

# **COUNCIL POLICY:**

# **Remuneration of Council**

**POLICY NUMBER: R-8-8** 

**RESOLUTION NUMBER: 2025-251 ADOPTED:** October 14, 2025

**REFERENCE: SUPERSEDES:** R-8-7

PREPARED BY: **DATE:** October 10, 2025

Assistant Administrator **UP FOR REVIEW:** October 14, 2030

# **Policy Statement:**

The Municipality is committed to providing suitable compensation for the tasks undertaken by its elected officials.

## The purpose of this policy is to:

Provide standards to ensure fair and balanced compensation among all elected officials, fostering equity in pay practices and safeguarding the prudent expenditure of public tax dollars.

#### 1. Definitions

- (1) CAO: the Chief Administrative Officer of the Town of Cardston
- (2) Chair: the sitting Mayor or Deputy Mayor of the Town of Cardston
- (3) Committee: a committee, board, or other body to which one or more Elected Officials are appointed or authorized to attend
- (4) Council Meetings: includes Regular Council Meetings, Council Committee of the Whole Meetings, and Special Council Meetings
- (5) Compassionate Leave: a leave of absence related to the illness or death of a relative as defined in the Town of Cardston Employee Association Agreement
- (6) Elected Official: a member of the Council of the Town of Cardston
- (7) Per Diem: a payment to compensate for time spent and travel expenses related to participating in approved Committee meetings, public events, or parades
- (8) Sick Leave: a physical or mental ailment that would prohibit attendance at a meeting or put the other attendees at risk of contracting the same condition



TITLE: Remuneration of Council POLICY NUMBER: R-8-8

# 2. Principles

- (1) Accountability: Elected Officials must strive to attend all assigned Committee meetings and endeavor to arrange for a substitute when unavailable.
- (2) Integrity: Elected Officials shall accurately and transparently document their compensation and expense claims, distinguishing between Council-related and personal travel expenses, and submit claims only for costs directly tied to Council duties.
- (3) Stewardship: Elected Officials must minimize expenses by carpooling, using phone or video meetings when practical, selecting modest accommodations and dining options, and claiming reimbursement only for the most direct travel routes.

#### 3. Guidelines

- (1) Elected Officials
  - (a) are responsible to submit compensation and expense claims using the appropriate form within the fiscal year they were incurred, and
  - (b) shall not refrain from collecting compensation and reimbursement due.

## (2) Compensation

- (a) Compensation for Elected Officials shall be paid in accordance with attached Schedule "A".
- **(b)** Elected Officials shall not be compensated for attendance at or costs associated with:
  - (i) Meetings or events less than one hour in length
  - (ii) Meetings, events, or parades which they are not assigned or authorized to attend by resolution of Council
  - (iii) Missed Council Meetings, Committee meetings, or parades
  - (iv) Attendance at events with a primarily political purpose (i.e. political rally, party fundraiser, candidate open house)
- (c) Notwithstanding section 3(2)(b)(ii), Elected Officials may be compensated if a majority of Council authorizes attendance prior to the meeting, event, or parade via electronic means.
- (d) Notwithstanding section 3(2)(b)(iii), Elected Officials may be compensated if absences qualify as Compassionate Leave or Sick Leave and the Chair or CAO is notified in advance.

#### (3) Expenses

(a) When incurred for the purposes of attending authorized Committee meetings, events, or parades, the following expenses are eligible for reimbursement



#### **TITLE: Remuneration of Council**

- (i) Mileage in excess of 15 kilometers, one way
- (ii) Meals
- (iii) Accommodations
- **(b)** Expense reimbursement claims shall be accompanied by receipts unless other arrangements have been approved by Council.
- (c) With the exception of one meal at an annual conference, additional expenses incurred by those accompanying Elected Officials to meetings or training shall not be reimbursed.

### (4) Parades

- (a) Subject to section 3(4)(b), Elected Officials who attend a parade they have been assigned to by resolution of Council shall be eligible for compensation.
- **(b)** No compensation will be paid for participation in the Cardston parade or associated activities.

## (5) Benefits

(a) At the commencement of their term, Elected Officials will be provided with a tablet or laptop for Town of Cardston business use.

#### 4. Procedure

- (1) Subject to section 4(2), remuneration shall be claimed
  - (a) by the Elected Official to whom it is due,
  - **(b)** within the year earned,
  - (c) using the approved form.
- (2) The Base Rate due to the Mayor shall be paid monthly with no claim form required.



**POLICY NUMBER: R-8-8** 



TITLE: Remuneration of Council

# 1. Remuneration

(1) Compensation for Elected Officials shall be paid as follows:

RATE	REMUNERATION
Base – Mayor	• \$5,400/annum
Council Meeting	• \$265/per
Per Diem	<ul><li>\$150 (event + travel &lt; 4 hrs.)</li><li>\$293 (event + travel &gt; 4 hrs.)</li></ul>

**POLICY NUMBER: R-8-8**