



Council Remuneration

Procedure No.: C-2	Council Resolution No.: N/A
Department: Administrative	Authority: CAO
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Supersedes: Policy 08/01/28, 03/11/23, 30C-10/29/96, 47C 8011	
Related Policy No.: C-2	
Related Policy Name: Council Remuneration	

1.0 PURPOSE

- 1.1 The purpose is to develop operating guidelines for the Council Remuneration Policy.

2.0 REMUNERATION ESTABLISHMENT

- 2.1 Annually Administration shall provide Council with the Alberta Municipalities Wage and Salary Survey for information.
- 2.2 In the fourth year of the Council term, Administration will prepare a request for decision not later than December of that year for Council's consideration of the establishment of a 5-person member-at-large committee to review Council remuneration.
- 2.3 If Council passes a resolution to establish a remuneration committee, Administration shall advertise for volunteers for a minimum of 3 weeks.
- 2.4 Administration shall present to Council in Closed Session all potential members-at-large with their letter of expression for Council's consideration.
- 2.5 Upon Council establishing the committee, Administration shall meet with the Committee to determine the criteria they will utilize to determine their recommendation.
- 2.6 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. The



report will include the data from the most recent Alberta Municipalities Wage and Salary Survey.

- 2.7 The remuneration committee will meet as required with Administration to provide advisory and administrative support.
- 2.8 The committee shall present their report with their recommendation to Council for consideration not later than May following the establishment of the committee at a regular meeting of Council.
- 2.9 If, in the fourth year of a Council term, a remuneration committee is not established; Administration will prepare a request for decision Council for consideration not later than May providing a report on comparable municipalities' remuneration for Council to consider remuneration rates.
- 2.10 The establishment of remuneration will be by resolution of Council.

3.0 ADMINISTRATION PROCESS

- 3.1 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.
- 3.2 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.
- 3.3 Council members shall be paid on a monthly basis by direct deposit.
- 3.4 When Council members claim a per diem for attending Town business, they shall submit an expense claim indicating the purpose of the trip.
- 3.5 Council members, who travel on Town business, shall submit their expenses on an expense claim form within 30 days upon returning.
- 3.6 The Mayor will review and sign all Councillor expense claim forms. The Deputy mayor will review and sign the Mayor's expense claim forms.

4.0 COUNCILLOR REMUNERATION

- 4.1 **Base Salary:** An all-inclusive amount provided to Council Members for their time and service with respect to attending Municipal matters, including all meetings regardless of duration. Rates as set out in Schedule "A".
- 4.2 **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".

- 4.3 **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".
- 4.4 **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.

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


CHIEF ADMINISTRATIVE OFFICER


DATE



Schedule "A"

Remuneration and Allowances for Elected Officials Effective November 1, 2025

	Monthly Base Salary	Total Yearly Remuneration
Mayor	\$4,264.48	\$51,173.74
Deputy Mayor	\$2,534.40	\$30,412.85
Councillors	\$2,385.25	\$28,622.99

Per Diem Remuneration: \$282.00 per day (100% taxable)

