



POLICY

POLICY No. 2024-027
TITLE: Council Remuneration

APPROVAL DATE: JANUARY 15, 2024

DEPARTMENT: COUNCIL

REVISION DATE:

MAYOR: [Signature]

C. A. O.: [Signature]

Purpose:

To clearly define the compensation package that will be available for the elected officials of the Town of Calmar.

Reason for policy:

Section 243 (1) of the Municipal Government Act, R.S.A., M26-1 and amendments thereto which states:

- (1) An operating budget must include the estimated amount of each of the following expenditures and transfers:
 - (a) the amount needed to provide for Council's policies and programs

Policy

Members of Council shall receive remuneration, benefits and reimbursement of business expenses while undertaking their official role as an elected official for the Town of Calmar.

Guidelines

Members of Council shall receive compensation for their role as elected officials as follows:

- Honorarium
- Benefits
- Per Diem
- Expenses

Honorarium & Benefits – for Regular Meeting of Council as defined at the annual organizational meeting. This includes all preparation for the Council Meetings as well as the attendance. In addition to the meetings Calmar event attendance, volunteer hours and general communications are included.

[Signature] S.L.

Per Diem - For attendance at professional development, Regional Meetings, Committee Meetings, Committee Council Meetings, Special Meetings, Workshops and Town related activities not covered by the Honorarium. The amount spent will be limited by the amount budgeted each year. Within the overall budget set for each Councillor for per diems, and expenses which are based upon appointment to boards at the annual organizational meeting prior to formal annual budget approval, funds can be utilized between accounts to offset a short fall. However, the total budget for both accounts shall not be exceeded. If the Mayor or a Councillor is to be traveling out of Province or Country on Council business, they will advise their fellow Councillors and Administration of the purpose and time frame they will be away prior to leaving.

Expenses

Actual costs associated with any regular or approved Town business.

It is therefore established that compensation for the elected officials of the Town of Calmar be as follows:

1. In the discharge of the recognized "regular scheduled Council meetings", and other regular duties associated with the position of an elected official. Remuneration commencing January 01, 2024 shall be as follows:

MAYOR	\$1,500.00 monthly allowance and maintain current meeting structure.
COUNCILLOR	\$ 750.19 monthly allowance and maintain current meeting structure.
DEPUTY MAYOR	\$100.00 per month.

DEFINITION	"Called Meetings" are defined as duly constituted meetings of any Committee, Board, etc. to which members are appointed as Representatives by Council resolution and to which the members are asked to be in attendance.
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COLA	Effective January 1 st , 2023 and every January 1 st in subsequent years, the Mayor's and Councillor's monthly allowance as well as the attendance per diem shall be increased by the Consumer Price Index, for Alberta, as calculated at October 31 st of the previous year.
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2. For actual attendance at all other recognized responsibilities associated with the position of an elected officials – Remuneration shall be as follows:

A) Meetings 3 hrs. or less	\$ 85.00
B) Meetings more than 3 hrs. up to 5 hrs.	\$ 135.00
C) Meetings more than 5 hrs.	\$ 185.00
3. Mileage, travel expenses shall be paid at a reasonable allowance rate of \$0.67 per kilometer excepting travel within the corporate boundaries of the Town of Calmar.
4. Meals: actual receipted costs for meals, excluding alcoholic beverages, to a maximum of \$120.00 per day.
5. Lodging: actual costs of Lodging.
6. Communications (cell & internet): Council shall be paid a \$100.00 monthly allowance for cell phone and internet use.

7. **Benefits:** Life Insurance and Accidental Death & Dismemberment benefits as provided through the Town's benefit package at the Town's cost and in addition to that the extended health care benefits for elected officials can be purchased through the Town plan at 100% cost to the Council member.
8. **General:**
 - i. Compensation to be completed and submitted to the Mayor or Designate for approval prior to the last day of each month.
 - ii. Expenses are to be completed and submitted to the Mayor or Designate for approval prior to the last day of each month.
 - iii. Prepayment of registration fees will be initiated by the Town Manager upon request and/or receipt of a completed registration form.
 - iv. A member of Council has the right to waive any of the remuneration at their discretion, however, should still record attendance for tracking purposes.
9. **Review:** This policy will be reviewed annually at the Organizational Meeting of Council and during budget deliberations.
10. **Repeal:** Previous Policy 2022-027, is hereby repealed.