



Box 30, 400 - 10th Street
Beaverlodge, AB T0H 0C0

COUNCIL REMUNERATION POLICY

- Policy Number:** 100-1
- Policy Review:** Per Council Term
- Policy Owner:** Council
- References:** Policy 100, neighbouring municipalities

POLICY STATEMENT:

The Town of Beaverlodge shall provide fair, transparent, and comparable remuneration to the Mayor and Councillors that reflects the responsibilities, time commitment, and accountability associated with elected municipal office, while remaining fiscally responsible and aligned with comparable Alberta municipalities.

PURPOSE:

This policy establishes monthly remuneration and meeting compensation for Council Members and outlines principles for periodic review. It replaces and updates Policy 100 where adopted.

SCOPE:

This policy applies to the Mayor, Deputy Mayor, and all Councillors of the Town of Beaverlodge.

PROPOSED MONTHLY REMUNERATION:

Based on a comparative analysis, the following monthly remuneration is recommended:

Rationale: Recognizes increased governance complexity, public engagement, and regulatory obligations. Provides stability and predictability through monthly remuneration rather than reliance on per diems.

Position	Monthly Remuneration
Mayor	\$1,200
Deputy Mayor	\$960
Councillor	\$700

MEETING and EVENT COMPENSATION:

1. Council Meetings
 - a. Monthly remuneration shall include: Regular and Special Council Meetings, Public Hearings held in conjunction with Council Meetings and Constituent engagement.
2. Additional Meeting Honorarium

For approved meetings exceeding standard Council duties:

 - a. Meetings under 4 hours - \$150 per meeting
 - b. Meetings over 4 hours or full-day events - \$300 per day
 - i. These meetings include the travelling time to and from the event location.
 - ii. Honorarium may be claimed for attending a meeting, official function, course, conference, or seminar, where the attendance has been approved by Council.
 - iii. Members of Council should not claim honorarium if they choose to attend an Authority, Board, Commission, Committee or Task Force that was assigned to another member of Council.

REVIEW OF COUNCIL HONORARIUM:

1. Council remuneration shall be reviewed once per term by Administration, an independent committee, or citizen-based committee.
2. Should Council wish a review within term, they shall request one by resolution.
3. Any changes shall take effect upon approval.

AUTHORITY TO TRAVEL:

1. Travel is authorized for members of Council for a meeting or official function related to the appointment of that member of Council to a committee or regional body as determined at the annual Organizational Meeting of Council.
2. Travel is authorized for members of Council approved by policy or by resolution to attend a course, conference, or seminar on behalf of the Town of Beaverlodge.
3. Other travel for members of Council shall be approved by resolution of Council.

CLAIM FOR EXPENSES:

1. Lodging may be claimed at the amount shown on receipts submitted.
2. While travelling on Town business, meals may be claimed at the amount shown on receipts submitted and where no receipt is submitted, a maximum amount for meals may be claimed at the rate approved under the Town's Travel & Expense Schedule. Meals that are previously paid for by the Town in the registration fees for meetings and conferences or included as part of the

venue, are not an allowable expense that can be claimed except in special circumstances such as the mealtime conflicting with travel schedules or the attendee has another meeting at the same time as the conference meal.

3. Gratuities on meals may be claimed to a maximum of 18 percent of the bill.
4. Travel by commercial carrier such as airlines, rail, taxi or bus may be claimed at the most economical costs of travel.
5. Travel by personal vehicle may be claimed at the current rate per kilometre as approved under the Town's Travel & Expense Schedule, while travelling on Town business.
6. Miscellaneous charges such as parking, taxi or uber may be claimed based on submitted receipts.
7. Registration fees may be claimed at the amount shown on receipts submitted.
8. Liquor is not an allowable expense that can be claimed, except where protocol dictates.

SUBMISSION and APPROVAL of CLAIMS:

1. Procedures and forms for the submission and processing of claims shall be provided by the Chief Administrative Officer or designate and should be submitted no later than the 10th of each month for the previous month.
2. All claims shall be audited for compliance with this policy by administrative staff prior to payment.

EDUCATION and TRAINING:

1. All members of Council shall attend training and orientation session(s) immediately following their election to Council, in order to qualify for appointments to Authorities, Boards, Commissions, Committees and Task Forces.
2. All training and development shall be approved by Council.

TRANSPARENCY and ACCOUNTABILITY:

1. All remuneration shall be publicly disclosed annually at the time of Audit.
2. Claims must comply with approved Town policies and submission timelines.

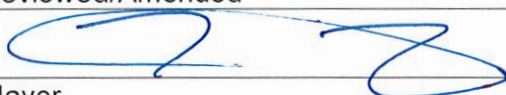

CANCELLATIONS:

1. Any costs incurred as a result of a Council Member failing to attend a conference, seminar or workshop without the necessary cancellation arrangements being made prior to the event will be borne by that Council Member.

- In the event that the Town has prepaid for accommodations and/or registration fees for the Council Member to attend the event and the Town is unable to obtain a refund for these costs, the Council Member shall bear the non-refundable costs.

EFFECTIVE DATE:

This policy shall take effect upon adoption by Council.

Reviewed/Amended	Date: March 9, 2026
	
Mayor	CAO