



POLICY MANUAL

Legal References: Canada Revenue Agency	Policy Department: Council
Cross References:	Policy Number: C1
Adoption Date: March 5, 2002 Revision Date: November 27, 2023	Policy Title: Council Remuneration and Travel Expenses <hr/> Effective Date: November 27, 2023

POLICY PURPOSE:

To set remuneration and reimbursement travel expenses for Council members.

POLICY STATEMENT AND GUIDELINES:

In accordance with Canada Revenue Agency's provisions for Municipal Officials, the total allowances and honorarium paid to municipal officials will be in lieu of expenses. The income from elected or appointed office and is therefore subject to income taxation and considered as earnings.

DEFINITIONS:

1. Remuneration means the annual rate of pay for the Mayor and Councillors.

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2. Per Diem means the rate of pay, on a half day or full day basis, for Council member’s attendance at conferences, workshops, seminars, educational training, and meetings.
3. Expenses include transportation, accommodations, car rental, mileage and taxi fare incurred while attending conferences, seminars, workshops, and educational training or meetings.
4. Meals includes breakfast, dinner and supper while attending full day or half day conferences, workshops and educational training and meetings.

REMUNERATIONS:

Council will review the remuneration for the Mayor and Councillors annually at the Organizational Meeting of Council. Council will set the remuneration for the Mayor and Councillors in the fourth year of a Council term to become effective after the General Election for the four (4) year term of the new Council.

Council expense sheets are due on the last day of each month and will be signed off by the Mayor. The Mayor’s expense sheet will be signed off by the CAO of the Town of Wembley or the CAO delegate.

The remuneration for the Mayor shall be One Thousand Dollars (\$1,000.00) per month. The remuneration for Councillors shall be Two Hundred Dollars (\$200.00) per month.

The monthly remuneration for the Mayor covers the following:

- Phone calls received and placed from his/her residence or by his/her cell phone;
- Trips to the office to sign cheques, letters or to discuss matters with staff or professionals (auditors and engineers);
- Social functions within a fifty (50) kilometer radius of the town;
- Research and preparation for meetings; and
- Meetings held within Wembley, other than regular or special Council meetings or committee meetings.

PER DIEM:

Per Diem rates will be reviewed for the Mayor and Councillors annually at the Organizational Meeting of Council. Council will set the per diem rates for the Mayor and Councillors in the fourth year of a Council term to become effective after the General Election for the four (4) year term of the new Council.

A Per Diem is payable for each half day or full day a Council member is attending the following list that are mandatory. Items listed as discretionary are subject to the Mayor and CAOs approval. The Mayor will be assigned the arbitrator should any questions arise about the classification of a meeting.

Discretionary	Mandatory
	Regular Council Meeting

	Budget Meeting
Municipal Region Tours	Council Committee of the Whole
Town Bid Opening	Special Council Called Meeting
Law Seminar	Extended Council meeting (over 4hr)
	ICF /IDP/Regional Meetings
Alberta Municipalities Small Communities	Strategic Planning Meeting
Leaders Caucus	Aquatera Shareholder Meeting
Social / Networking events	Economic Development meeting of council
	In-house Training (council request)
Leaders of Tomorrow	Municipal/Provincial/Federal held events that assist in advocating/promoting the Town of Wembley
	Events as approved by council
	Municipal Elected Officials Course (within 90 days of election or re-election)
	Orientation Training, Section 201.1 of the MGA (within 90 days of election or re-election)
	Elected Official Emergency Management Training (within 90 days of election or re-election)
Global Leadership Summit	Growing the North
Other applicable conferences (i.e., Conferences for Boards or Committees a Council member is assigned to)	

**A maximum of one (1) full day per diem per day may be claimed daily.

Per Diem rates will not be paid for attendance at activities such as grand openings, general public appearances, retirement celebration or other purely social events.

The Per Diem for the attendance of Regular Council Meeting shall be Two Hundred Dollars (\$200.00) per meeting.

The Per Diem for the attendance of Budget and Special Council Meetings shall be per meeting:
Under One (1) Hour meeting - One Hundred Dollars (\$100.00)
Over One (1) Hour meeting – Two Hundred Dollars (\$200.00).

The Per Diem for the attendance to all other meetings or events that are listed mandatory or discretionary for the Mayor and Councillors shall be:

Half (1/2) Day Meeting being four (4) hours or less – One Hundred and Fifty Dollars (\$150.00)

Full Day Meeting being more than four (4) hours – Two Hundred Dollars (\$200.00)

1. Expenses

The mileage rate will be reviewed for the Mayor and Councillors annually at the Organizational Meeting of Council. Council will set the mileage rates for the Mayor and Councillors in the fourth year of a Council term to become effective after the General Election for the four (4) year term of the new Council.

The mileage rate for the Mayor and Councillors shall be:

- a. 68 cents per kilometre for the first 5,000 kilometres driven;
- b. 62 cents per kilometre for kilometres driven after that.

The Town will reimburse Council members for travel expenses for attendance to meetings, seminars, workshops, educational training, and conventions. Mayor and Councillors are encouraged to use the most economical method of travel available.

Accommodation will be reimbursed for actual hotel costs based on single room occupancy upon presentation of hotel receipts. Movie rentals and telephone charges will not be paid by the town.

2. Meal rates will be reviewed for the Mayor and Councillors annually at the Organizational Meeting of Council. Council will set the meal rates for the Mayor and Councillors in the fourth year of a Council term to become effective after the General Election for the four (4) year term of the new Council.

Daily Meal Rates:

Breakfast \$20.00

Lunch \$25.00

Supper \$35.00

or Daily Total Maximum of \$80

The Mayor and Councillors are required to submit a completed "Town of Wembley Honorarium and Expense Sheet Form" on the last day of each month to the CAO or delegate. Should a completed form be not submitted by the deadline, Mayor, Deputy Mayor, or Councillor shall forfeit all rights to collect any amounts due for the period in question aside from the monthly honorarium.

Remunerations and per diems are paid to the Mayor and Councillors by the fifteenth (15th) of the month for the previous month.