



COUNCIL REMUNERATION

REFERENCE: Town Council

APPROVED: September 10, 2013 (Council)

Amended Effective: Jan. 1, 2014

Amended Effective: May 1, 2015

Amended Effective January 1, 2016

Amended Effective: January 1, 2019

Amended Effective: February 18, 2020

Amended Effective October 12, 2021

SUPERSEDES: All Prior Remuneration Policies

POLICY STATEMENT:

In conducting business of the Town of Edson, Mayor and Council will be paid for the performance of their duties as a duly elected official of the Town of Edson on a monthly basis.

PURPOSE:

This policy sets out the parameters in which Council remuneration will be calculated.

DEFINITIONS:

[Honorarium](#)

Monthly base salary for elected officials.

[Council Meeting](#)

All Regular Meetings, including meetings in the Committee of the Whole procedural format, scheduled by Council, or a Special meeting of Council called by the Mayor under Section 194 of the Municipal Government Act.

[Standing Committee](#)

Committee established by Council, comprising of Council members and authorized by resolution of the Organizational Meeting or by any other resolution of Council.

[Ad Hoc Committee](#)

Board or Committee established by Council or outside group requiring the attendance of at least one appointed council member to that Board/Committee by resolution of Council.

Half Day Meeting

A meeting or function authorized by Council of four (4) hours or less in duration.

Full Day Meeting (Per Diem)

A meeting or function authorized by Council of more than four (4) hours in duration.

Market Increase

An annual salary or honorarium increase that is based on the one (1) year percentage change of the Consumer Price Index (CPI) for Alberta as of the mid-year mark in the year preceding the increase.

Market Review

A review conducted by an external compensation consultant that examines the total compensation of the Councillors and Mayors of at least eight (8) urban municipalities in Alberta that share similar characteristics (population, geography etc.) with the Town of Edson. The Market Review will be based on the financial statements of these municipalities for the most recent calendar year, and will examine actual total compensation paid, including salary/honorarium, taxable benefits and allowances.

Term or Council Term

Refers to the Term for which a sitting Council has been elected.

GENERAL GUIDELINES:

Honorariums

In the final year of each Council Term, Human Resources will commission a Market Review of Council salaries. Utilizing this data, Councillor and Mayor honorariums for the first year of the subsequent Term will be established at the Median (50th percentile) of the data collected.

On January 01 of each subsequent year, Market Increases to Honorariums will be applied to keep pace with inflation.

Responsibilities

The honorarium includes all the general duties or functions a member of Council is required to perform, including, but not necessarily limited to, the following:

- Acting as Deputy Mayor;
- Cheque and/or document signing when required;
- Attendance at Council meetings, Standing Committee meetings and/or Ad Hoc Committee meetings; and
- Representing the Town at local events or celebrations.

Exceptional Compensation

Members of Council may be paid an additional sum at the rates described below, for participation in exceptional meetings or events. Participant in and payment for such exceptional meetings or events, must be passed by a resolution of Council.



Full Day Meetings (Per Diem Rate)

\$250.00/day

Half Day Meetings

\$125.00

Optional Compensation

Extended Health and Dental Benefits

Members of Council are allowed the option to take part in Town of Edson Extended Health benefits and Dental benefits programs. Each participating Council Member will be responsible to pay 100% of the premiums for these benefits.

Expenses and Non-Taxable Benefits

Family Reimbursements

Upon submission of receipts, members of Council shall be reimbursed for reasonable expenses incurred for the care of children or dependent family members requiring supervision while attending meetings, conferences, conventions or seminars in an official capacity, providing the Council member has direct duty of care for the dependent. Such reimbursements shall not exceed \$2400.00 per calendar year. This constitutes a taxable benefit. Council members are advised to keep copies of receipts for tax purposes.

Approved Out of Pocket Expenses

Shall be reimbursed in accordance with the Council Travel and Hospitality Expense Policy.

Clothing Allowance

Promotional Clothing Allowance – each Council Member will be allocated \$500 annually for the purchase of promotional clothing items. All items should be purchased with reasonable discretion and all branding must follow the Town of Edson’s Branding Guide.

External Compensation

If a Member of Council is appointed to a Board or Committee, and such Board or Committee provides a per diem for meeting attendance, such per diem shall be made payable to the Town of Edson, unless the per diem falls under the “exceptional meetings or events” clause of this Policy. In which case, the per diem may be paid by the Board or Committee directly to the Councillor.

Review Process

This policy shall be reviewed by Council in the final year of each Term, or more frequently as required.

Related Documents:

ADDENDUM 1: COUNCIL REMUNERATION – BASE SALARIES 2022-2026

