



Council Compensation and Expenses

Authority: Council

Effective Date: Council Term 2021-2025

Date Approved by Council: January 11, 2021

Resolution No.: 008/01/21/SP

Future Review Date: 2024

Last Review/Revision: 2018

Responsibility: Council

References: Income tax legislation, FOIP Act, Generally Accepted Accounting Principles

Replaces: C-CO-033 Council Compensation and Expenses

1.0 Purpose: To outline the Town of Stony Plain’s policy in regard to compensation and expenses for members of Council.

2.0 Scope: This policy covers all aspects of compensation, education and reimbursement for members of Council of the Town of Stony Plain.

3.0 Objectives: The objectives of this policy are to establish:

- Council Honorarium rates and the process that will be followed to ensure timely review of Council compensation and this policy
- policy and rates for Technology Allowance and Connectivity Allowance
- policy for the claiming of direct expenses and travel costs incurred by Council members in the course of Council business
- policy for the coverage of educational costs for members of Council
- To delineate the benefits and incentives offered to members of Council by the Town of Stony Plain
- parameters for the reporting of Council Honorariums and Expenses to provide for accountability and transparency.

4.0 Compensation and Benefits:

4.1 Honorariums

Town Council remuneration consists of Honorariums approved by Council as per Schedule A of this policy. Council honorariums will be adjusted January 1 of each year to reflect the Consumer Price Index

change year over year in the month of June of the previous year for the Province of Alberta subject to Corporate Plan approval.

Annually, Council members shall submit a T4 or equivalent by March 15 showing the amount paid by external Committees, Boards and Commissions that they have been appointed or participate on because of elected official role. These include but are not limited to Edmonton Metropolitan Region Board, Alberta Capital Region Wastewater Commission, Capital Region Parkland Water Services Commission, AUMA Committees, Meridian Housing Foundation, and Yellowhead Regional Library Board.

4.2 Technology Allowance

Council members will receive a Technology Allowance once per four year term as per Schedule A of this policy. This amount is a taxable benefit. The Technology Allowance requires Council to purchase technology that enables them to participate fully as Councillors within the Municipality and keep information confidential. All potential technology purchases must be pre-approved with the Town's Technology Services Manager prior to purchase to ensure compatibility with Town systems. The Town of Stony Plain Technology Service's staff and Legislative Service's staff will provide support to the accessing of town documents, agendas and software programs, but will not provide support to hardware. Support of hardware purchased remains the responsibility of the individual Councillor.

4.3 Connectivity Allowance

Council members will receive a Connectivity Allowance as per Schedule A of this policy. This amount is a taxable benefit. It is required that Council members will carry a smart phone that allows communication with the organization via email or phone. Members of Council are required to have available internet access. This allowance is provided to cover the cost of these requirements. Technology Services can provide advice and assistance to Councillors regarding the purchase of smart phones and will provide assistance with the connection to Town systems through these devices but will not provide support to the devices themselves.

4.4 Benefits

Council members are eligible to participate in the following elements of the Town's benefit package:

- Dental
- Extended Health
- Accidental Death and Dismemberment
- Group Life Insurance
- Family Group Life
- Employee Assistance Program
- Worker's Compensation

Council members are eligible to participate in a self-directed matching Registered Retirement Savings Plan (RRSP) program up to 3% of the Honorarium. Council members over the age of 65 who are ineligible to participate in the Registered Retirement Savings Plan are eligible to participate in a self-

directed matching contribution to a Tax Free Savings Account (TFSA). Once a Council member registers to participate in this program, bi-weekly deductions will be taken from the Honorarium, matched by the Town and remitted to the financial institution of the Councillor's choice. There is no provision for retroactive deduction or contribution under this program.

5.0 Expenses:

Members of Council will incur direct expenses such as meals, accommodations, parking, etc. in the normal course of carrying out Council business. Each member of Council will be allocated an annual budget for such expenses. Reimbursement will be made based on receipts attached to an expense account form and approved by the Mayor or Deputy Mayor. Alcoholic beverages will not be included in reimbursed amounts.

Mileage for approved conferences, seminars or meetings shall be paid at a per kilometer rate as per Schedule A of this policy. Mileage shall not be claimable for travel within 10 km of the Town Office. Mileage claims will be made on expense account forms and approved by the Mayor or Deputy Mayor. When travel is authorized, the most direct, practical and cost effective route and mode of transportation should be used. For example, in instances where the lowest cost air travel is less costly than a travel allowance per kilometer rate and the individual prefers to travel by private motor vehicle, the maximum expense claim to be allowed is the lower cost of air travel. Air travel shall be covered at the most economical rates available.

Council members may claim an Incidental Per Diem as per Schedule A for days when the member of Council is required to travel away from the community on Council business. Reimbursement will result from a completed expense account form which is approved by the Mayor or Deputy Mayor. This amount is intended to reimburse incidental purchases for which Councillors may not be able to provide a receipt.

Expenses incurred for attendance at the Alberta Urban Municipalities Association Convention, the Federation of Canadian Municipalities Conference and strategic planning shall be reimbursed by the Town and allocated to a separate account set up for this purpose.

Where coverage is not already included under each individual Councillor's existing auto insurance policy, members of Council will be able to claim reimbursement for the actual increase in their policy premium related to private vehicle business insurance up to the maximum shown in Schedule A of this policy. This covers the situation where the insurance provider requires the private vehicle to be insured for use when travelling on Town business. Submission of supporting documentation is required.

6.0 Education:

An Educational Budget as per Schedule A of this policy is provided on an annual basis for the purpose of allowing members of Council to attend training, workshops, seminars and other educational or professional development classes that relate to role of being a Council member. The budget is monitored and approved for use by the Mayor.

7.0 Incentives:

The Town offers a contribution toward a Trans Alta Tri Leisure Center Corporate Membership for members of Council to promote healthy living efforts. Alternatively, each calendar year a Council member is entitled to receive a \$300 Wellness Allowance. The Wellness Allowance Application Form with receipts attached must be submitted. The allowance is a taxable benefit and the expense must relate to the current year and amounts cannot be carried from one fiscal year to the next.

For clarity, Council members cannot participate under both the Trans Alta Tri Leisure Membership and the Wellness Allowance therefor must make a choice between the two program options.

Council members are eligible for the Town of Stony Plain Golf Course Employee Discount. This discount is not transferable to other people. The program allows for tee times to be booked up to 2 days in advance, as availability allows. The discount allows for full paying customers to have priority, as the discount does not apply to primetime tee times.

Council members are eligible to receive one 12 punch Outdoor Swimming Pool Employee Pass per year.

8.0 Reporting:

Individual Council member compensation and expense reimbursement paid by the Town of Stony Plain and external Committees, Boards and Commissions that the Council member is appointed to will be disclosed on the Town's website to facilitate accountability and transparency to taxpayers.

Council compensation and benefits will be disclosed in the notes to the Town's annual audited financial statements to comply with Provincial Regulations.

9.0 Compensation and Policy Review

In the third year of a four year Council term, Terms of Reference for a Public Council Remuneration Committee will be approved by Council. A public committee will be solicited and provided with administrative support, for the purpose of reviewing Council Compensation and making change recommendations to Council.

As a result of the compensation review process, committee recommendations will be brought to Council for consideration in the third year of the Council term for implementation in the first year of the following Council term.

Once per Council term, this policy will be reviewed and updated.

Schedule A

Mayor's Annual Compensation

October 2021-2025 (0% raise) (COLA not included, pending budget approval)

Item	Total
Honorarium	75,392.32
Connectivity Allowance	1,500.00
Total	76,892.32

*Retirement compensation set at up to 3% of honorarium, estimated to be \$2,262

Councillor's Annual Compensation

October 2021-2025 (0% raise) (COLA not included, pending budget approval)

Item	Total
Honorarium	37,218.99
Connectivity Allowance	1,500.00
Total	38,718.99

*Retirement compensation set at up to 3% of honorarium, estimated to be \$1,117

Technology Allowance	\$2,750 per Council member per 4 year term
Mileage Rate	Canada Revenue Agency Annual Rate
Incidental Per Diem	\$10.00 per day that Council member is outside the Community on Council Business
Private Vehicle Business Insurance	Up to \$500 per year per Council member with proof of payment provided
Educational Budget	\$2,000 per Council member per year – May be apportioned differently at Mayor's discretion.
RSP or TFSA	Matching amount up to 3% of Honorarium as determined by Council member