

**ADMINISTRATION POLICY**

|                                                                      |                                         |
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| NAME:<br>Remuneration and Expense Allowance<br>for Mayor and Council | POLICY NUMBER:<br>LS-C-03               |
| DEPARTMENT:<br>Legislative Services                                  | SUPERSEDES:<br>C-06-22; C-02-00; C-06-4 |
| DATE APPROVED:<br>February 03, 2025                                  | Review Date:<br>January 20, 2028        |

**1. POLICY STATEMENT**

The *Town of Drumheller* is committed to providing fair and transparent remuneration and expense allowances for the Mayor and Councillors that reflect the responsibilities, time commitment, and expenses associated with their roles while ensuring accountability to taxpayers.

**2. PURPOSE**

To establish clear guidelines for the remuneration and expense allowances of the Town of Drumheller Mayor and Council members, ensuring consistency, equity, and alignment with municipal best practices.

**3. SCOPE**

This policy applies to the *Council of the Town of Drumheller*.

**4. DEFINITIONS**

4.1. For the purposes of this policy, the following definitions shall apply:

- a) "*Benefits*" means group health, dental, life insurance and pension contribution, and the current cost sharing of premiums under those plans;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- c) "*Conferences*" means an out-of-town event for the purposes of providing seminars, workshops, information, or networking opportunities, for which *per diems* can be claimed, if approved by the Mayor or CAO, as applicable;
- d) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;
- e) "*Council Boards and Committees*" means:
  - I) boards and committees established pursuant to Section 145 of the *Municipal Government Act* which have a representative from *Council* appointed as a member during the *Town's* annual organizational meeting; and
  - II) regional boards and committees which have a representative from *Council* appointed as a member during the *Town's* annual organizational meeting.

- III) Any other board or committee in which a representative form Council has been appointed as a member by a resolution of Council.
- f) "*Council Meeting*" means Regular Council Meetings, Committee of the Whole Meetings, Organizational Meetings, and Special Council Meetings, as defined in the *Municipal Government Act*;
- g) "*Provincial Travel Expense Policy*" means the Government of Alberta's *Travel, Meal and Hospitality Expenses Policy*, as amended from time to time, and its successor policies.
- h) "*Municipal Government Act*" or "*MGA*" means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- i) "*Per Diem*" means a rate paid to Mayor and *Council* for attending approved conferences, training and *Council Board and Committee* meetings;
- j) "*Professional Development*" means various learning opportunities with a primary focus on local government, which includes but is not limited to, study tours, seminars, courses, coaching, and mentoring, for which *per diems* can be claimed if approved by the Mayor or CAO, as applicable;
- k) "*Private Accommodation*" means non-commercial lodging arranged by an individual, such as staying with friends, family, or in personally owned property, rather than using hotels, motels, or other commercial establishments, during official municipal business;
- l) "*Remuneration Task Force Bylaw*" means the *Town of Drumheller Remuneration Task Force Bylaw #23.24*, as amended from time to time, and its successor legislation.
- m) "*Town of Drumheller*" or "*Town*" means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require.

## 5. RESPONSIBILITIES

5.1. The Legislative Services Coordinator is responsible for:

- a) registering *Council* for conferences and arranging all associated accommodations and travel services related to *Council* responsibilities, while ensuring the most competitive pricing options are sourced;
- b) reviewing all claims submitted by *Council*, in accordance with this policy;
- c) monitoring all *Council* expenses and claims, while ensuring the accurate maintenance of related records; and
- d) providing *Council* with a quarterly statement outlining their *per diem* usage.

5.2. The Chief Financial Officer, or delegate, is responsible for:

- a) reviewing and approving all claims submitted by *Council*, in accordance with this policy; and
- b) ensuring *Council* is properly compensated, in accordance with this policy.

5.3. The *Chief Administrative Officer* is responsible for:

- a) reviewing and approving all claims submitted by the Mayor, in accordance with this policy; and
- b) approving requests by the Mayor to attend conferences, professional development, and all other events associated with out-of-town travel expenses.

5.4. The Mayor is responsible for:

- a) reviewing and approving all claims of *Council*, in accordance with this policy; and
- b) approving requests by Councillors to attend conferences, professional development, and all other events associated with out-of-town travel expenses.

5.5. Mayor and *Council* are responsible for:

- a) acting as good stewards of the taxpayers' dollars and shall seek out opportunities to reduce all unnecessary costs and minimize the financial burden to the *Town*, where feasible;
- b) understanding and following the provisions outlined within this policy;
- c) approving additional *per diem* expenses for individual Councillors at an open meeting of *Council*, in accordance with this policy; and
- d) ensuring that they do not exceed their individual *per diem* allowances.

## 6. REMUNERATION TASK FORCE

6.1. *Council* shall appoint an independent committee of *Town* residents to review this policy and *Council's* overall remuneration framework, which shall report back to *Council* with recommendations during the third (3<sup>rd</sup>) year of *Council's* term, in accordance with the *Remuneration Task Force Bylaw*.

## 7. COUNCIL REMUNERATION

7.1. The Mayor and each Councillor shall receive the base honorarium for each year of their term, as indicated in Schedule "A" of this Policy, effective January 1, 2025.

7.2. The base honorarium shall be subject to the annual pay increases established by the negotiated union agreements for CUPE Local 4604 and Local 135.

7.3. Notwithstanding Section 7.2, should the increases between the two (2) unions vary, *Council* shall receive an average of the two (2) negotiated pay increases.

7.4. The base honorarium shall be payment for:

- a) *Council meetings*;
- b) Public Hearings;
- c) preparation for all *Council*, board, committee, and other required meetings;

- d) attendance at public events, community events, and staff events;
- e) meetings with members of the public, government officials, community organizations, or administrative staff;
- f) in-*Town* travel and expenses;
- g) in-*Town* entertaining;
- h) duties of a Commissioner of Oaths; and
- i) All other incidental tasks not explicitly outlined within this policy and considered as part of the normal execution of duties.

7.5. Remuneration shall include registration in a Group RRSP with matching contributions for members of *Council* up to a maximum of 3% of the base honorarium.

## 8. BENEFITS

8.1. *Council* is eligible to participate in the *Town's* benefits program, which shall consist of the following:

- a) 80% coverage of Health and Dental premiums;
- b) 100% coverage for Life Insurance, Accidental Death and Dismemberment, and Critical Illness premiums; and
- c) Enrollment in the Wellness Account Program.

8.2. *Council* shall be eligible to participate in the *Town's* benefits program on the first day of their appointment for the *Town*.

8.3. *Council* is included in the *Town's* Workers Compensation Board coverage.

## 9. PER DIEMS

9.1. *Per diems* shall be paid to *Council* for approved *conferences* and *Council Board and Committee* meetings in the amounts outlined in Schedule "A" of this policy in accordance with Section 5 of this policy.

9.2. *Council* members are only permitted to claim a *per diem* for attending meetings of organizations to which they have been officially appointed by a resolution of *Council*.

9.3. *Per diem* claims exceeding the annual allocation must be approved by resolution of *Council* during an open meeting of *Council*.

9.4. *Per diems* shall be paid on an annual basis and shall not be carried forward into the subsequent year.

9.5. For the purposes of allocating *per diems* and annual allowances, "annually" shall correspond to the election term, with the first year beginning at the first Organizational Meeting following the election of *Council*.

9.6. *Per diems* are not transferable across categories.

- 9.7. *Council* members who receive remuneration, honorariums, or per diems from an external organization, board, or body for attending a meeting, event, or function shall not claim additional remuneration from the *Town of Drumheller* for the same attendance.

## 10. ALLOWANCES

- 10.1. Mayor and *Council* shall be paid an annual allowance for the following expenses, as outlined in Schedule "A" of this policy, which shall be distributed on the first payment of the *Council's* term:
- a) Personal Cell Phone Allowance; and
  - b) Personal Office and Stationary Supplies Allowance.
- 10.2. *Council* shall be issued a laptop at the start of their term, which shall be returned to the *Town* at the conclusion of their term.

## 11. TRAVEL AND OTHER EXPENSES

- 11.1. When travelling on *Town of Drumheller* business, *Council* will be reimbursed for travel and accommodation expenses in the amounts outlined in Schedule "A".
- 11.2. *Council* shall be entitled to a childcare allowance as outlined in Schedule "A" of this policy, for reasonable childcare expenses incurred when attending meetings, professional development, conferences, conventions, or seminars in an official capacity, and are permitted:
- a) according to the maximum amounts as outlined in Schedule "A" of this policy;
  - b) solely for childcare expenses related to children under the age of 12; and
  - c) only where alternate arrangements cannot be made.
- 11.3. Spouses of *Council* may accompany *Council* members at their own cost, including the cost of travel, meals, and registration (if applicable); spouses may share accommodation already secured for a *Council* member at no cost.
- 11.4. Meals and other expenses outlined in this policy shall be ineligible for reimbursement if they are included with the registration for a conference, course, or accommodation, unless that meal or other expense was denied due to a demonstrated dietary restriction or business concern.
- 11.5. *Council* shall not be reimbursed for attending a political party function or fundraiser.
- 11.6. Councillors are advised to attend the Federal Municipalities of Canada (FCM) conferences on a rotational basis, due to the significant cost of attendance, and shall only attend FCM conference once per term, unless an exception is granted by resolution in an open session of *Council*.

## 12. TRAINING AND CONFERENCE ALLOWANCE

- 12.1. *Council* shall be entitled to an individual allowance to cover the costs of *conference* registration and professional development, in the amounts outlined in Schedule "A" of this policy.

- 12.2. Notwithstanding Section 12.1, all *conferences* and professional development shall be approved by either the Mayor or the CAO, as outlined in Section 5 of this policy, prior to registration.

### 13. EXPENSE CLAIMS

- 13.1. The Mayor shall be responsible for approving all claims submitted by Councillors; the *Chief Administrative Officer* shall be responsible for approving all claims submitted by the Mayor.
- 13.2. All claims shall be reviewed by the Office of the CAO and the Corporate Services department to ensure alignment with this policy.
- 13.3. The Office of the CAO shall provide Mayor and *Council* with a quarterly statement, outlining their remaining *per diems* as per Section 5.1(d) of this policy.

### 14. GENERAL

- 14.1. Mayor and *Council* shall be paid in accordance with the provisions *for Elected or Appointed Officials* established by Revenue Canada.
- 14.2. Payments shall be processed in accordance with the payroll process established by the *Town* for the payment of employees.
- 14.3. A T-2200 declaration will be issued on an annual basis in conjunction with T-4s.
- 14.4. *Council* will be responsible for reimbursing the *Town* for any registration fees for non-attendance, unless the non-attendance is due to extenuating circumstances, as approved by *Council*.


### 15. RELATED DOCUMENTS

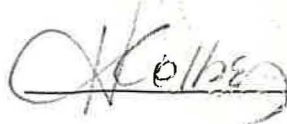
- 15.1. Remuneration Task Force Bylaw.
- 15.2. Statement of Per Diems Form.
- 15.3. Statement of Expense Form.
- 15.4. *Provincial Travel Expense Policy*.

### 16. TRANSITIONAL

- 16.1. This policy comes into effect on October 27<sup>th</sup>, 2025
- 16.2. This policy repeals Policies #C-06-22, #C-02-00 and #C-06-4.



  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

  
\_\_\_\_\_  
MAYOR

**SCHEDULE 'A'**  
**COUNCIL REMUNERATION AND EXPENSES**

**BASE HONORARIUM**

| POSITION              | BASE HONORARIUM |
|-----------------------|-----------------|
| <b>Mayor</b>          | \$49,745.00     |
| <b>Councillor (6)</b> | \$26,063.00     |

**ANNUAL ALLOWANCE**

| ALLOWANCE TYPE                                 | ANNUAL AMOUNT |
|------------------------------------------------|---------------|
| <b>Personal Cell Phone</b>                     | \$600.00      |
| <b>Personal Office and Stationary Supplies</b> | \$100.00      |
| <b>Childcare</b>                               | \$1,000       |

**PER DIEMS**

| PER DIEM TYPE     | AMOUNT       | ANNUAL MAXIMUM                                                |
|-------------------|--------------|---------------------------------------------------------------|
| <b>Conference</b> | \$280.00/day | (7) for Councillors - \$1,960<br>(12) for the Mayor - \$3,360 |
| <b>Meetings</b>   | \$50/meeting | (20) - \$1,000.00                                             |

**TRAVEL AND CHILDCARE EXPENSES**

| EXPENSE TYPE                                    | REIMBURSEMENT WITH RECEIPT                                                      | REIMBURSEMENT WITHOUT RECEIPT                                            |
|-------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Mileage</b>                                  | N/A                                                                             | <i>Per the Provincial Travel Expense Policy</i>                          |
| <b>Meals</b>                                    | N/A                                                                             | <i>Per the Provincial Travel Expense Policy</i>                          |
| <b>Accommodation</b>                            | Actual expense, upon submission of receipt                                      | \$50/day                                                                 |
| <b>Parking, Taxis and Public Transportation</b> | Actual expense, upon submission of receipt.                                     | <i>Per the Government of Alberta's Provincial Travel Expense Policy.</i> |
| <b>Childcare</b>                                | Actual expense from accredited day care or day home, upon submission of receipt | \$10.00/hour                                                             |

**TRAINING AND CONFERENCE ALLOWANCE**

| <b>ALLOWANCE TYPE</b>                    | <b>ANNUAL AMOUNT</b>                           |
|------------------------------------------|------------------------------------------------|
| <b>Training and Conference Allowance</b> | Councillors - \$2,000.00<br>Mayor - \$3,000.00 |