



## Council Remuneration

<b>Procedure No.:</b> C-2	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Administrative	<b>Authority:</b> Council
<b>Effective Date:</b> October 23, 2017	<b>Revision Date:</b> June 10/13, May 8, 2017, April 8, 2019
<b>Review Date:</b> April 2022	<b>Repealed Date:</b>
<b>Supersedes:</b> Policy 08/01/28, 03/11/23, 30C-10/29/96, 47C 8011	
<b>Related Policy No.:</b> C-2	
<b>Related Policy Name:</b> Council Remuneration	

### Purpose

The purpose is to develop operating guidelines for the Council remuneration policy.

### Remuneration Establishment

- 1) Annually Administration shall provide Council with the AAMDC/AMSC Wage and Salary Survey for information.
- 2) In the fourth year of a Council term, Administration will prepare a request for decision prior to May of that year to seek Council's approval to establish a 3 person member-at-large committee to review Council remuneration.
- 3) If Council passes a resolution to establish a remuneration committee, Administration shall advertise for volunteers for a minimum of 3 weeks.
- 4) Administration shall present to Council in closed session all potential members-at-large with their letter of expression for Council's consideration.
- 5) Upon Council establishing the committee, Administration shall meet with the committee to determine the criteria they will utilize to determine their recommendation.
- 6) Administration shall prepare a customized report using Municipal Affairs financial indicators municipalities, outlining monthly salaries, per diem remuneration, meal and travel expenses, and benefits for use by the remuneration committee.



- 7) Administration will also prepare a customized report using the following southern municipalities;
  - a. Cities of Brooks, Lethbridge and Medicine Hat
  - b. Counties of Lethbridge, Cypress and Newell
  - c. Municipal District of Taber
  - d. Towns of Coaldale and Redcliff.
- 8) The remuneration committee will meet as required with Administration to provide advisory and administrative support.
- 9) The committee shall present their report with their recommendation to Council for consolidation prior to the annual budget meeting of Council.
- 10) If in the fourth year of a Council term, Council chooses not to establish a remuneration committee; Administration will prepare a request for decision prior to the annual budget meeting providing a report on comparable municipalities' remuneration.
- 11) Establishment of remuneration will be by resolution of Council.

### **Administration Process**

- 1) Federal Legislation passed in 2017 eliminated tax exemption for elected officials effective January 1, 2019. **Total** allowance and remuneration of elected officials is therefore subject to income taxation and considered as earnings.
- 2) Upon Council establishing their remuneration, the finance department shall set up the appropriate deductions and remit all payroll deductions in accordance with Revenue Canada requirements.
- 3) Council members shall be paid on a monthly basis by direct deposit.
- 4) When Council members claim a per diem for attending Town business, they shall submit an expense claim indicating the purpose of the trip.
- 5) Council members, who travel on Town business, shall submit their expenses on an expense claim form within 30 days upon returning.
- 6) The Mayor will review and sign all Councillor expense claim forms. The Deputy Mayor will review and sign the Mayor's expense claim forms.



## Councillor Remuneration

- 1) **Base Salary:** An all-inclusive amount provided to Council Members for their time and service with respect to attending to Municipal matters, including all meetings regardless of duration. Rates as set out in Schedule "A".
- 2) **Travel Allowance (Non-accountable):** Provided to Council Members as an allowance to offset costs (fuel, insurance, vehicle repairs and maintenance and other expenses) incurred to travel to and from meetings (excluding regularly scheduled Council, Recreation Board, Taber Municipal Police Commission, Development Authority (Municipal Planning Commission), Subdivision and Development Appeal Board, Municipal Emergency Management Committee, Audit Committee and Library Board meetings) as elected representatives of the Municipality. This allowance covers travel expenses incurred to meet with individual residents and with representatives of community organizations. It also covers travel costs incurred while representing the Municipality at community meetings and other community events. In addition, it covers travel costs incurred by Council Members to attend to municipal business matters in their capacities as elected officials of the Municipality. Rates as set out in Schedule "A".
- 3) **Expense Allowance (Non-accountable):** Provided to Council Members as an allowance for various costs including those for phone lines, fax equipment and supplies, copying, computer equipment and supplies, hospitality expenses, provision towards fund raising community ventures, and other related expenses. These allowances are provided to offset costs, incurred by Councillors, which are not reimbursed through the Municipality's Expense Claims process as detailed in the Travel and Subsistence Policy and Procedure. Rates as set out in Schedule "A".
- 4) **Per Diem Remuneration:** Provided to Council Members for their time and service attending to Council business of a municipal nature and for the betterment of the Community, to a maximum of ten (10) days per annum, as long as the Council Member is delegated to attend by Council. Rates as set out in Schedule "A".

Any personal expenses related to the per diem remuneration are to be reimbursed through the Municipality's Expense Claims process as detailed in the Travel and Subsistence Policy and Procedure.

- 5) **Insurance Coverage:** Provided to Council Members. Please refer to the actual policy for details.

  
CHIEF ADMINISTRATIVE OFFICER

June 6, 2019  
DATE



**Schedule "A"****Remuneration and Allowances for Elected Officials**  
Effective January 1, 2019

	Monthly Base Salary	Percentage Increase	Increase in Dollars	Monthly Base Salary	Total Yearly Remuneration
Mayor	\$3,500.00	13.5%	\$472.50	\$3,972.50	\$47,670.00
Deputy Mayor	\$2,125.00	11.1%	\$235.88	\$2,360.88	\$28,330.56
Councillor	\$2,000.00	11.1%	\$222.00	\$2,222.00	\$26,664.00

**Per Diem Remuneration:** \$125.00 per day (100% taxable)

