



COUNCIL REMUNERATION & EXPENSES

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| Policy Number: | 11/122.01 2025PO |
| Policy Review: | Every Election Year or upon Legislative Change |
| Policy Owner (Dept.): | Office of the Chief Administrative Officer |
| Reference(s): | |

1. PURPOSE OF POLICY

- 1.1. To establish standards for remuneration and reimbursement of expenses incurred by Members of Council in the performance of their official duties.

2. POLICY STATEMENT

- 2.1. The City of Lacombe is governed by an elected Council of local residents. This policy ensures equitable and transparent compensation and reimbursement for Members of Council, in recognition of their public service and associated expenses, and includes the approval of reimbursable expenses.

3. APPLICABILITY

- 3.1. This policy applies to the Mayor and Members of Council.
- 3.2. This Policy comes into effect upon approval of Council.

4. DEFINITIONS AND ABBREVIATIONS

- 4.1. **Base salary** – shall mean the annual amount of monies payable on a biweekly basis to the Mayor and Councillors for the performance of duties as a member of Council.
- 4.2. **Council Member** - an elected official serving on the City of Lacombe Council, including the Mayor and all Councillors.
- 4.3. **Formally Invited** - means a spouse or partner is explicitly included in event materials as part of the official function. This may include a written invitation, a registration option for spouses/guests, an invitation from event organizers or the host municipality, or listing in the official itinerary (e.g., “Spouse/Guest Program” or “Banquet – Delegates and Guests”). It may also apply where tickets are made available for accompanying guests through the official program. It does not include informal meals, optional excursions, or personal activities not organized or endorsed by the event host.
- 4.4. **Official Capacity** – shall mean all activities, meetings, or functions that a Council Member is required or authorized to attend in their role as an elected official, including Council meetings, committee meetings, public consultations, and other events directly related to the City’s operations and governance. This shall also include acting in an official capacity, such as making a

presentation, accepting an award, or representing the City. It does not include attendance at conferences or out-of-town meetings unless otherwise authorized.

- 4.5. **Remuneration** - the total financial compensation paid to Council Members for their service, including base salary and any other payments approved under this policy, excluding reimbursement for eligible expenses.

5. ROLES AND RESPONSIBILITIES

5.1. Council

- 5.1.1. To approve this Policy;
- 5.1.2. To review this Policy during each election year (pre-election) or as required. ;
- 5.1.3. To observe the terms of the Policy;
- 5.1.4. To manage their individual expense accounts.

5.2. Mayor

- 5.2.1. To approve out of Province travel for Council members attendance at conventions, conferences, etc.;
- 5.2.2. To review and approve Councillor's expense claims.

5.3. Deputy Mayor

- 5.3.1. To review and approve the Mayor's expense claims.

5.4. Chief Administrative Officer

- 5.4.1. To provide support in obtaining relevant salary information for Council's consideration;
- 5.4.2. To provide City policies and procedures related to expenditures and expenses;
- 5.4.3. To provide regular reporting on Mayor and Council expenses as provided for in this policy.

6. POLICY DETAILS

6.1. Remuneration Surveys and Adjustments

- 6.1.1. In every budget year Council remuneration may be adjusted. At the discretion of Council, additional reviews may be done internally, with consultant support, or by a Citizen Remuneration Committee. Remuneration shall focus on equitable and reasonable compensation for duties performed on the City's behalf by members of Council. A formal review of Council remuneration shall occur at a minimum every four years or once per election cycle (pre-election), rather than solely at Council's discretion.

6.1.2. Compensation for the City's Chief Elected Official (Mayor) shall be equal to 40% of the salary of the current Chief Administrative Officer or the highest step in the salary band offered to the City's Chief Administrative Officer, whichever is higher.

6.1.3. Compensation for other members of City Council shall be equal to 40% of the salary of the City's Chief Elected Official.

6.2. Per Diems

6.2.1. Members of Council are not eligible for per diem for duties performed on behalf of the City.

6.3. Travel and Subsistence

6.3.1. There is a continuing requirement for members of Council to attend conferences, conventions, seminars, forums, and training as part of their professional development.

6.3.2. 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:

6.3.2.1. Federation of Canadian Municipalities (FCM) Annual Convention;

6.3.2.2. Alberta Municipalities Associations' Annual Convention, or Leaders' Caucuses and;

6.3.2.3. Other approved educational or professional development opportunities.

6.3.3. Council shall review attendance at the FCM Convention and the Alberta Municipalities Convention on an annual basis.

6.3.4. 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.

6.3.5. 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 Councillor's and/or Mayor's Travel & Subsistence and Training & Conferences budget.

6.3.6. The City will pay the reasonable expenses of its delegation including:

6.3.6.1. Overnight lodging;

6.3.6.2. Economy travel;

6.3.6.3. Meals (not covered by registration costs);

6.3.6.4. Registration Costs;

- 6.3.6.5. Reasonable entertainment/hosting costs e.g., meals/beverages for guest(s).
 - 6.3.7. Other than mileage for use of a personal automobile, costs incurred when traveling to conferences, conventions, and other training sessions, as well as meeting with representatives of other governments (including transportation, meals, hotels, communication, and other costs) will be reimbursed in accordance with the City's Business Travel Expense Policy.
 - 6.3.8. Members of Council using their personal automobile for City business beyond the City of Lacombe corporate limits shall be compensated for mileage in accordance with the City's Business Travel Expense Policy.
 - 6.3.9. Council approves the practice of providing an accountable, recoverable travel advance to members of Council.
 - 6.3.10. Costs will not be reimbursed when attending a political party function of any type.
 - 6.3.11. When a spouse/partner accompanies a Council Member to a conference, convention, or official capacity outside City boundaries:
 - 6.3.11.1. Expenses for the spouse/partner's travel, meals, and registration are considered personal expenses and are not eligible for reimbursement, except as noted below.
 - 6.3.11.2. If the spouse/partner is formally invited to attend conference banquets or receptions, their tickets may be charged to the Councillor's and/or Mayor's Training and Conferences budget.
 - 6.3.11.3. When attending a social or fundraising function in an official capacity, and the spouse/partner is formally invited to accompany the Council Member, the spouse/partner's ticket may also be paid from the Councillor's and/or Mayor's Training and Conferences budget.
- 6.4. Expenditure Tracking
- 6.4.1. The Mayor will be responsible for approving Councillor's expense claims. The Deputy Mayor shall approve the Mayor's expense claims.
 - 6.4.2. To support transparency and track expenditures, Administration shall provide Council with a monthly statement of the individual Councillors' and/or Mayor's expense budgets. Councillors shall be accountable to the Mayor for managing their individual budgets. Additionally, a summary of remuneration and expenses for each Council Member shall be published monthly in the CAO Report.

COUNCIL POLICY



7. END OF POLICY

Original Signed
Signature of Mayor

Original Signed
Signature of CAO

Adopted by Council August 11, 2025
Date

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Date

POLICY RECORD

Approval and Amendment History

| Date of Council Meeting | Council Motion Number | Description |
|-------------------------|-----------------------|--|
| September 13, 2021 | 21-271 | Adoption of policy, replacement of policy 11/122.01 2018PO – Council Remuneration Policy |
| August 11, 2025 | 25-328 | Adoption of policy, replacement of policy 11/122.01 2024PO – Council Remuneration Policy |

Review History

| Date of Policy Owner’s Review | Description/Action Taken or Required |
|-------------------------------|--|
| March 28, 2024 | Adoption of policy, replacement of policy 11/122.01 2021PO – Council Remuneration Policy |