



# CHESTERMERE

**Policy Name:** Elected Officials Remuneration & Expenses Policy

**Policy Number:** 837

<b>Effective Date:</b> January 28, 2025	<b>Approved By:</b> Mayor and Council
<b>Policies Amended / Rescinded:</b> Policy 837 – Elected Officials Remuneration & Expenses Policy	<b>Policy Type:</b> Council Policy

## **I. Policy Statement**

1. The City of Chestermere recognizes the leadership, dedication, and service of its Elected Officials and is committed to maintaining fair and consistent remuneration for Council members in fulfillment of their Municipal responsibilities.
2. The purpose of this policy is to establish a framework for compensating elected officials for their participation in Council and Committee Meetings, as well as for performing related municipal duties. The policy also outlines provisions for the reimbursement of reasonable travel, subsistence, and out-of-pocket expenses incurred while attending meetings on behalf of the Municipality.

## **II. Policy**

1. Basic Salary:
  - a) The Mayor and Council members shall receive their monthly remuneration on the first business day of the month for attendance at Council Meetings and other related duties.



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- b) The Deputy Mayor position is held by appointed Councillors on a rotational basis, as prescribed by the Procedural Bylaw.
- c) Elected Officials shall be compensated as per Table "A".
- d) Council members are required to inform the Mayor or Deputy Mayor if they are unable to attend a Council meeting; and
- e) In cases of extended absences, such as medical or parental leave, base remuneration will be prorated according to the Employment Insurance benefit calculation used by Service Canada.

2. Required Group Benefits health and insurance plans as follows:

- a) Extended Health Care;
- b) Dental Care;
- c) Short Term Sick Leave with EI Sub Top Up;
- d) Premiums for benefits coverage will be deducted from the monthly payroll of Elected Officials; and
- e) The City reserves the right to amend the Group Benefits Plan and associated premiums at its discretion.

3. Optional Group Benefits:

Benefit	Premium	
	Elected Official Paid	City Paid
Term Life Insurance	100%	0%
Accidental Death & Dismemberment	100%	0%
Critical Illness Insurance	100%	0%

4. Group Retirement Savings Plan (RSP):
  - a) Participation in the Group RSP is voluntary. Elected Officials are eligible to contribute to the Group RSP starting upon their swearing in of the Official Oath.
  - b) Elected Officials may elect to contribute up to a maximum of 3.50% of their pensionable earnings. The City will match contributions, up to a maximum of 3.50%;



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- c) Contributions will be deducted from the monthly payroll of Elected Officials; and
- d) There are no restrictions on the withdrawal of funds from the Group RSP.

### 5. Information Technology (IT) Equipment:

- a) Elected Officials have the option to receive a cell phone, as well as a computer or tablet, within the first week of their appointment. All IT equipment will be maintained by the City's IT Services team and must be returned by the Elected Official within seven (7) days of the completion of their term of office; and
- b) Elected Officials who incur additional expenses due to the use of personal cell phones or the need for enhanced internet services may request a monthly technology allowance.

### 6. Expenses

- a) Elected Officials conducting City business are eligible for reimbursement of the following expenses:

#### I. Travel

- 1. If a City vehicle is unavailable, and renting a vehicle is more cost-effective for the planned travel, the cost of a rental vehicle will be reimbursed upon submission of a receipt.
- 2. When an Elected Official uses a personal vehicle, mileage expenses will be reimbursed at a reasonable rate, determined annually by the Canada Revenue Agency.
- 3. Where airline or other modes of travel are more cost-effective, the expense will be reimbursed upon submission of a receipt.

#### II. Lodging

- 1. Reimbursement for accommodation will be provided based on the actual expenditure, with the submission of a receipt.

#### III. Meal allowances



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1. For meetings, training sessions, or conferences where meals are not provided or where non-suitable meals are provided, Elected Officials are entitled to a daily maximum meal allowance, not including alcohol of Ninety-five dollars (\$95.00) per day.
2. Fifteen (15%) percent gratuity is the maximum amount the City of Chestermere will be permitted for meals, anything over will be the Councillor / Mayor's personal expense.

### IV. Training & Conferences

1. The City will pay for registration for training programs or conferences, unless otherwise stated.
2. Educational courses or conferences, including registration fees, transportation, accommodation, and meals, are reimbursable up to five thousand dollars (\$5,000.00) per year per Elected Official. The annual training budget will be established based on identified training priorities through the annual operating budget process.
3. Spouses may accompany Elected Officials and share accommodations, but no other spousal expenses (e.g., meals, travel costs) will be covered by the City.

### 7. Reimbursement Process

- a) Elected Officials must submit expense claims using the Expense Claim Form (Schedule A) with itemized receipts to the CAO, who will review the claim with the Mayor before processing reimbursement. The Mayor's expense claims will be submitted to the CAO and reviewed by the Deputy Mayor. In the event of a dispute, Council will review and determine eligibility based on City policies.
- b) Claims cannot be submitted for attendance at social events (e.g., Library Gala, United Way fundraiser).
- c) All expenses submitted for reimbursement and approved per this policy will be posted quarterly on the City's website.



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### 8. Remuneration Reviews

a) Administration will conduct a comprehensive review of salaries, honorariums, benefits, allowances, and expenses each Council term. Remuneration reviews will be based on a comparison with Council-approved municipalities used for assessing City staff compensation. Two review cycles will occur within each four-year term:

A review of base remuneration will take place in the second year of each Council term. Recommendations for adjustments, if applicable, will be presented during the second year's Organizational Meeting. Adjustments to the Mayor's base salary will be made mid-term if the market review shows a differential of greater than minus five percent (5%). If the differential exceeds five percent, the salary will be frozen until a market review reflects a differential within five percent.

- I. Councillors' salaries will be set at 46% of the Mayor's base salary.
- II. The Deputy Mayor's salary will be set at 53% of the Mayor's base salary.
- III. Any approved adjustments through the annual budget process will take effect in the first pay period of the following year.
- IV. A comprehensive review of all remuneration will take place in the third year of each Council term. Recommendations will be presented at the third-year Organizational Meeting.
- V. Approved adjustments through the annual budget process will take effect at the beginning of the next Council term.

b) The following municipalities have been identified as comparable to the City of Chestermere, based on size, demographics, and geographic location:

- I. City of Airdrie;
- II. City of Beaumont;
- III. City of Fort Saskatchewan;



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- IV.** City of Leduc;
- V.** City of Spruce Grove;
- VI.** Rocky View County;
- VII.** Town of Cochrane;
- VIII.** Town of High River;
- IX.** Town of Okotoks;
- X.** Town of Stony Plain;
- XI.** Town of Strathmore; and

**c)** The City of Chestermere may adjust its list of comparable municipalities as needed.



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Adopted by Council: **January 28, 2025**

Resolution Number: **250128-15**

**X**

MAYOR

**X**

CAO

Last reviewed date: January 28, 2025

Next review date: October 2025

<b>Revision History (Completed by Legislative Services):</b>		
<b>Policy Title</b>	<b>Date Approved</b>	<b>Resolution Number</b>
Elected Officials Remuneration & Expenses	2025-01-28	250128-14
Elected Officials Remuneration & Expenses	2021-02-16	059-21, 060-21, 061-21, 062-21, 063-21, 064-21, 065-21, 066-21
Elected Officials Remuneration & Expenses	2020-10-20	400-20
Elected Officials Remuneration & Expenses	2018-10-15	469-18
Elected Officials Remuneration & Expenses	2018-09-17	389-18
Elected Officials Remuneration & Expenses	2018-05-07	200-18
Elected Officials Remuneration & Expenses	2018-02-20	065-18
Elected Officials Remuneration & Expenses	2017-11-06	413-17
Elected Officials Remuneration & Expenses	2015-11-30	389-15
Elected Officials Remuneration & Expenses	2013-11-04	395-13
Elected Officials Remuneration & Expenses	2011-06-06	

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Elected Officials Remuneration & Expenses	2011-05-16	209-11
Elected Officials Remuneration & Expenses	2011-04-04	
Elected Officials Remuneration & Expenses	2011-03-21	119-11
Elected Officials Remuneration & Expenses	2010-11-01	348-10
Elected Officials Remuneration & Expenses	2010-10-04	322-10
Elected Officials Remuneration & Expenses	2007-11-05	452-07
Elected Officials Remuneration & Expenses	2007-09-17	383-07
Elected Officials Remuneration & Expenses	2007-07-23	288-07
Elected Officials Remuneration & Expenses	2006-03-06	086-06
Elected Officials Remuneration & Expenses	2005-10-17	05J17-18
Elected Officials Remuneration & Expenses	2002-10-07	02-J-07-3
Elected Officials Remuneration & Expenses	1999-10-01	



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## SCHEDULE "A"

<b>To October 31, 2025 Salaries *Subject to midterm adjustments*</b>	
<b>Position</b>	<b>Annual Payment*</b>
Mayor (full-time position)	\$97,377.00
Deputy Mayor (part-time position)	\$51,610.00
Councillor (part-time position)	\$44,793.00

<b>From November 2025 - October 2026 Salaries</b>	
<b>Position</b>	<b>Annual Payment*</b>
Mayor (full-time position)	\$102,245.85
Deputy Mayor (part-time position)	\$54,190.50
Councillor (part-time position)	\$47,032.65

<b>From November 2026 - October 2027 Salaries</b>	
<b>Position</b>	<b>Annual Payment*</b>
Mayor (full-time position)	\$107,358.14
Deputy Mayor (part-time position)	\$56,900.03
Councillor (part-time position)	\$49,384.28

<b>From November 2027 - October 2028 Salaries</b>	
<b>Position</b>	<b>Annual Payment*</b>
Mayor (full-time position)	\$112,726.05
Deputy Mayor (part-time position)	\$59,745.03
Councillor (part-time position)	\$51,853.50

<b>From November 2028 - October 2029 Salaries</b>	
<b>Position</b>	<b>Annual Payment*</b>
Mayor (full-time position)	\$118,362.35
Deputy Mayor (part-time position)	\$62,732.03
Councillor (part-time position)	\$54,446.17

<b>From November 2029 - October 2030 Salaries</b>	
<b>Position</b>	<b>Annual Payment*</b>
Mayor (full-time position)	\$124,280.47
Deputy Mayor (part-time position)	\$65,868.89
Councillor (part-time position)	\$57,168.48



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## SCHEDULE "B"



CITY OF CHESTERMERE  
105 MARINA ROAD  
CHESTERMERE, ALBERTA T1X 1V7

### MILEAGE & EXPENSE CLAIM - 2025

PAY TO:

DATE:

DATE	DESCRIPTION	MILEAGE		EXPENSES				TOTALS				
		# OF KM'S	RATE (.72 PER KM (includes gst))	MEALS	TIPS (no GST)	LODGING	ROOM TAX	OTHER	SUB-TOTAL	GST	HST (if appl.)	TOTAL (including GST/HST)
	Use this line (formula) for claiming mileage. Just put in date, description and number of km's. It should calculate the rest. Copy to other lines as needed.		\$0.00						\$0.00	\$0.00		\$0.00
	Use this line (formula) for parking expenses. Just enter in the amount in the other column (including GST). It should calculate the rest. Copy to other lines as needed.								\$0.00	\$0.00		\$0.00
	Use this line (formula) for meal expenses. Enter in the meal amount under meals (before GST), the tip separately under TIPS. It should calculate the rest (note, there is no GST on TIPS). Copy to other lines as needed.								\$0.00	\$0.00		\$0.00
	Use this line (formula) for hotel costs. Room cost under Lodging, room tax under the applicable column and it should calculate the GST for you automatically as there is no GST on room tax. Copy to other lines as needed.								\$0.00	\$0.00		\$0.00
	<b>TOTALS</b>	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee Signature

Approved By

GENERAL LEDGER CODING		
ACCOUNT	PROJECT # (If Applicable)	AMOUNT
		\$0.00
<b>TOTALS</b>		\$0.00

If using more than one GL Coding in this area  
please ensure that the total is the amount before GST.  
Must equal the sub-total column.  
Thanks!  
If expense claim is being submitted with missing  
receipts, please have approved below as well.