and would not be obligated to complete any duties. By providing a top up of a Councillor's salary during the first 10 weeks and then 55% for the remaining duration of the parental leave fairly compensates the Councillor and creates alignment with Administration with respect to EI rates and no expectation of duties. If a Councillor wished to return to work earlier than the 26 weeks, they may do so and would receive their full salary upon their return.

The Committee also noted that employees who go on maternity leave receive between 6 - 8 weeks of sick leave at their full salary if they have accumulated 6 - 8 weeks of sick days. Employees who run out of sick leave accruals during the 6 - 8 week portion of the health related leave will receive a weekly indemnity equal to two-thirds their pay for anytime left remaining on the health portion leave. Employees who do not give birth (e.g., adoption, parental leave), are not entitled to this sick leave benefit. Committee has chosen not to recommend aligning with Administration and recommends maintaining that Councillors on parental leave be paid their full salary for the first 10 weeks because Councillors are not eligible for sick leave, and they are not eligible for 12 - 18 months of parental leave and EI. By providing Councillors 10 weeks at a full salary provides an upfront provision to accommodate the personal health of the family.

Impacts:

Utilizing the 2023 Councillor salary, the financial impacts of the amendment would result in an approximate increase of \$10,000 that the Councillor on parental leave would receive if they performed no duties under the current Bylaw.

Weeks	Current Bylaw	Recommended Amendments
1	\$11,183.50	\$11,183.50
2	(full remuneration	(full remuneration
3	received for first 10	received for first 10
4	weeks)	weeks)
5	(no council duties)	(no council duties)
6	\$1,118.35 x 10 =	\$1,118.35 x 10 =
7	\$11,183.50	\$11,183.50
8		
9	\$17,893.60	\$9,841.48
10	(100% duties)	55% of salary for
11	(weeks 11 – 26	remuneration
12	remuneration is a	16 weeks
13	percentage of	(no council duties)
14	council duties	\$1,118.35 x 16 x
15	completed)	0.55 = \$9,841.48
16	40% Council mtg	
17	attendance	
18	20% for COW mtg	
19	attendance	
20	20% for board mtg	
21	attendance	
22	20% for event	
23	attendance	
24		
25	Total	Total
	\$11,183.50	\$21,024.98
	(0% duties	
26	11 – 26 weeks)	
	\$29,077.10	
	(100% duties	
	11 - 26 weeks)	

Establishing a remuneration model where no duties are performed and there are no perceived expectations of duties during the parental leave creates greater work-life balance for the Councillor on parental leave. Greater work-life balance helps promote diversity and inclusivity of elected officials and removes barriers for other interested individuals seeking public office.

Recommendation:

10.2 THAT the benefit provisions provided under the Parental Leave for Councillors Bylaw remain unchanged.

Rationale:

Section 8.4 and 8.5 of the Parental Leave for Councillors Bylaws indicates that:

- 8.4 *If a Councillor continues to perform any duties during the Parental Leave, full Benefits will continue to be provided on behalf of the City.*
- 8.5 *If a Councillor does not perform any duties during the Parental Leave the Councillor will be responsible for the cost of continuing Benefits after the first 30 days of the Parental Leave, unless the Councillor chooses to opt out of receiving Benefits.*

The Committee noted that the benefit provisions generally align with what Administration receives. Under the Leaves Policy, employees who go on leave receive their full benefits for the first 20 consecutive working days of their leave. Section 8.5 of the Parental Leave for Councillors Bylaw was designed to align as much as possible with Administration. Members of Council do not have defined “working days” and so 30 days more or less aligns with 20 working days for employees.

Impacts:

Council members utilizing the Parental Leave for Councillors Bylaw will continue to receive the same benefits for the same amount of time as initially established.

General Financial Impacts

The recommendations outlined above will be factored into the City’s corporate plans for the appropriate years and brought forward to Council for approval as part of the City’s corporate planning process.

General Policy Impacts

Council Remuneration Policy

The Council Remuneration Policy (the “Policy”) was last updated in 2015 and does not reflect the approved recommendations of the 2019 Remuneration Review Committee nor updated terminology (e.g., Alderman vs. Councillor). The Committee notes that Administration will be updating the Policy in 2023 to address these issues and to capture approved recommendations from the 2023 Committee that are effective in 2024 and will bring the Policy for approval by Council by the end of the 2023. The Policy will then also be updated in 2025 to reflect the recommendations from the 2023 Committee that are effective for the 2025 - 2029 term and brought for Council approval by Q3 2025 prior to the start of the new Council term in October 2025.

Appendices

Appendix “A” - Council Remuneration Policy

Appendix “B” - Council Remuneration Review Advisory Committee Bylaw

Appendix “C” - March 13, 2023 Regular Council Meeting Minutes - Resolution RCM-035-23

Appendix “D” - Survey Results and Analysis of 2022 Council Remuneration Survey - Cash Compensation and Benefits

Appendix “E” - Jurisdictional Scan - Internal Board and Committee Remuneration

Appendix “F” - Jurisdictional Scan - Parental Leave for Councillors Bylaw

APPENDIX A

	CORPORATE POLICY COUNCIL REMUNERATION	Policy No: 5,016 (Revised)
		Approved By: Council
		Effective Date: September 1, 2015
		Resolution No.: 272-15
		Department: 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

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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

APPENDIX A

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		<p>Department: Corporate Services – City Clerk’s Section</p>

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)

APPENDIX A

	<p>CORPORATE POLICY</p> <p>COUNCIL REMUNERATION</p>	<p>Policy No: 5,016 (Revised)</p>
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		<p>Resolution No.: 272-15</p>
		<p>Department: Corporate Services – City Clerk’s Section</p>

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.

APPENDIX A

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		Resolution No.: 272-15
		Department: 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>APPROVAL</p> <p>Mayor: <u>Original signed by Stuart Houston</u> Date: <u>July 17, 2015</u></p>

APPENDIX B

THE CITY OF SPRUCE GROVE

BYLAW C-1223-22

COUNCIL REMUNERATION REVIEW ADVISORY COMMITTEE

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a council may pass bylaws in relation to the establishment and functions of council committees and to the procedures to be followed by council committees;

AND WHEREAS, Council wishes to establish a council committee to review and make recommendations on the remuneration, including benefits, to be paid to members of Council, and on other matters that may affect Council remuneration;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

1. BYLAW TITLE

- 1.1 This bylaw is called the “Council Remuneration Review Advisory Committee Bylaw”.

2. DEFINITIONS

- 2.1 “Act” means the *Municipal Government Act*, R.S.A. 2000 c M-26, as amended.
- 2.2 “Ad Hoc Committee” means a Council Committee where the terms are established until the completion of a specific task.
- 2.3 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.4 “City Manager” means the administrative head of the City of Spruce Grove.
- 2.5 “Committee” means the Council Remuneration Review Advisory Committee.
- 2.6 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c L-21, as amended.

- 2.7 “Council Committee” means a Council appointed body whether known as a board, commission, committee, tribunal or task force.
- 2.8 “Final Report” means the written report presented by the Committee to Council which encompasses advice and recommendations from the Committee to Council.
- 2.9 “Immediate Relative” means a spouse or adult interdependent partner, sibling, sibling-in-law, child, parent, and the parent of a spouse or adult interdependent partner.
- 2.10 “Mayor” means the City’s chief elected official.
- 2.11 “Public Member” means an individual appointed to the Committee.

3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

- 3.1 A Council Committee is hereby established and shall be referred to as the Council Remuneration Review Advisory Committee.
- 3.2 The Committee is an Ad Hoc Committee that shall sit at least once a Council term, typically during the mid-point of the Council term.
- 3.3 The mandate of the Committee is to:
- (a) provide recommendations to Council on appropriate remuneration for the Mayor and Councillors, including salary, benefits, pensions, allowances, and any other form of compensation; and
 - (b) provide recommendations on amendments to the City’s bylaws and/or policies related to Council and Council Committee remuneration.
- 3.4 In order to fulfill its mandate, the Committee shall consider:
- (a) remuneration that would attract and allow for a diverse range of candidates for the roles of Mayor and Councillors;
 - (b) the responsibilities and time commitment requirement of the Mayor and Councillors;

- (c) the current and anticipated economic environment; and
 - (d) methodology to be used to establish future adjustments to remuneration, including jurisdictional comparators and frequency.
- 3.5 The Committee shall commence its term no later than July 1 and prepare the Final Report to Council by December 31 of the year in which the Committee sits.
- 3.6 The advice and recommendations outlined in the Final Report are not binding upon Council and may be amended or set aside as Council deems appropriate.

4. MEMBERSHIP

- 4.1 Each time the Committee sits, Public Members shall be recruited and appointed. The term of membership shall be from the date of appointment until the date the Committee's Final Report is presented to Council.
- 4.2 The Committee shall be comprised of no less than three (3) and up to five (5) Public Members to be recruited through a public application process and appointed by Council.
- 4.3 Public Members shall:
- (a) be residents of the City of Spruce Grove; and
 - (b) meet the eligibility requirements of an elector pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c L-21, as amended.
- 4.4 Public Members shall not be:
- (a) current employees of the City and shall not have been employed by the City for a minimum of 12 months prior to applying to be on the Committee; and
 - (b) Immediate Relatives of a member of Council.
- 4.5 Members of Council, including the Mayor, shall not be appointed as members of the Committee and shall not attend Committee meetings as a non-voting or an ex-officio member.

- 4.6 If a Public Member is absent for two (2) consecutive meetings without the consent of the Committee, Council may declare the position vacant and appoint a successor.
- 4.7 Council may terminate the appointment of any Public Member at any time.
- 4.8 The Committee shall elect a Chair and Vice-Chair from its voting members.
- 4.9 The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair shall perform those duties.
- 4.10 Public Members of the Committee shall not receive remuneration.

5. PROCEDURES

- 5.1 Public Members are required to agree and maintain confidentiality and comply with all applicable City bylaws and policies.
- 5.2 At its first meeting, the Committee shall:
 - (a) elect a Chair and Vice-Chair;
 - (b) create a work plan; and
 - (c) establish a meeting schedule that specifies the date, time, and place of all regular Committee meetings.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
 - (a) members of the Committee by email; and
 - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may change the date, time, or place of a scheduled meeting, cancel a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.

- 5.6 A majority of Public Members shall constitute a quorum at a Committee meeting.
- 5.7 The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.
- 5.8 Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.9 The Committee may conduct whatever research it deems necessary to enable it to make recommendations to Council. As part of its research, the Committee may seek input from all members of Council.
- 5.10 The Committee may invite subject matter experts to attend any meeting of the Committee, on an as needed basis.

6. ADMINISTRATIVE LIAISON'S ROLE

- 6.1 The City Manager shall appoint an Administrative Liaison to the Committee.
- 6.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 6.3 The Administrative Liaison shall provide administrative support, advice and guidance to the Committee.

7. SEVERABILITY

- 7.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

8. EFFECTIVE DATE

- 8.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

APPENDIX B

First Reading Carried

[Click here to enter a date.](#)

Second Reading Carried

[Click here to enter a date.](#)

Third Reading Carried

[Click here to enter a date.](#)

Date Signed

Mayor

City Clerk

APPENDIX C

DRAFT



THE CITY OF SPRUCE GROVE

Minutes of the Regular Meeting of Council

March 13, 2023, 6 p.m.

3rd Floor - Council Chambers

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

Members Present: Mayor Acker
Councillor Carter
Councillor Gillett
Councillor Houston (attended virtually)
Councillor MacDonald
Councillor Oldham
Councillor Stevenson

Also in Attendance: Dean Screpnek, City Manager
Corey Levasseur, General Manager of Planning and Infrastructure
Wendy Boje, General Manager of Corporate Services
Anthony Lemphers, Chief Financial Officer
Jennifer Hetherington, Director of Communications
Lindsay O'Mara, City Clerk
Jennifer Maskoske, Deputy City Clerk
Karie Nothof, Recording Secretary

1. CALL TO ORDER

Mayor Acker called the meeting to order at 6 p.m. and acknowledged that City Council meets on the traditional land of Treaty 6 territory.

APPENDIX C

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2. **AGENDA**

Resolution: RCM-027-23

Moved by: Councillor Gillett

THAT the agenda be adopted, as presented.

Unanimously Carried

3. **CONSENT AGENDA**

3.1 Consent Agenda - March 13, 2023

Resolution: RCM-028-23

Moved by: Councillor Stevenson

THAT the recommendations contained in the following reports be approved:

Item 4.1 Minutes - February 27, 2023 Regular Council Meeting

Item 10.1 C-1252-23 - Council Procedure Bylaw Amendment - Committee Naming and Mandate - First Reading

Unanimously Carried

4. **MINUTES**

4.1 Minutes - February 27, 2023 Regular Council Meeting

The following motion was approved on the consent agenda:

THAT the February 27, 2023 Regular Council Meeting minutes be approved as presented.

5. **PUBLIC HEARINGS**

There were no Public Hearings on the agenda.

6. **PUBLIC INPUT SESSION**

The City Clerk read an email on behalf of Megan Kumpula regarding impacts of the Community Hub.

7. **COUNCIL PRESENTATIONS**

There were no Council Presentations on the agenda.

APPENDIX C

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8. DELEGATIONS

There were no Delegations on the agenda.

9. ADMINISTRATIVE UPDATES

9.1 Unsheltered Update - March 13, 2023

Dean Screpnek, City Manager, provided an unsheltered update.

Council thanked Dean Screpnek for the update.

10. BYLAWS

10.1 C-1252-23 - Council Procedure Bylaw Amendment - Committee Naming and Mandate - First and Second Reading

Lindsay O'Mara, City Clerk, presented on the Council Procedure Bylaw Amendment - Committee Naming and Mandate.

Council thanked Lindsay O'Mara for the presentation.

The following motion was approved on the consent agenda:

THAT first reading be given to C-1252-23 - Council Procedure Bylaw Amendment - Committee Naming and Mandate.

Resolution: RCM-029-23

Moved by: Councillor Oldham

THAT second reading be given to C-1252-23 - Council Procedure Bylaw Amendment - Committee Naming and Mandate.

Unanimously Carried

11. BUSINESS ITEMS

11.1 2022 Operating Carry Forward Requests

Anthony Lemphers, Chief Financial Officer, presented on the 2022 Operating Carry Forward Requests.

Council thanked Anthony Lemphers for the presentation.

Resolution: RCM-030-23

Moved by: Councillor MacDonald

APPENDIX C

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THAT the 2022 operating carry forward requests be approved, as detailed in the attached schedules.

Unanimously Carried

Resolution: RCM-031-23

Moved by: Councillor Gillett

THAT the 2023 operating budget be amended by the approved operating carry forward requests, as follows:

- 2023 Operating Expenses of \$832,000
- 2023 Transfer from Reserves of \$832,000

Unanimously Carried

12. **COUNCILLOR REPORTS**

There were no Councillor Reports on the agenda.

13. **INFORMATION ITEMS**

13.1 **Various Boards and Committee Meeting Minutes and Reports - March 13, 2023**

The minutes from the Spruce Grove Public Library, Meridian Housing Foundation, Community Road Safety Advisory Committee and the Youth Advisory Committee were provided to Council for review.

14. **NOTICES OF MOTION**

There were no Notices of Motion provided.

15. **CLOSED SESSION**

Resolution: RCM-032-23

Moved by: Councillor Stevenson

THAT Council go into Closed Session at 6:29 p.m. under the following sections of the *Freedom of Information and Protection of Privacy Act*:

Item 15.1 Public Member Appointments - 2023 Council Remuneration Review Advisory Committee

Section 17; Disclosure harmful to personal privacy

APPENDIX C

DRAFT

Unanimously Carried

15.1 Public Member Appointments - 2023 Council Remuneration Review Advisory Committee

The following persons were also in Closed Session to provide information or administrative support for item 15.1 - Public Member Appointments - 2023 Council Remuneration Review Advisory Committee:

Dean Screpnek, Wendy Boje, and Lindsay O'Mara

15.2 Return to Open Session - March 13, 2023

Resolution: RCM-033-23

Moved by: Councillor Stevenson

THAT Council return to Open Session at 7:30 p.m.

Unanimously Carried

16. BUSINESS ARISING FROM CLOSED SESSION

16.1 Public Member Appointments - 2023 Council Remuneration Review Advisory Committee

Lindsay O'Mara, City Clerk, presented on the Public Member Appointments - 2023 Council Remuneration Review Advisory Board.

Council thanked Lindsay O'Mara for the presentation.

Resolution: RCM-034-23

Moved by: Councillor Stevenson

THAT the following individuals be appointed as members of the 2023 Council Remuneration Review Advisory Committee for a term commencing March 14, 2023, and concluding upon presentation of the 2023 Council Remuneration Review Advisory Committee Final Report to Council:

APPENDIX C

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- David Jjian
- Kathy Bauder
- Ian Doige
- Gayle Morozoff
- Sarah Parks

Unanimously Carried

Resolution: RCM-035-23

Moved by: Councillor Carter

THAT within the mandate set out under C-1223-22 - Council Remuneration Review Advisory Committee Bylaw, the 2023 Council Remuneration Review Advisory Committee review and provide recommendations on the following:

- 1. Mayor and Councillor salary, honorariums, benefits, allowances, and other provisions such as technology, travel, and subsistence;**
- 2. Honorariums for Council members and Public Members for internal boards and committees; and**
- 3. Remuneration and benefits provided under the C-1072-19 - Parental Leave for Councillors Bylaw.**

Unanimously Carried

17. **ADJOURNMENT**

Resolution: RCM-036-23

Moved by: Councillor Oldham

THAT the Regular Meeting adjourn at 7:42 p.m.

Unanimously Carried

Jeff Acker, Mayor

Jacci Hager, Recording Secretary

Date Signed

Survey Results and Analysis of 2022 Council Remuneration Survey – Cash Compensation and Benefits

Survey Sponsored by



**Prepared Shehla Briegel,
HR Business Partner**

Version 6 – February 21, 2023

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2022 Council Remuneration Survey

Survey Methodology

On behalf of the City of Spruce Grove’s 2023 Council Remuneration Review Advisory Committee, the Human Resources department contacted a group of ten (10) Alberta municipalities to conduct a survey of their Council Remuneration Practices during the month of December 2022. The Municipal Group Comparator included the following municipalities:

1. City of Airdrie	6. City of Red Deer
2. City of Fort Saskatchewan	7. City of St. Albert
3. City of Grande Prairie	8. Town of Cochrane
4. City of Leduc	9. Town of Okotoks
5. City of Medicine Hat	10. Town of Stony Plain

The purpose of the survey was to collect current information (2021 and 2022) concerning the Mayor and Councillor base salary, 2022 taxable earnings, honorarium, car allowance, training and conference budget, mobile and computer devices, technology and office supplies, and benefits package.

Data was collected from ten (10) municipalities over a two (2) month period from December 2022 to January 2023. The table below shows the breakdown of key demographics from each participating municipality.

2022 Council Remuneration Survey

Council Remuneration - Market Comparator Demographics								
Municipalities	Council Size	Municipal Census Population	2021 Canada Census Population	2016 Canada Census Population	Annual Growth Rate Between 2021 & 2016 Censuses	Annual Growth Rate Between Last Municipal Census & 2016 Censuses	2021 Canada Census Total Private Dwellings (*)	
1	City of Airdrie	7	70,564 (2019)	74,100	61,581	20.3%	14.6%	27,037
3	City of Fort Saskatchewan	7	26,942 (2019)	27,088	24,169	12.1%	11.5%	10,896
4	City of Grande Prairie	9	69,088 (2018)	64,141	63,166	1.5%	9.8%	27,551
5	City of Leduc	7	33,032 (2019)	34,094	29,993	13.7%	10.1%	13,507
6	City of Medicine Hat	9	63,260 (2016)	63,271	63,260	0.0%	n/a	28,732
7	City of Red Deer	9	101,002 (2019)	100,844	100,418	0.4%	0.5%	43,404
2	City of St. Albert	7	66,082 (2018)	68,232	65,589	4.0%	1.2%	27,019
8	City of Spruce Grove	7	35,766 (2018)	37,645	34,108	10.4%	4.9%	14,752
9	Town of Cochrane	7	29,277 (2019)	32,199	25,853	24.5%	13.2%	12,578
10	Town of Okotoks	7	29,002 (2018)	30,405	29,016	4.8%	0.0%	10,750
11	Town of Stony Plain	7	17,842 (2019)	17,993	17,189	4.7%	3.8%	7,475

Sources: Population & dwelling counts, Canada, provinces & territories, and census subdivisions (municipalities), 2021 & 2016 censuses, Statistics Canada and Alberta Municipal Affairs.

*Private dwelling refers to a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons as defined by Stats Cda.

PART 1 – Cash Compensation – Participants reported data on the following information:

<ul style="list-style-type: none"> Actual Base Salary Honorarium – Half and Full Day Total Cash Annual Car Allowance 	<ul style="list-style-type: none"> Annual Training & Conference Budget Mobile Devices Computer Devices Technology & Office Supplies
--	---

PART 2 – Benefits Package – Participants reported data on the following information:

<ul style="list-style-type: none"> Life Insurance and Accidental Death & Dismemberment (AD&D) Health Plan Dental Plan 	<ul style="list-style-type: none"> Employee/Family Assistance Program Retirement Benefit Other Benefits
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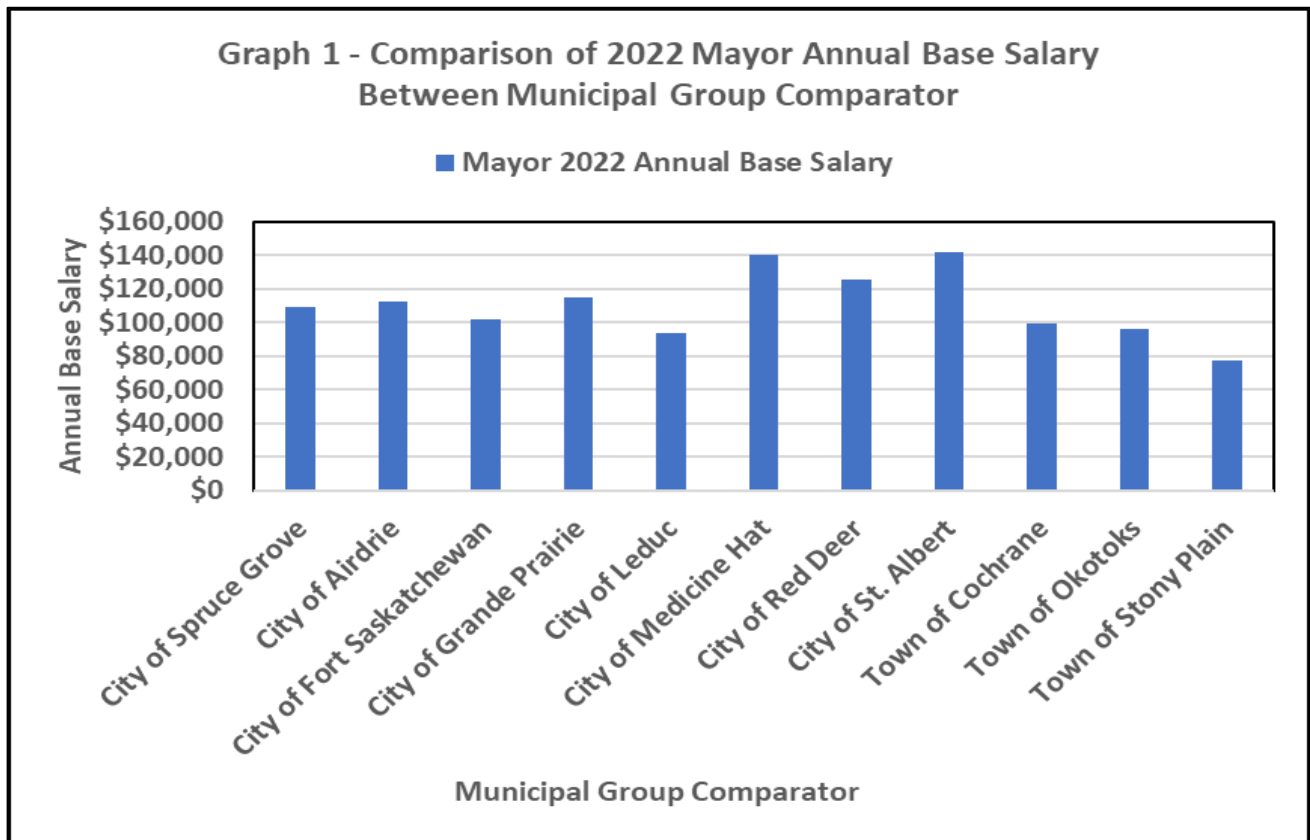
2022 Council Remuneration Survey

1. Council Remuneration – Annual Base Salary

Table 1 - 2022 Council Remuneration Survey	
Municipal Group Comparator	Mayor
	2022 Annual Base Salary
City of Spruce Grove	\$109,210
City of Airdrie	\$112,462
City of Fort Saskatchewan	\$101,857
City of Grande Prairie	\$115,194
City of Leduc	\$93,876
City of Medicine Hat	\$140,192
City of Red Deer	\$125,575
City of St. Albert	\$141,872
Town of Cochrane	\$99,600
Town of Okotoks	\$95,989
Town of Stony Plain	\$77,428

Table 1 - 2022 Mayor Annual Base Salary lists just the Mayor annual base salary (2022) reported by survey participants.

Graph 1 – Comparison of 2022 Mayor Annual Base Salary compares each actual Mayor annual base salary (2022) against each other.



2022 Council Remuneration Survey

1. Council Remuneration – Annual Base Salary (cont'd)

Table 2 - 2022 Council Remuneration Survey	
Municipal Group Comparator	Councillor
	2022 Annual Base Salary
City of Spruce Grove	\$54,605
City of Airdrie	\$52,780
City of Fort Saskatchewan	\$41,880
City of Grande Prairie	\$61,149
City of Leduc	\$42,661
City of Medicine Hat	\$46,658
City of Red Deer	\$69,066
City of St. Albert	\$55,366
Town of Cochrane	\$41,832
Town of Okotoks	\$43,413
Town of Stony Plain	\$38,224

Table 2 – 2022 Councillor Annual Base Salary lists just the Councillor annual base salary (2022) reported by survey participants.

Graph 2 – Comparison of 2022 Councillor Annual Base Salary compares Councillor actual annual base salary (2022) against each other.



2022 Council Remuneration Survey

1. Council Remuneration – Annual Base Salary (cont'd)

Table 3 - 2022 Council Remuneration Survey			
Municipal Group Comparator	2022 Mayor Annual Base Salary	2022 Councillor Annual Base Salary	Mayor & Councillor % Difference
City of Spruce Grove	\$109,210	\$54,605	50.00%
City of Airdrie	\$112,462	\$52,780	46.93%
City of Fort Saskatchewan	\$101,857	\$41,880	41.12%
City of Grande Prairie	\$115,194	\$61,149	53.08%
City of Leduc	\$93,876	\$42,661	45.44%
City of Medicine Hat	\$140,192	\$46,658	33.28%
City of Red Deer	\$125,575	\$69,066	55.00%
City of St. Albert	\$141,872	\$55,366	39.03%
Town of Cochrane	\$99,600	\$41,832	42.00%
Town of Okotoks	\$95,989	\$43,413	45.23%
Town of Stony Plain	\$77,428	\$38,224	49.37%
Group Comparator Average:	\$110,404	\$49,303	44.66%
Group Comparator Median:	\$107,159	\$45,036	42.03%

Table 3 – 2022 Mayor and Councillor Annual Base Salary compares the actual Mayor and Councillor annual base salary (2022) reported by survey participants. Overall, the Municipal Group Comparator (10 respondents) had an average annual base salary of \$110,404 for Mayor and an average of \$49,303 for Councillor. Also, the Municipal Group Comparator median annual base salary for the Mayor was \$107,159 Councillor was \$45,036. The median is the value separating the higher half (50%) from the lower half (50%) of a data set.

The City of Spruce Grove 2022 Mayor annual base salary was just below the Group Comparator Average, whereas the 2022 Councillor annual base salary was approximately \$5,000 more than the Group Comparator Average.

Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average or Median.

Graph 3 – Comparison of 2022 Annual Base Salary of Mayor & Councillor compares Mayor and Councillor actual annual base salary (2022) against each other, as well as the average and median of the Municipal Group Comparator average and median.

2022 Council Remuneration Survey



2. Council Remuneration – Honorarium & Total Cash (cont'd)

Table 4a – 2022 Honorarium Rates (Half Day & Full Day) compares the 2022 honorarium rate of Council members reported by the Municipal Group Comparator. Five (5) out of ten (10) municipalities or 50% don't pay honorarium to Council members. For those municipalities who offer honorarium, five (5) out of ten (10) or 50% pay honorarium to Council members. The average half day amount is \$105, and the average full day amount is \$210.

The City of Spruce Grove pays honorarium to Council members.

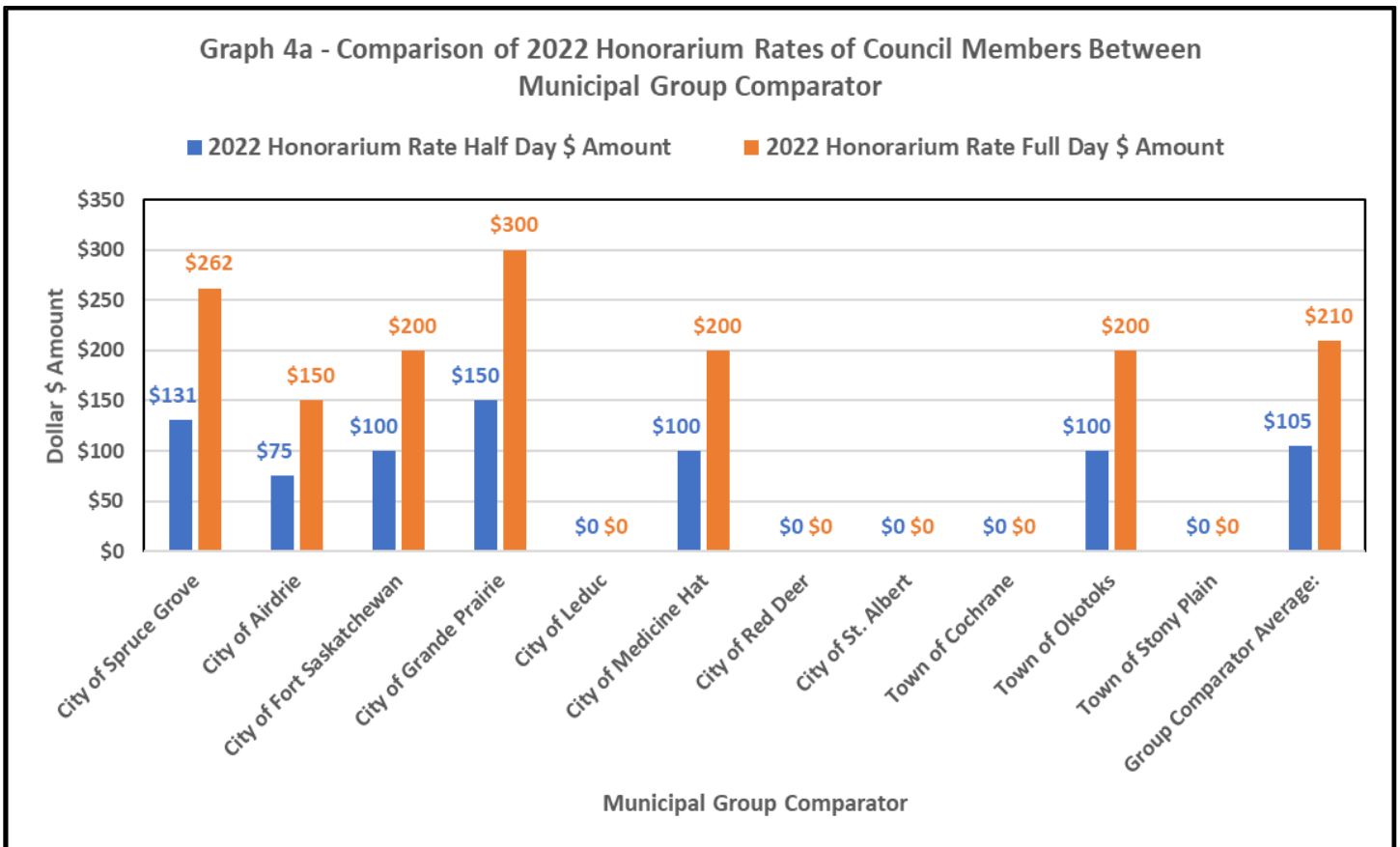
Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average.

Note: Half day honorarium is defined as a minimum of 2 hours and a maximum of 4 hours, and a full day is defined as in excess of 4 hours.

2022 Council Remuneration Survey

Table 4a - 2022 Council Remuneration Survey		
Municipal Group Comparator	2022 Honorarium Rate	
	Half Day \$ Amount	Full Day \$ Amount
City of Spruce Grove	\$131	\$262
City of Airdrie	\$75	\$150
City of Fort Saskatchewan	\$100	\$200
City of Grande Prairie	\$150	\$300
City of Leduc	\$0	\$0
City of Medicine Hat	\$100	\$200
City of Red Deer	\$0	\$0
City of St. Albert	\$0	\$0
Town of Cochrane	\$0	\$0
Town of Okotoks	\$100	\$200
Town of Stony Plain	\$0	\$0
Group Comparator Average:	\$105	\$210

Graph 4a – Comparison of 2022 Honorarium Rates of Council Members compares the 2022 honorarium rates (half day and full day) offered from 50% of the Municipal Group Comparator.



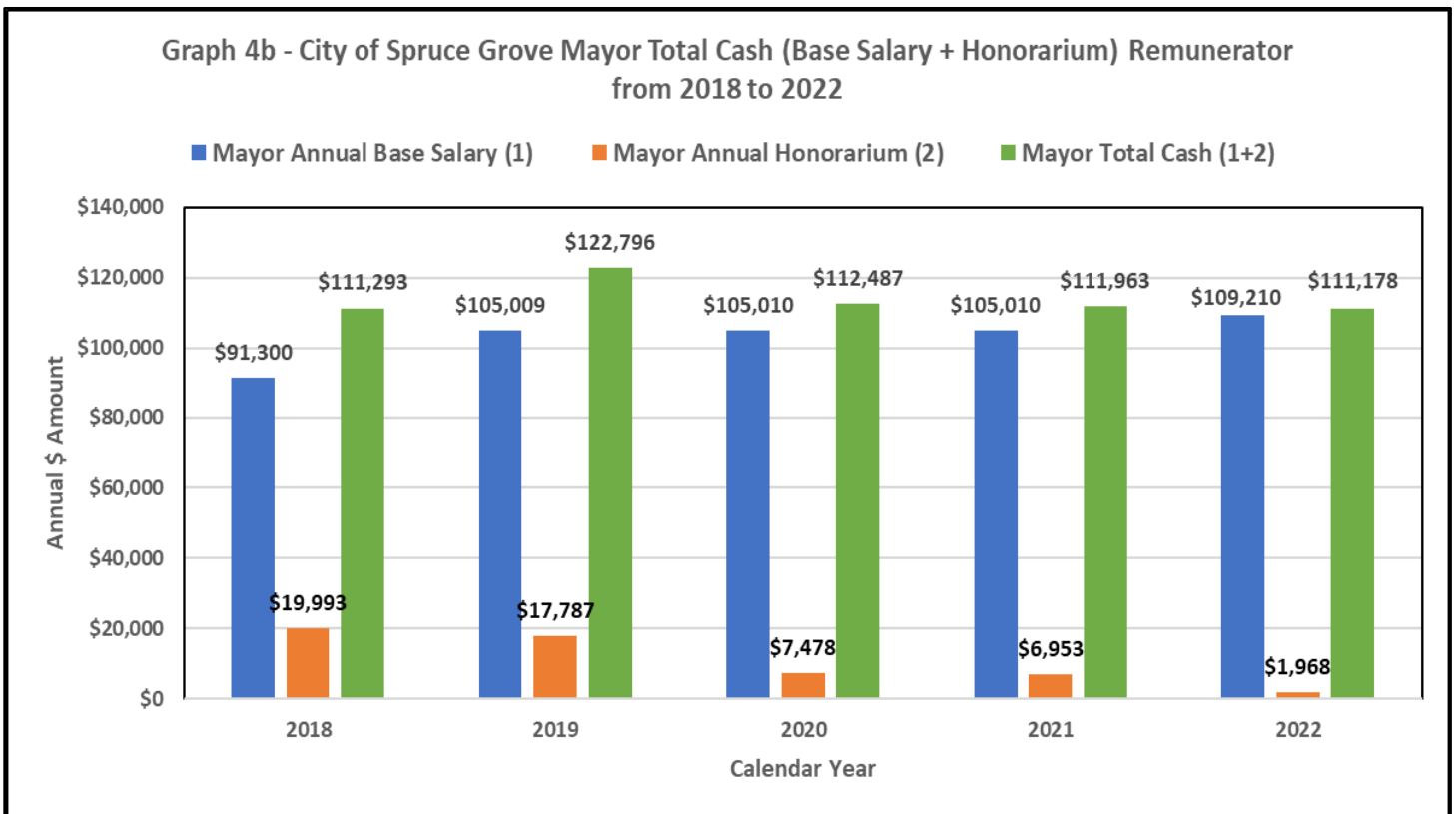
2022 Council Remuneration Survey

2. Council Remuneration – Honorarium & Total Cash (cont'd)

Table 4b - 2022 Council Remuneration Survey			
Calendar Year	Mayor		
	Annual Base Salary (1)	Annual Honorarium (2)	Total Cash (1+2)
2018	\$91,300	\$19,993	\$111,293
2019	\$105,009	\$17,787	\$122,796
2020	\$105,010	\$7,478	\$112,487
2021	\$105,010	\$6,953	\$111,963
2022	\$109,210	\$1,968	\$111,178

Table 4b – City of Spruce Grove Mayor Total Cash (Base Salary + Honorarium) Remuneration from 2018 to 2022 shows the history of annual Total Cash. The Annual Base Salary has increased from \$91,300 in 2018 to \$109,210 in 2022 representing an increase of 19.6% over the period. The Total Cash for the Mayor has decreased from \$111,293 in 2018 to \$111,178 in 2022 due to a decreasing annual honorarium. As per the 2019 Council Remuneration Review – Final Report, recommendation 4.1 states that the Mayor is only eligible to claim honoraria outside of business hours (8:30am to 4:30pm) effective the first pay period of the 2021 to 2025 term, which drastically reduced the Honorarium claimed. The pandemic can account for the 2020 decrease in Honorarium.

Graph 4b – City of Spruce Grove Mayor Total Cash (Base Salary + Honorarium) Remuneration from 2018 to 2022 illustrates the make-up of Total Cash remuneration of the Mayor.



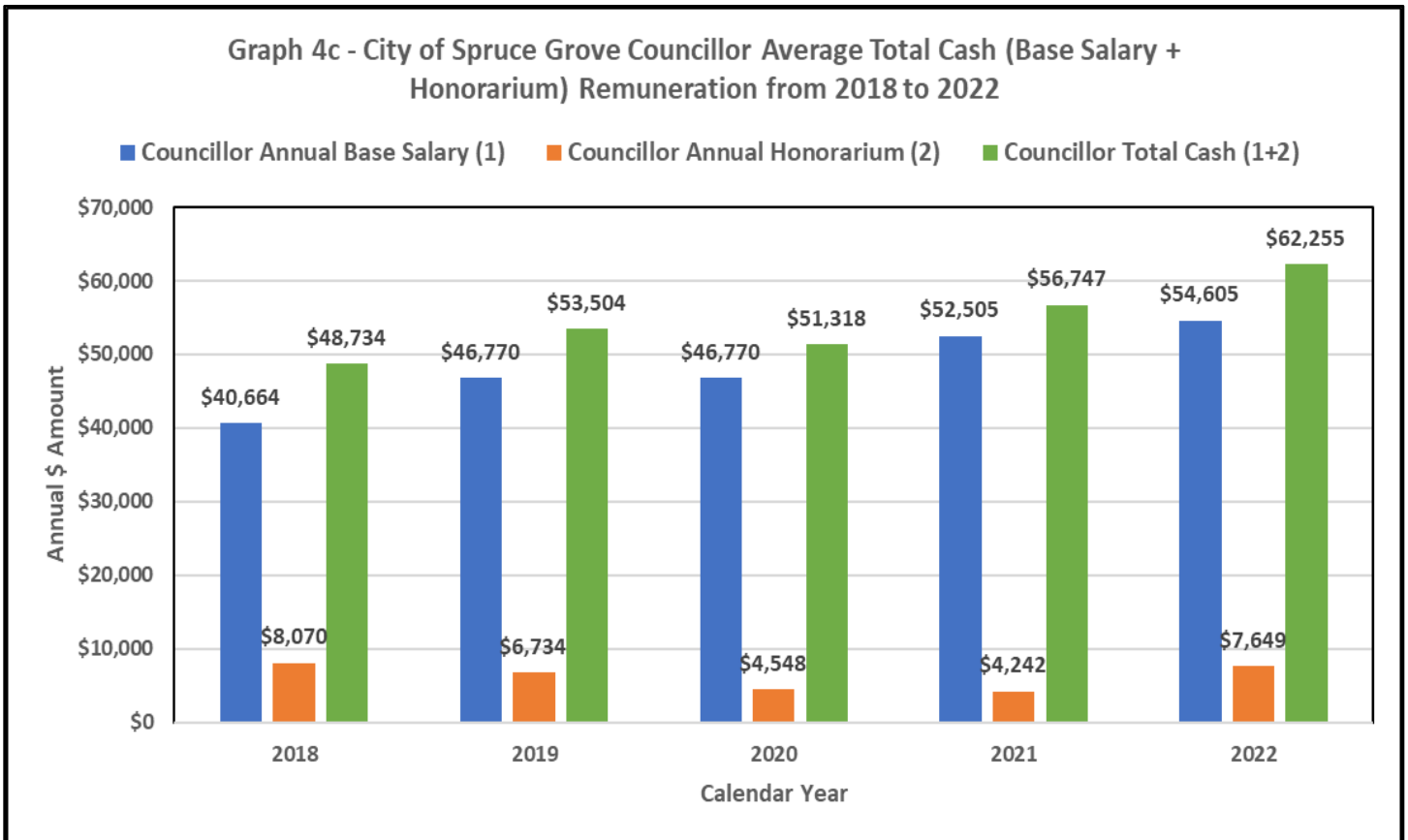
2022 Council Remuneration Survey

2. Council Remuneration – Honorarium & Total Cash (cont'd)

Table 4c - 2022 Council Remuneration Survey			
Calendar Year	Councillor		
	Annual Base Salary (1)	Annual Honorarium (2)	Total Cash (1+2)
2018	\$40,664	\$8,070	\$48,734
2019	\$46,770	\$6,734	\$53,504
2020	\$46,770	\$4,548	\$51,318
2021	\$52,505	\$4,242	\$56,747
2022	\$54,605	\$7,649	\$62,255

Table 4c – City of Spruce Grove Councillor Total Cash (Base Salary + Honorarium) Remuneration from 2018 to 2022 shows the make-up of Total Cash. Annual Base Salary has increased from \$40,664 in 2018 to \$54,605 in 2022 representing an increase of 34.3% over the period. Total Cash for Councillor has increased from \$48,734 in 2018 to \$62,255 in 2022. The Annual Average Honorarium has slightly decreased from \$8,070 in 2018 to \$7,649 in 2022.

Graph 4c – City of Spruce Grove Councillor Total Cash (Base Salary + Honorarium) Remuneration from 2018 to 2022 illustrates the make-up of Total Cash remuneration of Councillor.



2022 Council Remuneration Survey

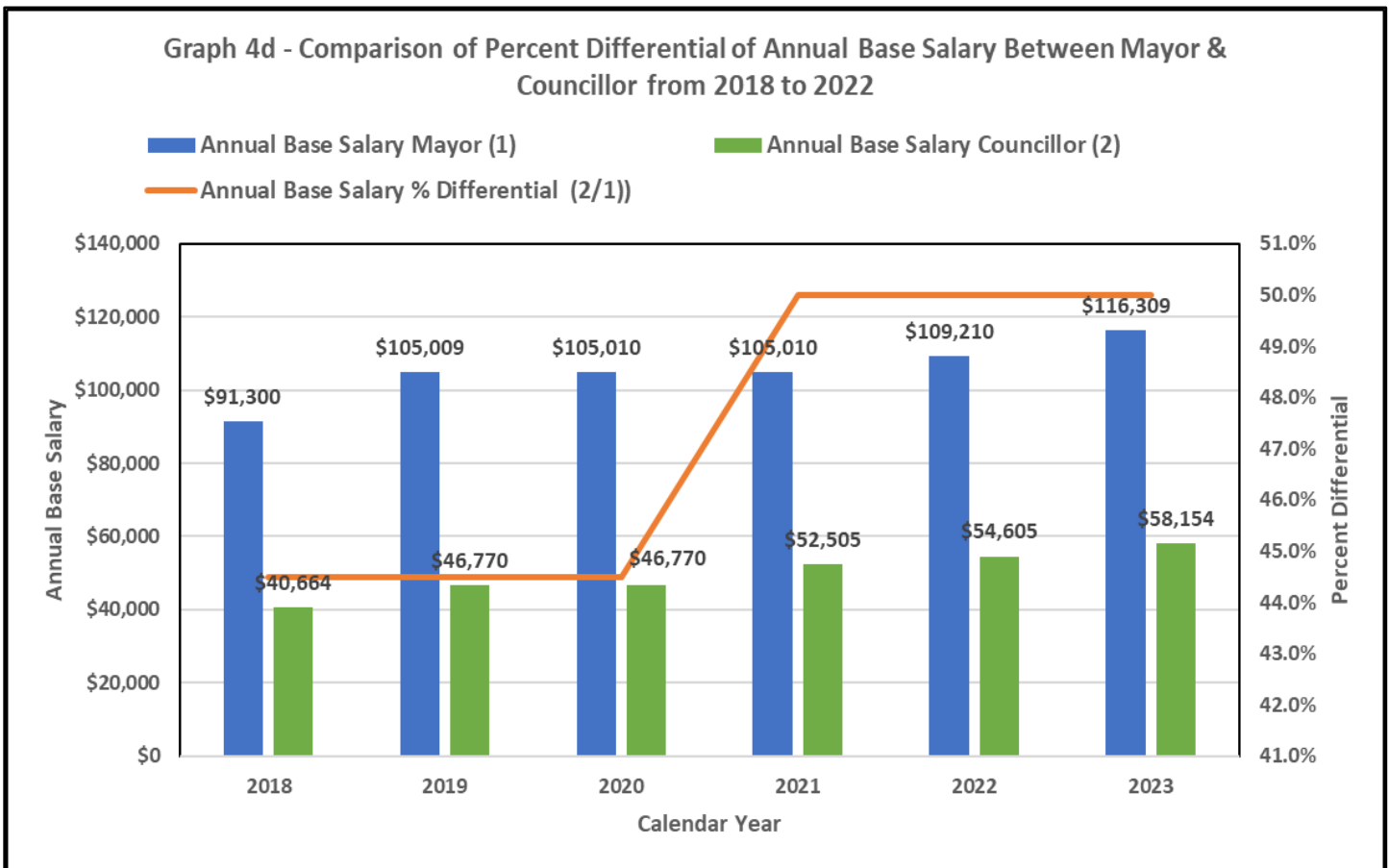
2. Council Remuneration – Honorarium & Total Cash (cont'd)

Table 4d - 2022 Council Remuneration Survey			
Calendar Year	Annual Base Salary		
	Mayor (1)	Councillor (2)	% Differential (2/1)
2018	\$91,300	\$40,664	44.5%
2019	\$105,009	\$46,770	44.5%
2020	\$105,010	\$46,770	44.5%
2021	\$105,010	\$52,505	50.0%
2022	\$109,210	\$54,605	50.0%
2023	\$116,309	\$58,154	50.0%

Table 4d – Percent Differential of Annual Base Salary Between Mayor & Councillor from 2018 to 2023 compares the City of Spruce Grove percentage differential between the Councillor and the Mayor annual base salary. The table also indicates that the Councillor base salary differential to the Mayor has been increasing since 2018 to 2023 from 44.5% to 50.0%.

It should also be noted that as per the 2021-2025 remuneration report it was recommended that the Councillor salary be 50% of the Mayor’s salary.

Graph 4d – Comparison of Percent Differential of Annual Base Salary Between Mayor & Councillor from 2018 to 2022 illustrates the percentage fluctuation in annual base salary differential between Councillor and the Mayor.



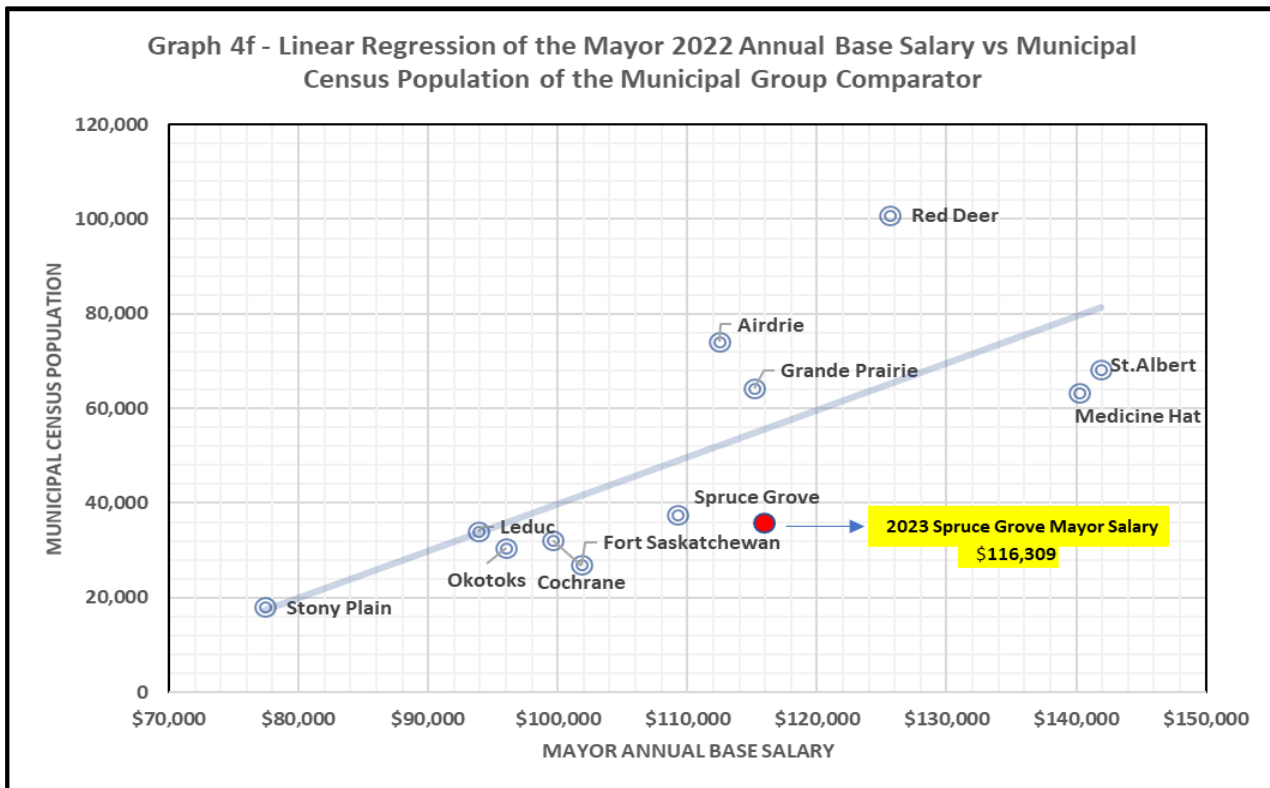
2022 Council Remuneration Survey

2. Council Remuneration – Honorarium & Total Cash (cont'd)

Table 4f - 2022 Council Remuneration Survey		
Municipal Group Comparator	2022 Mayor Annual Base Salary	2021 Canada Census Population
City of Spruce Grove	\$109,210	37,645
City of Airdrie	\$112,462	74,100
City of Fort Saskatchewan	\$101,857	27,088
City of Grande Prairie	\$115,194	64,141
City of Leduc	\$93,876	34,094
City of Medicine Hat	\$140,192	63,271
City of Red Deer	\$125,575	100,844
City of St. Albert	\$141,872	68,232
Town of Cochrane	\$99,600	32,199
Town of Okotoks	\$95,989	30,405
Town of Stony Plain	\$77,428	17,993
Group Comparator Average:	\$110,404	
Group Comparator Median	\$107,159	

Table 4f – Comparison of 2022 Mayor Annual Base Salary and the most Recent 2021 Canada Census Population compares 2022 Mayor annual base salary against each most recent Canada census population from the Municipal Group Comparator.

Graph 4f – Linear Regression of 2022 Mayor Annual Base Salary and Canada Census Population shows the linear regression between the 2022 Mayor annual base salary and their respective most recent Canada census population. The graph also indicates that the City of Spruce Grove currently ranks in 6th position (\$109,210) in terms of highest annual base salary of Mayor among the Municipal Group Comparator. As noted in **Table 4e**, the confirmed 2023 annual base salary for the Mayor is \$116,309. This is indicated in **Graph 4f** by the **red dot**. Without knowing the new 2023 Mayor salaries for the Municipal Group Comparator, it can be reasonable to say that the City of Spruce Grove will remain its rank in 6th place once the other municipalities implement their increases.



2022 Council Remuneration Survey

3. Council Remuneration – Annual Car Allowance

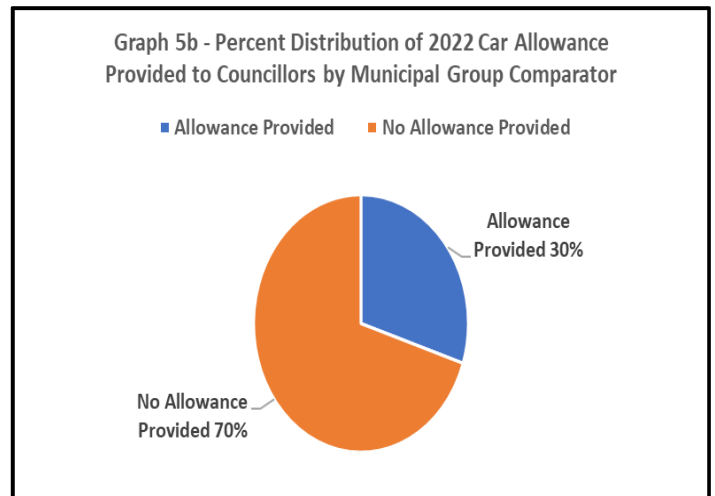
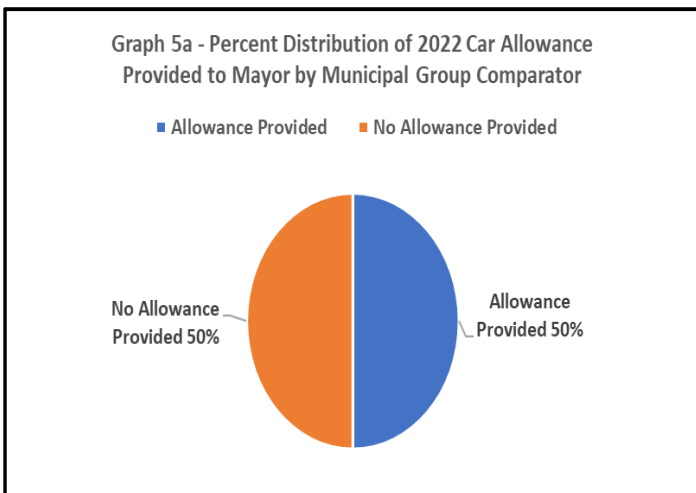
Table 5 - 2022 Council Remuneration Survey		
Municipal Group Comparator	Annual Car Allowance	
	Mayor	Councillor
City of Spruce Grove	\$1,440	\$720
City of Airdrie	\$4,800	\$0
City of Fort Saskatchewan	\$2,400	\$600
City of Grande Prairie	\$6,000	\$2,400
City of Leduc	\$0	\$0
City of Medicine Hat	\$600	\$485
City of Red Deer	\$4,800	\$0
City of St. Albert	\$0	\$0
Town of Cochrane	\$0	\$0
Town of Okotoks	\$0	\$0
Town of Stony Plain	\$0	\$0
Group Comparator Average:	\$3,720	\$1,162

Table 5 – 2022 Annual Car Allowance Provided to Mayor and Councillor shows the annual car allowance reported by the Municipal Group Comparator. Five (5) out of ten (10) municipalities or 50% are providing a car allowance to the Mayor while three (3) out of ten (10) municipalities or 30% are providing an allowance to Councillor. For those municipalities who provided an annual car allowance, the allowance ranges from \$600 minimum to \$6000 maximum with an annual average of \$3,720 for the Mayor and \$485 minimum to \$2,400 maximum with an annual average of \$1,162 for Councillor.

The City of Spruce Grove provides an annual car allowance to both Mayor and Councillor.

Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average.

Graph 5a & 5b – Percent Distribution of 2022 Car Allowance illustrate the distribution between those participating municipalities that provided an annual car allowance to the Mayor and Councillor and those who did not in 2022.



2022 Council Remuneration Survey

4. Council Remuneration – Training & Conference Budget

Table 6 - 2022 Council Remuneration Survey		
Municipal Group Comparator	2022 Training & Conference Budget	
	Mayor Annual Amount	Councillor Annual Amount
City of Spruce Grove	\$18,500	\$16,480
City of Airdrie	\$15,500	\$4,000
City of Fort Saskatchewan	\$3,445	\$2,300
City of Grande Prairie	\$20,000	\$10,000
City of Leduc	\$13,790	\$5,705
City of Medicine Hat	\$5,000	\$5,000
City of Red Deer	\$4,000	\$4,500
City of St. Albert	\$7,000	\$5,500
Town of Cochrane	\$0	\$0
Town of Okotoks	\$2,500	\$2,500
Town of Stony Plain	\$2,000	\$2,000
Group Comparator Average:	\$8,137	\$4,612

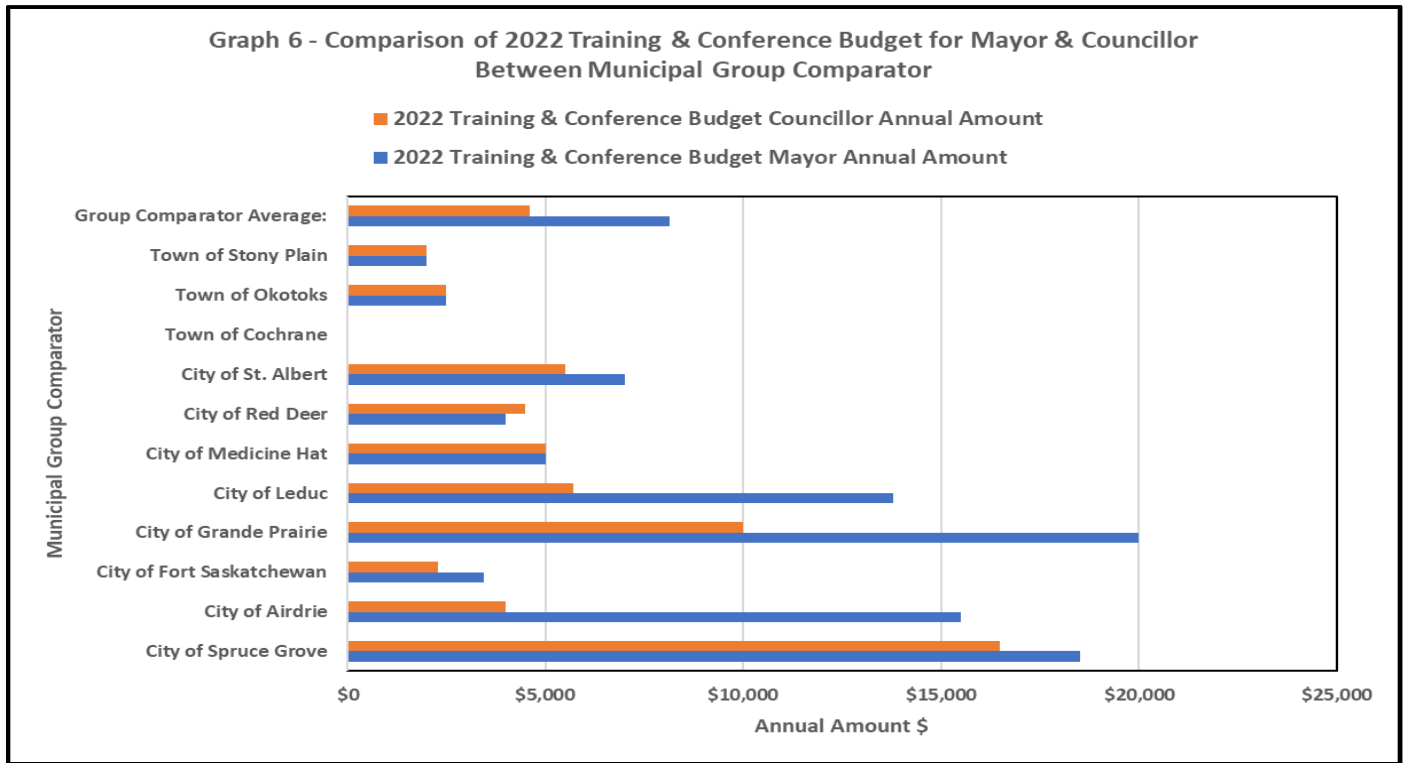
Table 6 – 2022 Training & Conference Budget Provided to Mayor & Councillor shows the 2022 training and conference budget reported by the Municipal Group Comparator. Nine (9) out of ten (10) municipalities or 90% have reported a training and conference budget for the Mayor and Councillor. For those municipalities who reported a training and conference budget, the budget ranges from \$2,000 minimum to \$20,000 maximum with an average of \$8,137 for the Mayor and \$2,000 minimum to \$16,480 maximum with an average of \$4,612 for Councillor. One (1) municipality or 10% did not provide information on this question.

The City of Spruce Grove provides an expense budget to both the Mayor and Councillors of which training and conference expenses are a part of. Expenses under the Expense Budget may include, but are not limited to, flights, hotels, membership fees, courses, books, event tickets including for their spouses, registration fees, mileage, parking, meals, honorariums for internal boards and committees and honorariums that are not paid by external boards or committees.

Please note that the City of Spruce information is always excluded from any data reported under the Municipal Group Comparator Average.

Graph 6 – Comparison of 2022 Training & Conference Budget for Mayor & Councillor compares those participating municipalities that reported their 2022 training and conference budget for the Mayor and Councillor.

2022 Council Remuneration Survey



5. Council Remuneration – Mobile Devices

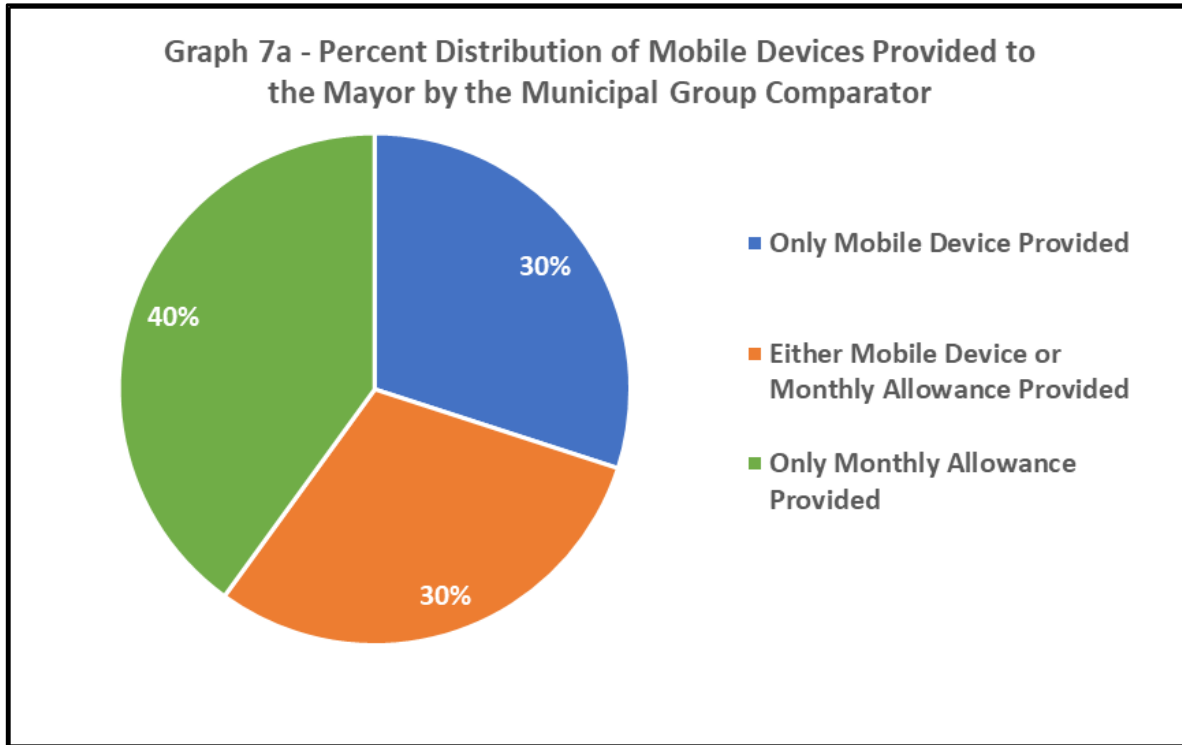
Table 7a - 2022 Council Remuneration Survey		
Municipal Group Comparator	Mobile Devices	
	Mayor	Mayor Monthly Allowance (if applicable)
City of Spruce Grove	Yes	No
City of Airdrie	Yes	No
City of Fort Saskatchewan	Either	Either
City of Grande Prairie	No	Yes
City of Leduc	No	Yes
City of Medicine Hat	Yes	No
City of Red Deer	Either	Either
City of St. Albert	Either	Either
Town of Cochrane	No	Yes
Town of Okotoks	Yes	No
Town of Stony Plain	No	Yes

Table 7a – 2022 Mobile Device Practice for Mayor describes the various practices used by municipalities in providing mobile devices to the Mayor in 2022. Ten (10) out of ten (10) or 100% provide either a mobile device or a monthly allowance to the role.

The City of Spruce Grove provides a mobile device to the Mayor.

Graph 7a – Percent Distribution of Mobile Devices Provided to the Mayor shows the percent distribution of various alternatives used by municipalities in providing the Mayor with mobile devices – only mobile device, either mobile device or monthly allowance, or monthly allowance only.

2022 Council Remuneration Survey



5. Council Remuneration – Mobile Devices (cont'd)

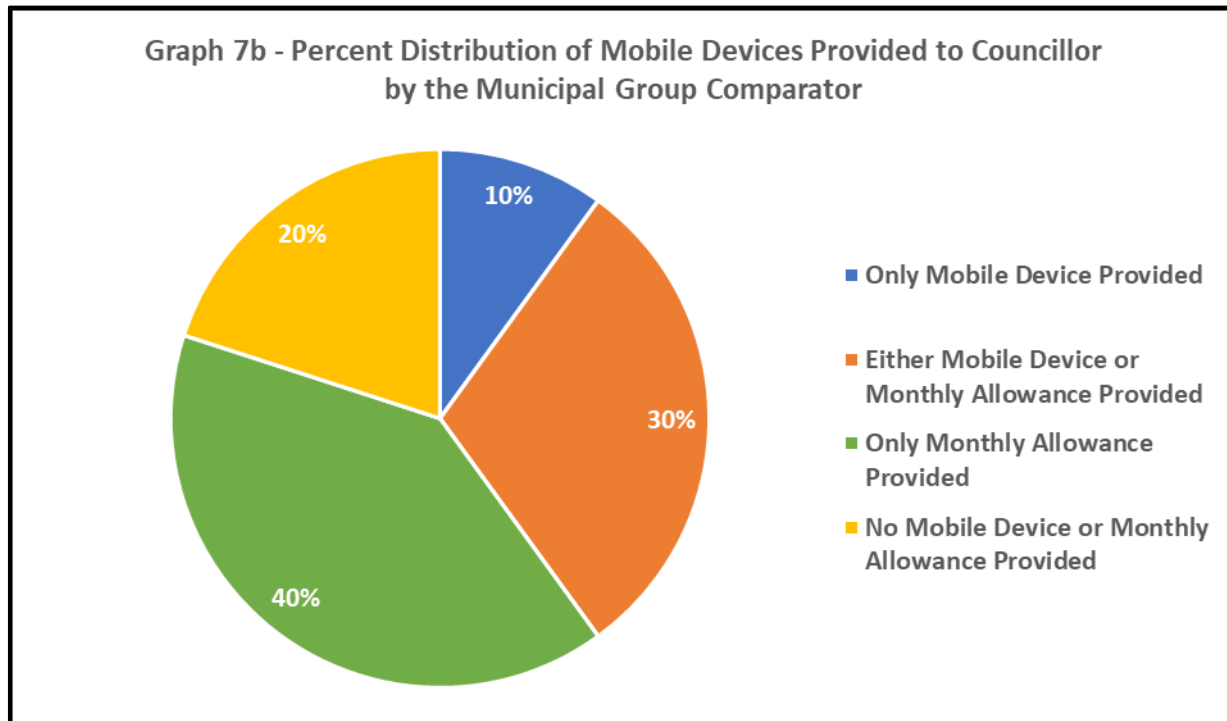
2022 Council Remuneration Survey

Table 7b - 2022 Council Remuneration Survey		
Municipal Group Comparator	Mobile Devices	
	Councillor	Councillor Monthly Allowance (if applicable)
City of Spruce Grove	Yes	No
City of Airdrie	No	No
City of Fort Saskatchewan	Either	Either
City of Grande Prairie	No	Yes
City of Leduc	No	Yes
City of Medicine Hat	Yes	No
City of Red Deer	Either	Either
City of St. Albert	Either	Either
Town of Cochrane	No	Yes
Town of Okotoks	No	No
Town of Stony Plain	No	Yes

Table 7b – 2022 Mobil Device Practice for Councillor describes the various practices used by municipalities in providing mobile devices to Councillor in 2022. Only one (1) out of ten (10) or 10% doesn't provide a mobile device or monthly allowance to the role. Nine (9) out of ten (10) or 90% provide either a mobile device or a monthly allowance to the role.

The City of Spruce Grove provides a mobile device to Councillor.

Graph 7b – Percent Distribution of Mobile Devices Provided to Councillor shows the percent distribution of various alternatives used by municipalities in providing Councilor with mobile devices – only mobile device, no mobile device or allowance, either mobile device or monthly allowance, or monthly allowance only.



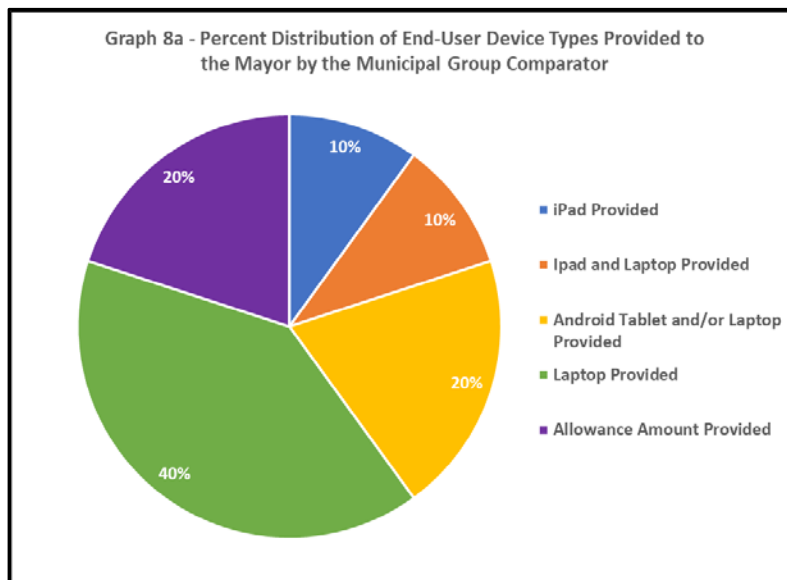
6. Council Remuneration – Computer Devices

2022 Council Remuneration Survey

Table 8a - 2022 Council Remuneration Survey				
Municipal Group Comparator	End-User Device Type - Mayor			
	iPad Tablet	Android Tablet	Laptop Computer (Windows)	Other
City of Spruce Grove	No	No	Yes	Monitor, keyboard, desk phone & headset
City of Airdrie	Yes	No	No	No
City of Fort Saskatchewan	No	Yes	Yes	No
City of Grande Prairie	Yes	No	Yes	No
City of Leduc	No	No	No	\$3000 allowance per council term to purchase devices at their
City of Medicine Hat	No	No	Yes	No
City of Red Deer	No	No	Yes	No
City of St. Albert	No	Either	Either	No
Town of Cochrane	No	No	Yes	No
Town of Okotoks	No	No	Yes	No
Town of Stony Plain	No	No	No	Allowance per council term to purchase devices at their discretion

Table 8a – 2022 End-User Device Type Practice for Mayor shows a multitude of practices used by municipalities in providing the Mayor with end-user device types in 2022. Ten (10) municipalities out of ten (10) provide an end-user device type (iPad, Android Tablet, Laptop Computer (Windows) or an allowance amount) to their Mayor. The City of Spruce Grove provides a Laptop, Monitor, Keyboard, Desk Phone and Headset to the Mayor.

Graph 8a – Percent Distribution of End-User Device Types Provided to Mayor shows the percent distribution of various alternatives used by municipalities in providing the Mayor with end-user device types – iPad, Android Tablet, Laptop Computer, or monthly allowance.



2022 Council Remuneration Survey

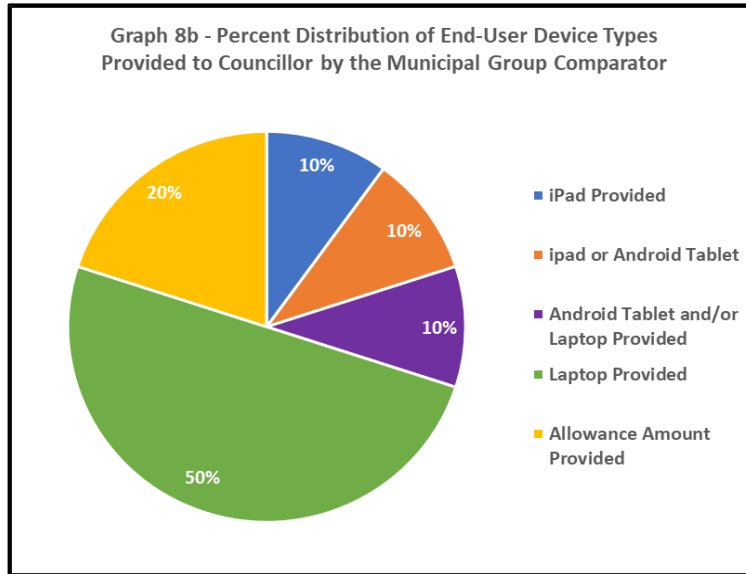
6. Council Remuneration – Computer Devices (cont'd)

Table 8b - 2022 Council Remuneration Survey				
Municipal Group Comparator	End-User Device Type - Councillor			
	iPad Tablet	Android Tablet	Laptop Computer (Windows)	Other
City of Spruce Grove	No	No	Yes	Monitor, keyboard, desk phone & headset
City of Airdrie	Either	Either	No	No
City of Fort Saskatchewan	No	Yes	Yes	No
City of Grande Prairie	Yes	No	No	No
City of Leduc	No	No	No	\$3000 allowance per council term to purchase devices at their discretion
City of Medicine Hat	No	No	Yes	No
City of Red Deer	No	No	Yes	No
City of St. Albert	No	Either	Either	No
Town of Cochrane	No	No	Yes	No
Town of Okotoks	No	No	Yes	No
Town of Stony Plain	No	No	No	Allowance per council term to purchase devices at their discretion

Table 8b – 2022 End-User Device Type Practice for Councillor shows a multitude of practices used by municipalities in providing Councillor with end-user device types in 2022. Ten (10) municipalities out of ten (10) provide an end-user device type (iPad, Android Tablet, Laptop Computer (Windows) or an allowance amount) to Councillor. The City of Spruce Grove provides a Laptop, Monitor, Keyboard, Desk Phone and Headset to Councillor.

Graph 8b – Percent Distribution of End-User Device Types Provided to Councillor shows the percent distribution of various alternatives used by municipalities in providing Councillor with end-user device types – iPad, Android Tablet, Laptop Computer, or monthly allowance only.

2022 Council Remuneration Survey



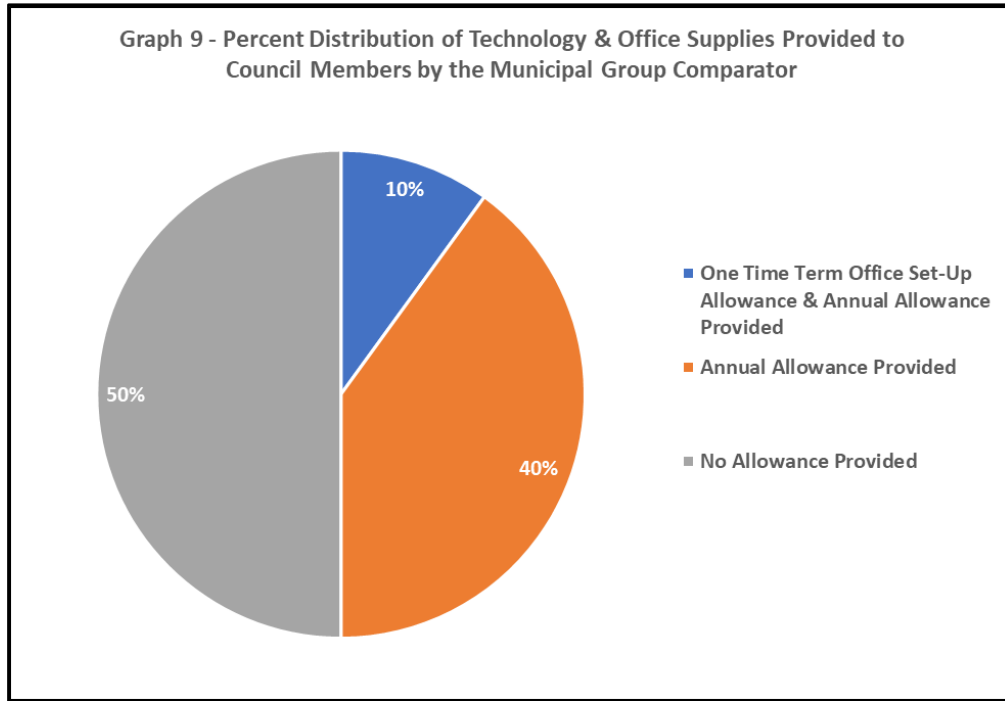
7. Council Remuneration – Technology & Office Supplies

Table 9 - 2022 Council Remuneration Survey		
Municipal Group Comparator	Technology & Office Supplies	
	One Time Term Office Set-Up Allowance	Annual \$ Amount
City of Spruce Grove	\$300	\$1,200
City of Airdrie	\$0	\$15,500 - Mayor and \$4,000 - Councillors. These amounts to cover such items as technology and office supplies, conferences, travel, meals and cell phone costs.
City of Fort Saskatchewan	\$0	\$0
City of Grande Prairie	\$0	up to 6.25% of annual salary can be used towards technology & office supplies
City of Leduc	\$0	\$0
City of Medicine Hat	\$0	Incidental and reasonable business related expenses consistent with the office, at the discretion of the the CAO.
City of Red Deer	\$0	Mayor - \$1500 & Council \$470
City of St. Albert	\$0	\$0
Town of Cochrane	\$0	\$0
Town of Okotoks	\$0	\$0
Town of Stony Plain	\$2,750	\$1,500

Table 9 – 2022 Technology & Office Supplies Practice for Council Members reports that five (5) out of ten (10) municipalities provide some type of one-time term office set-up allowance or annual allowance amount to Council members in 2022. In contrast, five (5) municipalities out of ten (10) don't provide one-time term office set-up allowance or annual allowance amount to Council members. The City of Spruce Grove provides both a one-time term office set-up allowance and an annual allowance amount to Council members.

Graph 9 – Percent Distribution of Technology & Office Supplies Provided to Council Members shows the percent distribution of survey participants' practices in dealing with technology and office supplies.

2022 Council Remuneration Survey



8. Benefits Package

2022 Council Remuneration Survey

Table 10 - 2022 Council Remuneration Survey									
Municipal Group Comparator	Benefits - Life Insurance								
	Basic Group Life		Dependent Life		Optional Group Life			AD&D	
	Benefit Formula	Maximum Benefit	Amount of Insurance - Spouse	Amount of Insurance - Child	Eligibility	Benefit Formula	Combined Maximum Basic Life & Optional	Benefit Formula	Maximum Benefit
City of Spruce Grove	3X Annual earnings	\$500,000	\$15,000	\$15,000	Member and/or spouse	\$10,000 to max of \$500,000	\$800,000	3X Annual earnings	\$700,000
City of Airdrie	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	100% Paid	\$100,000
City of Fort Saskatchewan	Offered	\$30,000	The Spouse insured for 40% of the amount purchased by the Member or 50% if there are no Dependent Children	Each dependent Child is insured for 5% of the amount purchased by the Member or 10% if there is no Spouse	Medical Required	\$10,000 to max of \$500,000	\$530,000	\$10,000 to \$500,000 per insured	\$500,000
City of Grande Prairie	2X Annual earnings	not indicated	\$5,000	\$2,000	Member and/or spouse	\$10,000 to \$30,000 with no medical required	not indicated	2X Annual earnings	not indicated
City of Leduc	2X Annual earnings	\$500,000	Not Offered	Not Offered	Offered	\$10,000 to max of \$300,000	\$800,000	2X Annual earnings	\$500,000
City of Medicine Hat	Offered	\$30,000	\$10,000	\$5,000	Member and/or spouse	\$10,000 to \$150,000 for member and \$100,000 for spouse	not indicated	offered	\$30,000
City of Red Deer	2X Annual earnings	\$500,000	\$15,000	\$10,000	Offered	\$300,000	n/a	2X Annual earnings	\$500,000
City of St. Albert	3X Annual earnings	\$400,000	\$10,000	\$5,000	Not Offered	Not Offered	n/a	offered	\$100,000
Town of Cochrane	2X Annual earnings	\$500,000	\$5,000	\$2,000	Offered	10,000 - 500,000	\$500,000	2X Annual earnings	\$500,000
Town of Okotoks	2X Annual earnings	\$150,000	\$10,000	\$10,000	Offered	10,000.00 - 500,000	\$500,000	2X Basic Group Life	\$300,000
Town of Stony Plain	3X Annual earnings	\$500,000	\$20,000	\$10,000	Member and/or spouse	10,000 - 300,000	\$500,000	3X Annual earnings	\$500,000

Table 10 – 2022 Life Insurance Benefits Provided to Council Members compares the City of Spruce Grove Group Life Insurance Benefit against the Municipal Group Comparator.

2022 Council Remuneration Survey

8. Benefits Package (cont'd)

Table 11a - 2022 Council Remuneration Survey							
Municipal Group Comparator	Benefits - Health Plan						
	Prescription Drugs	Hospital Benefits			Extended Health		
	Coverage Level	Coverage Level	Private/Semi Private Rooms	Other	Coverage Level	Ambulance & Ancillary Services	Paramedical Practitioners
City of Spruce Grove	100%	100%	Both - Direct Payment	N/A	100%	Included	\$500/year per practitioner per participant
City of Airdrie	100%	Not Offered	Not Offered	N/A	100%	Included	\$500 to \$1500 per year, depending on type of practitioner per participant (i.e. Chiro \$500 & Physio \$1500)
City of Fort Saskatchewan	80%	100%	Both - Direct Payment	Long Term Care Facility: \$1,000 per Participant each Benefit Year	100%	Included	\$300/year per practitioner per participant (Chiro, Physio, Podiatrist, Speech) & \$1500 for Psychologist per participant
City of Grande Prairie	100%	100%	Semi-private included. Private accommodation will pay a max of \$8.00 per day for the differential between semi-private and private room.	N/A	100%	Included	\$750/year per practitioner per participant (\$1500 for Psychologist/Social Worker/ Psychotherapist/Clinical Counsellor)
City of Leduc	100%	100%	Both - Direct Payment	N/A	100%	Included	\$750/year per practitioner per participant
City of Medicine Hat	90%	100%	Both - Direct Payment	N/A	100%	Included	\$300 per practitioner/year
City of Red Deer	80%	100%	Both - Direct Payment	Long Term Care Facility: \$360 per Participant each Benefit Year	100%	Included	\$1500/year per practitioner per participant
City of St. Albert	100%	100%	Both - Direct Payment	N/A	100%	Included	\$750/year per practitioner per participant
Town of Cochrane	100%	100%	Semi-private included. Private accommodation will pay a max of \$8.00 per day for the differential between semi-private and private room.	N/A	100%	Included	\$750/year per practitioner per participant
Town of Okotoks	80%	100%	Semi-Private Room	N/A	80%	No Answer	Yes, no amount specified
Town of Stony Plain	100%	100%	Both - Direct Payment	N/A	100%	Included	\$500 chiro, massage, acupuncture, \$750 Physio, Psychologist

Table 11a – 2022 Health Plan Benefits Provided to Council Members compares the City of Spruce Grove Health Plan Benefit (Prescription Drugs, Hospital Benefits and Extended Health) against the Municipal Group Comparator.

2022 Council Remuneration Survey

8. Benefits Package (cont'd)

Table 11b - 2022 Council Remuneration Survey						
Municipal Group Comparator	Benefits - Health Plan					
	Out of Province Emergency			Vision Care		
	Coverage Level	Benefit Period	Maximum	Coverage Level	Benefit Period	Maximum
City of Spruce Grove	100%	90 days	\$5,000,000 per participant per incident	100%	Adult 24 months & Child 12 months	Adult & Child \$150 per participant per benefit year
City of Airdrie	100%	60 days	\$5,000,000 per participant per incident	100%	Every 24 months	\$250 per participant per benefit year
City of Fort Saskatchewan	100%	unlimited	\$5,000,000 per participant per incident	100%	Adult 24 months & Child 12 months	\$250 per participant per benefit year
City of Grande Prairie	100%	60 days	\$1,000,000 per participant per incident	100%	Rolling 24 months	\$350 per participant per benefit year
City of Leduc	100%	90 days	\$5,000,000 per participant per incident	100%	Adult 24 months & Child 12 months	\$250 per participant per benefit year
City of Medicine Hat	100%	unlimited	\$5,000,000 per participant per incident	100%	Adult 24 months & Child 12 months	\$250 per participant per benefit year
City of Red Deer	100%	90 days	\$5,000,000 per participant per incident	100%	Every 24 months (ages 19-64)	\$100 eye exam only
City of St. Albert	100%	60 days	\$1,000,000 per participant per incident	100%	Adult 24 months & Child 12 months	\$350 per participant per benefit year
Town of Cochrane	100%	60 days	\$1,000,000 per participant per incident	100%	Adult 24 months & Child 12 months	\$400 per participant per benefit year
Town of Okotoks	100%	not specified	\$5,000,000 per participant per incident	80%	Every 24 months	not specified
Town of Stony Plain	100%	not specified	\$5,000,000 per participant per incident	100%	Every 24 months	\$350 per participant per benefit year

Table 11b – 2022 Health Plan Benefits Provided to Council Members compares the City of Spruce Grove Health Plan Benefit (Out of Province Emergency and Vision Care) against the Municipal Group Comparator.

2022 Council Remuneration Survey

8. Benefits Package (cont'd)

Table 12 - 2022 Council Remuneration Survey						
Municipal Group Comparator	Benefits - Dental Plan					
	Basic Benefit		Extensive Benefits		Orthodontic Benefits	
	Coverage Level	Maximum	Coverage Level	Maximum	Coverage Level	Maximum
City of Spruce Grove	100%	\$2,000 per participant per benefit year combined with Extensive Benefits	50%	\$2,000 per participant per benefit year combined with Basic Benefits	50%	\$2,500 Lifetime per participant (under 21)
City of Airdrie	100%	\$2,000 per participant per benefit year combined with Extensive Benefits	50%	\$2,000 per participant per benefit year combined with Basic Benefits	50%	\$1,500 Lifetime per participant (under 21)
City of Fort Saskatchewan	80%	\$2,000 per participant per benefit year combined with Extensive Benefits	50%	\$2,000 per participant per benefit year combined with Basic Benefits	50%	\$3,000 Lifetime per participant (under 19)
City of Grande Prairie	100%	\$2,000 per participant per benefit year combined with Extensive Benefits	80%	\$2,000 per participant per benefit year combined with Basic Benefits	50%	\$2,000 Lifetime per participant
City of Leduc	100%	\$1,500 per participant per benefit year combined with Extensive Benefits	80%	\$1,500 per participant per benefit year combined with Basic Benefits	50%	\$1,500 Lifetime per participant
City of Medicine Hat	100%	\$2,500 per participant per benefit year combined with Extensive Benefits	80%	\$2,500 per participant per benefit year combined with Basic Benefits	50%	\$2,500 Lifetime per participant
City of Red Deer	100%	\$2,000 per participant per benefit year combined with Extensive Benefits	50%	\$2,000 per participant per benefit year combined with Basic Benefits	50%	\$2,000 Lifetime per participant
City of St. Albert	100%	\$1,500 per participant per benefit year combined with Extensive Benefits	50%	\$3,000 per participant per benefit year combined with Basic Benefits	50%	\$3,000 Lifetime per participant (under 21)
Town of Cochrane	100%	\$3,000 per participant per benefit year combined with Extensive Benefits	80%	\$1,500 per participant per benefit year combined with Basic Benefits	50%	\$1,500 Lifetime per participant (under 21)
Town of Okotoks	100%	Not specified	50%	Not Specified	50%	\$1,500 Lifetime per participant
Town of Stony Plain	100%	\$2,500 per participant per benefit year combined with Extensive Benefits	Major 100% & Other 80%	\$2,500 per participant per benefit year combined with Basic Benefits	50%	\$2,500 Lifetime per participant

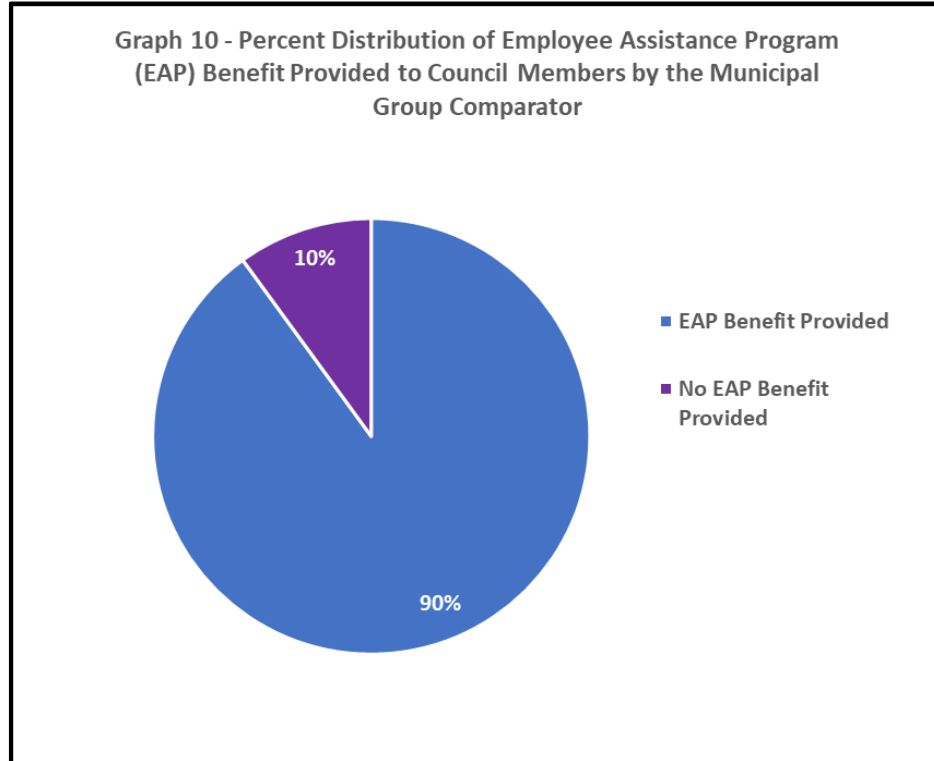
Table 12 – 2022 Dental Plan Benefits Provided to Council Members compares the City of Spruce Grove Dental Plan Benefit (Basic, Extensive and Orthodontic Benefits) against the Municipal Group Comparator.

8. Benefits Package (cont'd)

Table 13 - 2022 Council Remuneration Survey	
Municipal Group Comparator	Employee Assistance Program (EAP) Provided
City of Spruce Grove	Yes
City of Airdrie	Yes
City of Fort Saskatchewan	Yes
City of Grande Prairie	Yes
City of Leduc	Yes
City of Medicine Hat	No
City of Red Deer	Yes
City of St. Albert	Yes
Town of Cochrane	Yes
Town of Okotoks	Yes
Town of Stony Plain	Yes

Table 13 – 2022 Employee Assistance Program (EAP) Benefit Provided to Council Members shows which Municipalities offer EAP Benefits to Council members. The City of Spruce Grove provides this benefit.

Graph 10 – Percent Distribution of Employee Assistance Program (EAP) Benefit Provided to Council Members illustrates the percent distribution of municipalities who provide an Employee Assistance Program (EAP) to their Council members.

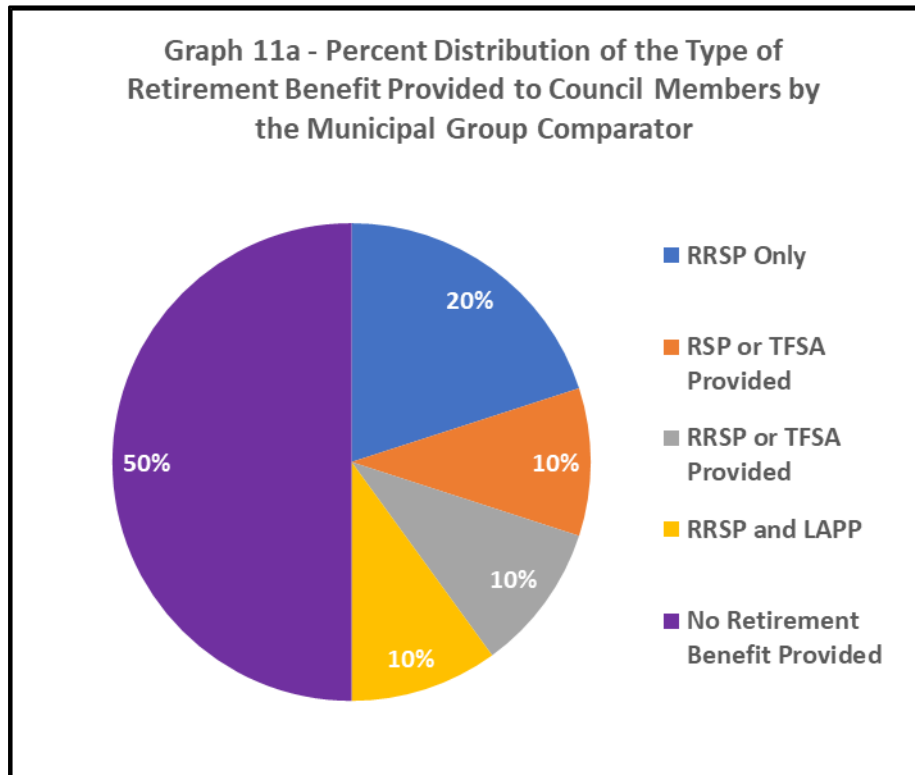


8. Benefits Package (cont'd)

Table 14a - 2022 Council Remuneration Survey	
Municipal Group Comparator	Type of Retirement Benefit Provided
City of Spruce Grove	RRSP or TFSA
City of Airdrie	No Retirement Benefit Provided
City of Fort Saskatchewan	No Retirement Benefit Provided
City of Grande Prairie	No Retirement Benefit Provided
City of Leduc	RRSP and LAPP
City of Medicine Hat	RRSP or TFSA
City of Red Deer	RRSP Only
City of St. Albert	RRSP Only
Town of Cochrane	No Retirement Benefit Provided
Town of Okotoks	No Retirement Benefit Provided
Town of Stony Plain	RSP or TFSA

Table 14a – 2022 Retirement Benefit Provided to Council Members shows the type of benefit provided by each Municipality. The City of Spruce Grove provides RRSP or TFSA retirement benefit to Council members.

Graph 11a – Percent Distribution of the Type of Retirement Benefit Provided to Council Members shows the percent distribution of the type of Retirement Benefit being provided to Council members by the Municipal Group Comparator.



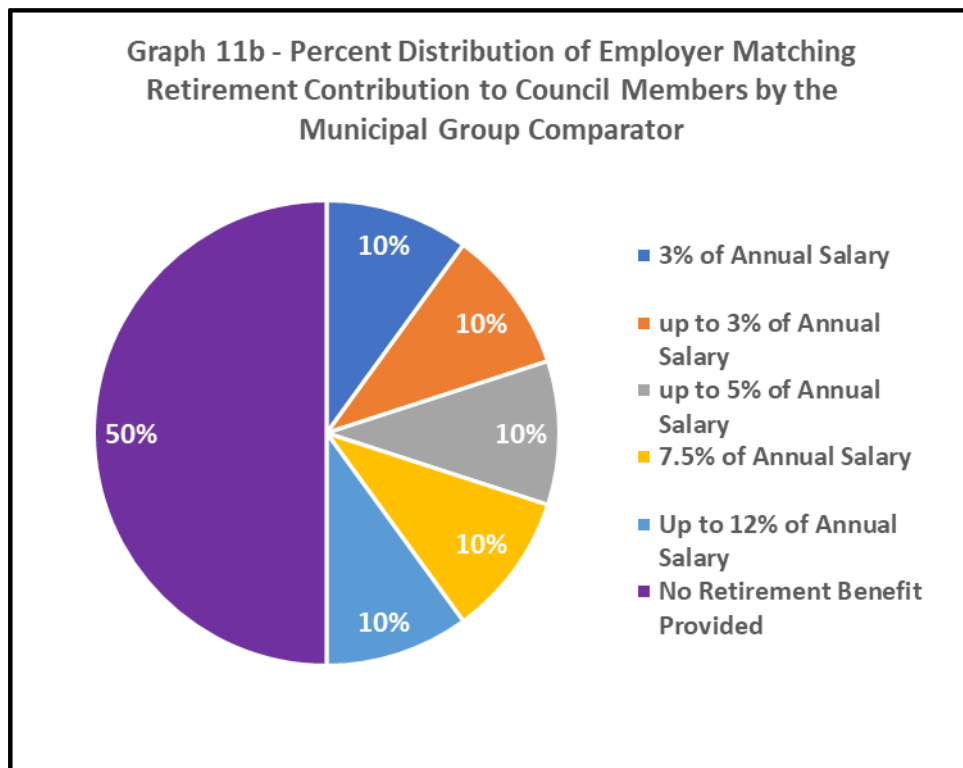
2022 Council Remuneration Survey

8. Benefits Package (cont'd)

Table 14b - 2022 Council Remuneration Survey	
Municipal Group Comparator	Employer Matching Retirement Contribution
City of Spruce Grove	4% of Annual Salary
City of Airdrie	No Retirement Benefit Provided
City of Fort Saskatchewan	No Retirement Benefit Provided
City of Grande Prairie	No Retirement Benefit Provided
City of Leduc	up to 5% of Annual Salary
City of Medicine Hat	Up to 12% of Annual Salary
City of Red Deer	7.5% of Annual Salary
City of St. Albert	3% of Annual Salary
Town of Cochrane	No Retirement Benefit Provided
Town of Okotoks	No Retirement Benefit Provided
Town of Stony Plain	up to 3% of Annual Salary

Table 14b – 2022 Employer Matching Retirement Contribution to Council Members shows the amount of contribution provided by each Municipality. The City of Spruce Grove provides up to 4% of annual salary as employer matching contribution to Council members.

Graph 11b – Percent Distribution of Employer Matching Retirement Contribution to Council Members shows the percent distribution of the type of Employer matching retirement contribution.



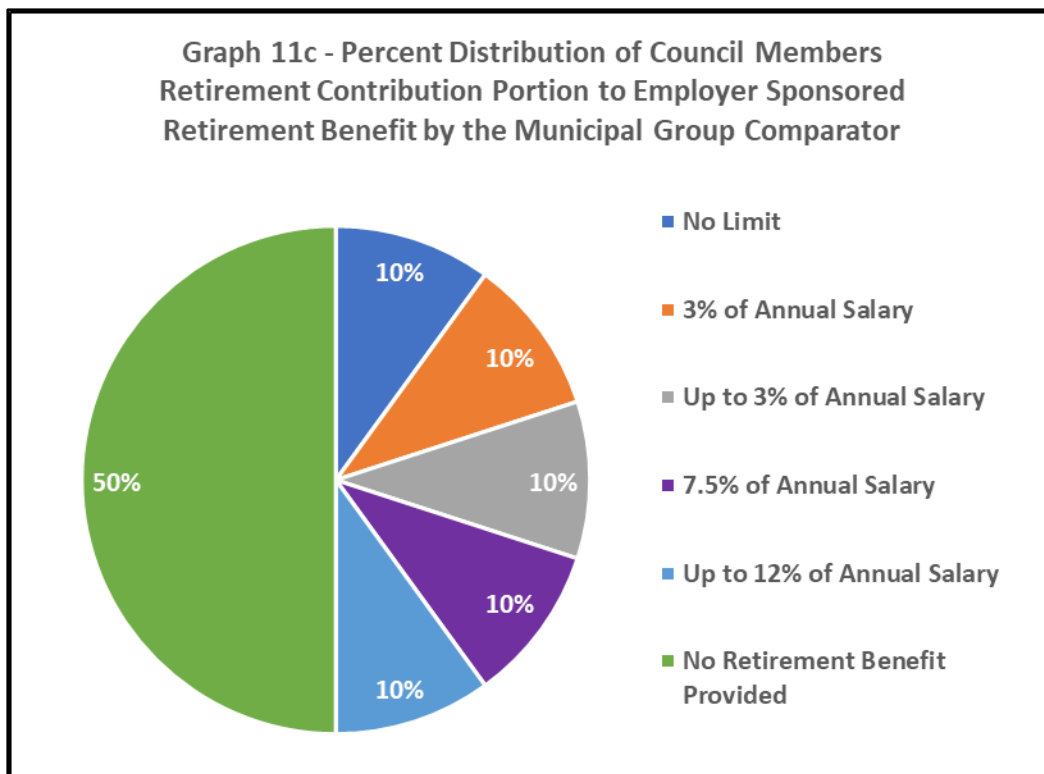
2022 Council Remuneration Survey

8. Benefits Package (cont'd)

Table 14c - 2022 Council Remuneration Survey	
Municipal Group Comparator	Council Members Retirement Contribution Portion
City of Spruce Grove	Minimum 4% of Annual Salary
City of Airdrie	No Retirement Benefit Provided
City of Fort Saskatchewan	No Retirement Benefit Provided
City of Grande Prairie	No Retirement Benefit Provided
City of Leduc	No Limit
City of Medicine Hat	Up to 12% of Annual Salary
City of Red Deer	7.5% of Annual Salary
City of St. Albert	3% of Annual Salary
Town of Cochrane	No Retirement Benefit Provided
Town of Okotoks	No Retirement Benefit Provided
Town of Stony Plain	Up to 3% of Annual Salary


Table 14c – 2022 Council Members Matching Retirement Contribution to Employer Sponsored Retirement Benefit shows the allowable amount of contribution made by Council Members. The City of Spruce Grove allows a minimum contribution of 4% of annual salary by a Council member with no maximum.

Graph 11c – Percent Distribution of Council Members Matching Contribution to Employer Sponsored Retirement Benefit shows the percent distribution of Council Members type of retirement contribution.



APPENDIX 1 – Survey Questionnaire

2022 Council Remuneration Survey

		<h2>Council Remuneration Survey</h2>		
Name of Organization:				
Name of Contact:				
Telephone Number:				
Email:				
Council Remuneration - Base Salary				
Year	Mayor Employment Status (FT or PT)	Mayor Annual Base Salary	Councillor Annual Base Salary	Deputy Mayor Supplemental Salary Allowance
2021				
2022				
Honorarium				
Year	Half Day & Amount	Full Day \$ Amount	Note: Half day honoraria is defined as a minimum of 2 hours and a maximum of 4 hours, and full day is defined as in excess of 4 hours.	
2021				
2022				
Annual Car Allowance				
Year	Mayor Allowance	Councillor Allowance	Note: Allowance could be annual or monthly amounts.	
2021				
2022				
Training & Conference Budget				
Year	Mayor Annual \$ Budget	Councillor Annual \$ Budget	Deputy Mayor Annual \$ Budget	
2021				
2022				
Mobile Devices				
Question?	NO	YES	Monthly Allowance Amount if applicable?	
Do you provide mobile devices (cellular phone) for? <i>Indicate your choice by an "X".</i>				
Mayor				
Councillor				
Computer Devices				
Question?	ipad	Android Tablet	Laptop/Computer	Other
Do you provide an electronic device and what type for? <i>Indicate your choice by an "X"</i>				
Mayor				
Councillor				
Technology & Office Supplies				
Year	One Time Term Home Office Set-up \$ Amount	Annual \$ Allowance	Other \$ Allowance	
2021				
2022				

2022 Council Remuneration Survey

APPENDIX 1 – Survey Questionnaire (cont'd)

Benefits - Life Insurance & Accidental Death & Dismemberment								
Basic Group Life	Benefit Formula	Maximum Benefit						
Dependent Life	Insurance Amount - Spouse	Insurance Amount - Child						
Optional Group Life	Eligibility	Benefit Formula	Combined Maximum Basic Group Life & Optional					
AD&D	Benefit Formula	Maximum Benefit						
Benefits - Health Plan								
Prescription Drugs	Coverage Level	Payment Type			Drugs Defined			
Hospital Benefits	Coverage Level	Private/Semi Private Rooms	Other					
Extended Health	Coverage Level	Ambulance & Ancillary Services	Paramedical Practitioners					
Out of Province Emergency	Coverage Level	Benefit Period	Maximum					
Vision Care	Coverage Level	Benefit Period	Maximum					
Benefits - Dental Plan								
Benefit Type	Coverage Level		Maximum					
Basic								
Extensive								
Orthodontic								
Benefits - Employee/Family Assistance Program (EFAP)								
Question?	Do you provide EFAP to Council members? <i>Indicate your choice by an "X".</i>	NO	YES					
Retirement Benefit								
Retirement Savings Plan	Type of Plan	Employer Matching Contribution	Mayor/Councillor Matching Contribution					
Other Benefits								
Other Benefits	Coverage Level	Benefit Period	Maximum					

APPENDIX E

Jurisdictional Scan – Internal Board and Committee Remuneration

Municipality	Councillors Remunerated for Internal Boards and Committees?	Public Members Remunerated for Internal Advisory Boards?	Public Members remunerated for Internal Quasi Judicial Boards	Amount
Airdrie (counterpart confirmed via email and provided bylaw)	No	No	ARB	a) Chair \$219 for up to 4 hours \$383 for 4 hours up to 8 hours \$601 for over 8 hours b) Member \$164 for up to 4 hours \$290 for 4 hours up to 8 hours \$427 for over 8 hours
Cochrane (counterpart confirmed via email and provided bylaw)	No	No	ARB	a) Chair \$219 for up to 4 hours \$383 for 4 hours up to 8 hours \$601 for over 8 hours b) Member \$164 for up to 4 hours \$290 for 4 hours up to 8 hours \$427 for over 8 hours
Fort Saskatchewan (counterpart confirmed via email and provided a policy)	<ul style="list-style-type: none"> • Yes, if Council meetings are over 6 hours or longer, claim per diem; • Yes, FOR Councillors who are appointed Members to boards, 	No	SDAB	\$100 per half day (2 to 4 hours) \$200 per fully day (excess of 4 hours)

APPENDIX E

Municipality	Councillors Remunerated for Internal Boards and Committees?	Public Members Remunerated for Internal Advisory Boards?	Public Members remunerated for Internal Quasi Judicial Boards	Amount
	<p>committees or commissions (e.g., SDAB) and attend such meetings shall be eligible to claim Per Diems.</p> <p>The Mayor does not receive per diems for committee work.</p>			
Grande Prairie (counterpart confirmed via email)	No	Complaint Adjudication Committee	ARB SDAB	<p>ARB & SDAB</p> <p>a) Chair \$219 for up to 4 hours \$383 for 4 hours up to 8 hours \$601 for over 8 hours</p> <p>b) Member \$164 for up to 4 hours \$290 for 4 hours up to 8 hours \$427 for over 8 hours</p> <p>Complaint Adjudication Committee \$100 for each half day (at least 2 hours) \$200 for each full day (at least 4 hours)</p>
Leduc (counterpart confirmed via email)	No	No	ARB SDAB	<p>SDAB</p> <p>a) Chair \$125 per hearing</p>

APPENDIX E

Municipality	Councillors Remunerated for Internal Boards and Committees?	Public Members Remunerated for Internal Advisory Boards?	Public Members remunerated for Internal Quasi Judicial Boards	Amount
and attached SDAB and ARB bylaws)				b) Member \$100 per hearing ARB \$164 for 4 hours or less \$290 for more than 4 hours but less than 8 hours \$601 if more than 8 hours are worked in a day.
Medicine Hat (confirmed via email and Policy No. 8043 City Council Remuneration)	No	No	ARB	a) Chair \$250 for ½ day (less than 4 hours) \$400 for full day (4 hours or more) b) Member \$175 for ½ day (less than 4 hours) \$300 for full day (4 hours or more)
Okotoks (counterpart confirmed via email and link to bylaw online)	No	No	ARB SDAB	ARB & SDAB a) Chair \$219 for up to 4 hours \$383 for 4 hours up to 8 hours \$601 for over 8 hours b) Member \$164 for up to 4 hours

APPENDIX E

Municipality	Councillors Remunerated for Internal Boards and Committees?	Public Members Remunerated for Internal Advisory Boards?	Public Members remunerated for Internal Quasi Judicial Boards	Amount
				\$290 for 4 hours up to 8 hours \$427 for over 8 hours
Red Deer (counterpart confirmed via email)	No	No	SDAB ISDAB (Intermunicipal) ARB - Central Alberta Regional ARB	<p>SDAB \$107 up to 3 hours \$209 from 3 to 6 hours \$275 over 6 hours</p> <p>ISDAB Members appointed by The City of Red Deer \$210 flat rate panel members (paid by City) \$500 flat rate presiding officer (half paid by City, half by County)</p> <p>ARB a) Presiding Officer \$219 up to 4 hours \$383 4 to 8 hours \$601 over 8 hours b) Panel Members \$164 up to 4 hours \$290 4 to 8 hours \$427 over 8 hours</p>
St. Albert	No	No	ARB	a) Presiding Officer \$219 for up to 4 hours \$383 for 4 hours up to 8 hours \$601 for over 8 hours

APPENDIX E

Municipality	Councillors Remunerated for Internal Boards and Committees?	Public Members Remunerated for Internal Advisory Boards?	Public Members remunerated for Internal Quasi Judicial Boards	Amount
				b) Member \$164 for up to 4 hours \$290 for 4 hours up to 8 hours \$427 for over 8 hours
Stony Plain (counterpart confirmed via email)	No	No	No	n/a

APPENDIX F
Jurisdictional Scan - Parental Leave Remuneration

	Municipality							
Weeks	<i>Spruce Grove</i>	<i>Edmonton</i>	<i>Blackfalds</i>	<i>Fort Sask</i>	<i>Lacombe</i>	<i>Stony Plain</i>	<i>Calgary</i>	<i>Strathcona County</i>
Remuneration	<i>Spruce Grove Councillor remuneration: \$58,154 per year or \$1,118.35 per week (\$58,154/52 weeks)</i>							
1	\$29,077.10	Same remuneration as Spruce Grove.	\$12,301.85	\$9,841.48	\$9,841.48	\$15,992.41	<u>Maternity leave:</u> \$20,018.47	<u>Birth giver:</u> \$19,011.95
2	(10 week no duties plus 100% attendance weeks 11-26)		55% of salary for remuneration	55% of salary for remuneration	55% of salary for remuneration	55% of salary for remuneration	(16 weeks maternity leave + 10 weeks parental leave)	(6 week health leave full remuneration + 20 weeks parental leave 55% of salary for remuneration)
3		Full Remuneration received for first 10 weeks	20 weeks	16 weeks	16 weeks	26 weeks	Maternity leave: 8 weeks full remuneration and 8 weeks 55% of salary	(no council duties)
4		Percentage of council duties for the following 10 weeks:	Must have served on council for 6 months (no council duties)	(no council duties)	Must have served on council for 6 months (no council duties)	(no council duties)	Parental leave: 10 weeks 55% of salary (no council duties)	\$1,118.35 x 6 = \$6,710.10
5	\$11,183.50		$\$1,118.35 \times 20 \times 0.55 = \$12,301.85$	$\$1,118.35 \times 16 \times 0.55 = \$9,841.48$	$\$1,118.35 \times 16 \times 0.55 = \$9,841.48$	$\$1,118.35 \times 26 \times 0.55 = \$15,992.41$		
6	(full remuneration received for first 10 weeks)	30% for Council mtg attendance						
7	(no council duties)	30% for standing mtg attendance						
8	$\$1,118.35 \times 10 = \$11,183.50$	15% for board mtg attendance					$\$1,118.35 \times 8 = \$8,946.80$	$\$1,118.35 \times 20 \times 0.55 = \$12,301.85$
9	-----	25% for event attendance						-----
10	\$17,893.60							<u>Non-Birth Giver:</u> \$15,992.41
11	(100% duties)						$\$1,118.35 \times 8 \times 0.55 = \$4,920.74$	55% of salary for remuneration
12	(weeks 11 - 26 remuneration is a percentage of council duties completed)							26 weeks (no council duties)
13	40% Council mtg attendance						$\$1,118.35 \times 10 \times 0.55 = \$6,150.93$	$\$1,118.35 \times 26 \times 0.55 = \$15,992.41$
14	20% for COW mtg attendance						<u>Parental leave:</u> \$15,992.41	
15	20% for board mtg attendance						55% of salary for remuneration	
16	20% for event attendance						26 weeks (no council duties)	
17	20% for event attendance						$\$1,118.35 \times 26 \times 0.55 = \$15,992.41$	
18								
19								
20								
21								
22								
23								
24								
25								
26	$\$1,118.35 \times 16 = \$17,893.60$							

APPENDIX F

Municipality	<i>Spruce Grove</i>	<i>Edmonton</i>	<i>Blackfalds</i>	<i>Fort Sask</i>	<i>Lacombe</i>	<i>Stony Plain</i>	<i>Calgary</i>	<i>Strathcona County</i>
Benefits	If performing duties, benefits are covered by the City; If NO duties after 30 days, Councillor's responsibility or opt out	Benefits not discussed in the bylaw	Entitlement to receive or participate in any benefits program or package that the Councillor would be entitled to	Entitlement to receive or participate in any benefits program or package that a Councillor would be entitled to	Entitlement to receive or participate in any benefits program or package that the Councillor would be entitled to	Town contributes 55% and Councillor contributes 45%	A Member of Council who takes maternity leave or parental leave pursuant to this Bylaw must contact Human Resources prior to beginning their leave to determine the impact on their benefit and pension coverage and premiums	<p>Health related portion: County to pay County portion and Council to pay Councillor portion</p> <p>Parental leave: Councillor responsible for full cost of benefits</p>