



**Policy Number:** 2024 – 05

**Date of Issue:** April 16, 2024

**Page:** 1 of 4

**Motion Number:** 2024 – 114

**Policy Subject/Title:** COUNCIL REMUNERATION

**Signature of Approval by Authorized Personnel:**

  
Karrie A. Gau, CAO

**Supersedes:** November 17, 2020  
Date of Last Update

Policy 2020 – 15 Motion #2020 – 320  
Title & No. of Previous Policy if Applicable

#### **POLICY STATEMENT:**

The purpose of this policy is to provide a fee structure for the payment of the Mayor's and Councillor's remuneration and expenses while acting in their official roles as elected officials for the Town of Wainwright.

This policy also identifies the remuneration and expenses of Council appointed Board, Commission and Committee members.

This policy is effective January 1, 2024.

#### **PROCEDURES:**

##### **MAYOR AND COUNCILLORS**

The Mayor and Councillors' remuneration is based on a fixed annual amount broken down into twelve equal monthly payments and includes reimbursement for attendance at:

- Standing and Sub-Committee meetings,
- Meetings of Appointed Boards and Committees,
- Dealing and responding to public concerns from citizens, clubs, organizations, businesses etc.,
- Meetings with administration staff,
- Signing of cheques and agreements,
- Attendance at Town functions,
- Attendance at ceremonies, grand openings, social functions and banquets as an official representative of the Town, and
- All other duties required of the positions within Town.

Where a representative of Council attends a meeting outside of the community, the annual fixed remuneration does not apply.

### **Annual Fixed Remuneration**

Mayor	\$29,906.88/year	\$2,492.24/month
Councillor	\$14,953.44/year	\$1,246.12/month

The annual fixed remuneration amounts will be adjusted annually based on the same percentage that is applied to the Collective Agreement between the Town of Wainwright and C.U.P.E. Local 5606.

### **Attendance at Regular and Special Meetings of Council**

A fee of \$150.00 shall be paid to the Mayor and Councilors for their attendance at each regular and special meeting of Council.

### **Communication Allowance**

Mayor	\$100.00/month
Councillor	\$ 75.00/month

### **Daily Per Diem**

\$260.00 per day shall be paid for attendance at a meeting out of Town that is four hours or greater in length, and

\$140.00 shall be paid for attendance at a half-day meeting out of Town that is less than four hours in length.

An out of Town meeting is defined as a meeting outside the corporate limits of the Town (excluding CFB/ASU Wainwright). The time calculated for the per diem shall include travel time to and from the meeting.

As a guideline the per diem rate shall be paid for the following:

- Attendance at conferences, seminars, courses and meetings where the subject/content matter is directly related to the boards and committees the member of Council is appointed to, and
- Attendance at conferences, seminars and courses conducted by Alberta Municipalities, Alberta Municipal Affairs and the Federation of Canadian Municipalities.

**Meal Allowance**

A flat rate of \$60.00 per day with no receipts required. Individual meals are as follows:

Breakfast	\$15.00	(maximum)
Noon Lunch	\$20.00	(maximum)
Supper	\$25.00	(maximum)

Sponsored meals cannot be claimed.

**Mileage Allowance**

Per Federal Government Rate. Mileage will be calculated based on Google Maps.

**Hotel/Motel Accommodations**

As per receipts

**Parking**

As per receipts

**Registration/Tuition Fees**

As per receipts if not paid in advance by the Town.

**Tickets**

Reimbursement shall be made for the cost of up to two ticket(s) for attendance at social functions and banquets while acting as an official representative of the Town when complimentary tickets are not provided. It shall be the responsibility of the Mayor to designate the official representative(s).

**ALBERTA MUNICIPALITIES CONVENTION ONLY**

**Meal Allowance**

A flat rate of \$60.00 per day with no receipts being required for each day attended.

If Council decided to have group supper, the Town will pay for supper as per receipt (with up to 15% gratuity, less alcohol). When a group supper takes place, Council will be deducted \$25.00 from meal allowance.

**Mileage Allowance**

Per Federal Government Rate. Mileage will be calculated based on Google Maps.

**Hotel/Motel Accommodations**

As per receipts

**Parking**

As per receipts

**Daily Per Diem**

Council will receive a per diem of \$260.00 per day for each day they attend convention, plus \$140.00 half day per diem for travel.

**Spouse Activities**

Spouse activities will be deducted from Council expense sheet.

**COUNCIL APPOINTED BOARD MEMBERS**

Council appointed board member remuneration will follow the above policy for Meals, Mileage, Accommodations, Parking, and Registration/Tuition Fees. Daily Per Diem rates will apply to both in town and out of town meetings.

**REVIEW CYCLE:**

This policy will be reviewed every year.