



Council Compensation and Expenses

Authority: Council

Effective Date: October 20, 2025

Date Approved by Council: November 25, 2024

Resolution No.: 195/11/24/SP

Future Review Date: 2029

Responsibility: Council

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

Replaces: Council Compensation and Expenses C-CO-064 (2024)

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 for the Town of Stony Plain.

3.0 Definitions:

Council: means the Mayor and Councillors of the Town of Stony Plain elected pursuant to the provisions set out in the *Local Authorities Election Act*.

Councillor: means a member of Council who is duly elected and continues to hold office. For the purposes of this policy only, the term Councillor does not include the Mayor.

Deputy Mayor: means the Councillor who is appointed pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, to act as Mayor in absence or incapacity of the Mayor.

Honorarium: means the compensation provided to a member of Council, including but not limited to:

- a) Preparation for and attending formal and informal meetings;
 - b) Attendance at educational events including but not limited to conferences, seminars, training sessions, workshops, orientation sessions, etc.;
 - c) Event networking;
 - d) Attendance at open houses, public meetings and other public input sessions;
 - e) Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town of Stony Plain initiative or facility;
 - f) Attending events as a dignitary representative of the Town of Stony Plain;
 - g) Functions and activities related to Council duties; and
 - h) Councillors two four-month rotational duties as Deputy Mayor
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Mayor: means the individual elected to the position of Chief Elected Official for the Town.

Town: means the municipality of the Town of Stony Plain.

4.0 Compensation and Benefits:

4.1 Honorariums

The annual remuneration and benefits are intended to compensate members of Council for the performance of duties associated with the responsibilities of such elected offices. 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.

4.2 Benefits and Incentives

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

- a) Dental
- b) Extended Health
- c) Accidental Death and Dismemberment
- d) Group Life Insurance
- e) Family Group Life
- f) Employee Assistance Program
- g) 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 Council members choice. There is no provision for retroactive deduction or contribution under this program.

Council members are eligible to receive employee incentives that promote healthy living efforts including:

- Annually approved employee corporate discount at designated Stony Plain recreation facilities
- Designated Wellness Allowance

Incentives are for the use of the Council member and are subject to the rules and procedures in place for employees at time of offer.

4.3 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.

4.4 Connectivity Allowance

Members of Council will receive a Connectivity Allowance as per Schedule A of this policy. This amount is a taxable benefit. It is required that Council members 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 Council members regarding the purchase of smart phones and will provide assistance with the initial connection to Town systems through these devices but will not provide support to the devices themselves.

5.0 Expenses:

Members of Council will incur direct expenses such as meals, accommodations, mileage, parking, training and development, etc. in the normal course of carrying out Council business. Each Council member will be allocated an annual budget for such expenses as outlined in Section 5, and as per Schedule A, of this policy. Reimbursement will be made based on receipts attached to an expense account form and approved by the Mayor or Deputy Mayor.

Expenses incurred for attendance at the strategic planning and Council orientation workshops shall be reimbursed by the Town and allocated to a separate account set up for this purpose.

Incidentals

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

Accommodations and Meals

If a member of Council is required to travel on Town business and overnight accommodation away from their regular home is necessary, they may claim the actual cost of the accommodation upon the submission of receipts.

Members of Council may claim the actual and reasonable cost of a meal including taxes and reasonable gratuity upon the submission of receipts with taxes and gratuity indicated on the receipt. Alcoholic beverages will not be included in reimbursed amounts.

Mileage

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.

Training and Development

Members of Council are encouraged to participate in professional training and development opportunities to enhance their skills and knowledge to effectively fulfill their governance roles and responsibilities. Members may use funds from their annual expense budget for the purpose of attending conferences, training, workshops, seminars, and other educational or professional development classes and associated materials that relate to the role of being a member of Council.

All out of Province travel must be pre-approved by the Mayor. The training and development budget is monitored by the Mayor.

Council members will be provided the ability to request to utilize a portion of their following year expense budget for training and development purposes, as directed and approved by the Mayor; except in the 4th year of the Council term. When a Council member exercises this option, their next years expense budget will be reduced by that amount.

6.0 Auto Insurance

Where coverage is not already included under each member of Council'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.

7.0 Reporting:

To facilitate accountability and transparency to taxpayers, the Town will disclose individual Council member compensation and expense reimbursement on the Town's website.

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

8.0 Roles and Responsibilities

- a) Council is responsible for reviewing and approving this policy at least once each term of Council.

- b) Members of Council are responsible to adhere to this policy to demonstrate transparency and accountability.
- c) Members of Council are responsible for submitting expense claims.
- d) The Mayor is responsible for approving Council member expense claims. The Deputy Mayor is responsible for approving the Mayor's expense claims.

9.0 Compensation and Policy Review

Council compensation for the Mayor and Councillors will be established with standards that reflect the roles and responsibilities of members of Council for the Town. To achieve this, a Compensation plan reflects one that:

- a) Is fair and reasonable and will attract a diverse and representative pool of candidates from Stony Plain residents wishing to seek election to Council;
- b) Recognizes that the work of the Mayor and Councillors is demanding and important, and as such they should be appropriately compensated;
- c) Recognizes the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Councillor;
- d) Must demonstrate fiscal responsibility and align to the Strategic Plan for the Town of Stony Plain.

Compensation Review and Adjustment:

Compensation will be reviewed at least once per term of Council.

In the third year of a four-year Council term, Administration will determine the appropriate manner in which to conduct a Council compensation and expenses review using one or more of the following strategies:

- a) Analysis of a selection of Alberta communities' mayor and councillor salaries and populations to determine appropriate compensation reflective of comparable Alberta municipalities of similar size and services.
- b) Administrative review
- c) Third party review
- d) Council Committee or Task Force Review

Administration will review benefits in conjunction with the compensation review so that adjustments may be made to reflect changing practices of Town Administration or of other communities.

As a result of the compensation review process, 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.

This policy shall be reviewed and updated during each term of Council.

Schedule A

Mayor's Annual Compensation

October 2025-2029 (COLA not included, pending budget approval)

| Item | Total |
|------------------------|-------------------|
| Honorarium | 99,878.13 |
| Connectivity Allowance | 1,500.00 |
| Total | 101,378.13 |

*Retirement compensation set at up to 3% of honorarium, estimated to be \$2,996.34

Councillor's Annual Compensation

October 2025-2029 (COLA not included, pending budget approval)

| Item | Total |
|------------------------|------------------|
| Honorarium | 51,585.84 |
| Connectivity Allowance | 1,500.00 |
| Total | 53,085.84 |

*Retirement compensation set at up to 3% of honorarium, estimated to be \$1,547.58

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| Technology Allowance | \$2,750 per Council member per 4-year term |
| Mileage Rate | Canada Revenue Agency Annual Rate updated annually on January 1st |
| Incidental Per Diem | \$10.00 per day that a Council member is outside the Town on Council Business |
| Private Vehicle Business Insurance | Up to \$500 per year per Council member with proof of payment provided |
| Expense Budget | Mayor: \$25,000 per year Councillor: \$15,400 per year |
| RSP or TFSA | Matching amount up to 3% of Honorarium as determined by Council member enrollment. |