

## POLICY #106C

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<b>Policy Title:</b>	<b>Council Remuneration &amp; Expenses</b>
<b>Policy Number:</b>	<b>106C</b>
<b>Approval:</b>	<b>Town Council</b>
<b>Amended Date:</b>	<b>October 15, 2024, Motion No 24-420</b>
<b>Amended Date:</b>	<b>September 23, 2024, Motion 24-356</b>
<b>Amended Date:</b>	<b>January 25, 2021, Motion No 21-40</b>
<b>Amended Date:</b>	<b>January 13, 2021, Motion No 21-09</b>
<b>Amended Date:</b>	<b>November 9, 2020, Motion No 20-467</b>
<b>Amended Date:</b>	<b>October 9, 2018, Motion No 18-388</b>
<b>Amended Date:</b>	<b>June 26, 2017, Motion No 17-267 &amp; 17-363</b>
<b>Amended Date:</b>	<b>May 27, 2013, Motion No 13-157, 13-158, &amp; 13-159</b>
<b>Effective Date:</b>	<b>October 24, 2011</b>
<b>Approved Date:</b>	<b>October 24, 2011, Motion No 11-330</b>
<b>Supersedes Policy No.:</b>	<b>Rewrite of existing 106C</b>

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### Policy Statement:

The Town of Olds has a duly elected Council comprised of local residents who represent the interests of the Town and is the governing body for the Town. This policy sets out equitable compensation for all work involved in holding public office for the Town of Olds and for the reimbursement of approved expenses.

### Purpose:

To set the standards and levels of remuneration for services performed and expenses incurred during the performance of duties as a member of Council.

### Standards:

#### Remuneration and Adjustments

- As of January 1, 2025, compensation for the Town's Chief Elected Official (Mayor) shall be equal to \$58,658.
- As of January 1, 2025, compensation for other members of Town Council shall be equal to \$38,524.
- In every budget year Council remuneration will be adjusted based on increases in the Alberta Consumer Price Index and shall not be greater than the Cost-of-Living Allowance awarded to staff.

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## Per Diems

- Members of Council are not eligible for per diem for duties performed on behalf of the Town.

## Travel and Subsistence

- There is a continuing requirement for members of Council to attend conferences, conventions, seminars, forums, and training as part of their professional development.
- Financial accounts titled Travel and Subsistence and Training and Conferences will be established to provide the necessary funding for members of Council to attend events such as:
  - The Federation of Canadian Municipalities (FCM) Annual Convention;
  - The Alberta Urban Municipalities Association (AUMA) Annual Convention and;
  - Other educational or professional development conferences.
- Council shall review attendance at the FCM Convention on an annual basis.
- Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual Council member's and/or Mayor's Travel & Subsistence and Training and Conferences budget.
- Council representation at any Provincial or National Conferences, Conventions or Seminars will be the decision of Council as a whole. Funding for attendance at these activities shall be from the Councillors and/or Mayor's Travel & Subsistence and Training & Conferences budget.
- The Town will pay the reasonable expenses of its delegation including:
  - Overnight lodging;
  - Economy travel;
  - Meals (not covered by registration costs);
  - Registration Costs;
  - Reasonable entertainment/hosting costs e.g., meals/beverages for guest(s). (Alcohol is not an allowable expense.)
- Costs incurred when traveling to conferences, conventions, and other training sessions, as well as meeting with representatives of other governments at locations beyond Town boundaries (including transportation, meals, hotels, communication, and other costs) will be reimbursed in accordance with Town policy.

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- Members of Council using their personal automobile for Town business beyond the Town of Olds corporate limits shall be compensated in accordance with Town policy.
- Costs will not be reimbursed when attending a political party function of any type.
- If a spouse/partner accompanies a member of Council to a conference/convention outside Town boundaries, the expenses of the spouse/partner for travel, meals, and registration is considered a personal expense except as noted.
- Where the spouse/partner is invited through a conference to accompany the member of Council to banquets/receptions their tickets for these banquets/receptions may be charged to the Councillors and/or Mayor's Training and Conferences budget.
- When a member of Council is invited to a social or fund-raising function in an Official Capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Councillors and/or Mayor's Training and Conferences budget.

### Expenditure Tracking

- The Mayor will be responsible for approving Councillors expense claims. The Deputy Mayor shall approve the Mayor's expense claims.
- In order that Council may track expenditures, Administration shall provide Council with a monthly statement covering the individual Councillors and/or Mayor's Expense Budget. Councillors shall be accountable to the Mayor for the management of their individual budgets.
- Elected Officials shall provide their external Boards, Committees and Commissions pay & expense claims to the Director of Corporate Services, those claims will be posted on the Town of Olds website as received.

### Deductions

Remuneration will be subject to applicable source deductions as prescribed by federal and/or provincial law that may include but are not limited to:

- Canada Pension Plan
- Income Tax

### Benefits

The following benefits are available to members of Council: Group Life Insurance, Dependent Life, Extended Health, Vision, Accidental Death and Dismemberment, EAP, and Dental coverage.

Elected Officials are eligible for the following benefits effective November 1st of the year in which they are elected or re-elected. Coverage is available for Single or Family.

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Health and Dental coverage may be waived, however insurance coverage is mandatory. Details are available from Human Resources.

Premiums payment rate/ratio must match staffs, for:

- Extended Health
- Dental
- Vision
- EAP
- Group Life
- Dependent Life
- Accidental Death & Dismemberment

Optional additional insurance. Premiums are paid 100% by the Elected Official:

- Supplemental Life Insurance
- Critical Illness Insurance

Programs funded by the Town of Olds:

- Health Spending Account as per the Town policy
- Healthy Employee Initiative as per the Town policy

Elected officials are not eligible for Workers Compensation coverage

### **Remuneration Review**

Council may appoint an Ad Hoc Citizens Committee on Council Remuneration and Benefits, that is composed entirely of members from the public. This committee may request interviews with members of Council. Before appointment, Council shall provide the committee with clear directives, timelines, and expectations by way of a committee bylaw. After the committee has presented its recommendations, Council will include the recommendations on a future council meeting agenda for discussion and will choose to accept, reject, or modify them.