

COUNCIL POLICY



Document Name: Elected Officials Compensation, Travel, and Expenses
Department Name: Corporate Services
Document Number: FIN-050
Effective Date: September 4, 2025 Next Revision Date: September 4, 2028

STRATEGIC PLAN LINKAGE

Fiscal Management

PURPOSE AND OBJECTIVE

Elected Officials for the Regional Municipality of Wood Buffalo (the “Municipality”) are required to commit a substantial amount of time and effort to fulfill the duties and responsibilities of their elected office. The Municipality commits to providing a fair and equitable level of compensation to Elected Officials to fulfill their duties. The Municipality will reimburse Elected Officials for approved Expenses incurred while conducting Council Business. The Municipality will provide administrative support and technology to Elected Officials to assist in the performance of their duties.

The purpose of the Elected Officials Compensation, Travel, and Expenses Policy (the “Policy”) is to:

- set fair, consistent, and adequate compensation for Elected Officials;
- set compensation at a level that will attract citizens as candidates for public office;
- recognize that the Municipality is a specialized municipality, formed under the authority of Section 83 of the *Municipal Government Act*, RSA 2000 c M-26 (the “Act”);
- recognize that the Municipality includes both urban and rural communities; and
- support Elected Officials with resources, including technology and training, to ensure they are well positioned to perform their duties efficiently and effectively.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Approving Authority” means the Chief Administrative Officer or other employee who has been delegated the authority to approve the submitted Expense claim.
- 1.2. “Chief Administrative Officer” means the individual appointed to the position of Chief Administrative Officer or their designate.
- 1.3. “Council” means the collective group of Elected Officials who govern the Municipality.
- 1.4. “Council Business” means the activities Elected Officials undertake in order to meet their general duties as prescribed by sections 153 and 154 of the Act, which may include attending Council and Council Committee meetings, community gatherings, and events

sanctioned by the Municipality, as well as meeting with the Chief Administrative Officer, other government officials, or constituents.

- 1.5. "Councillors" means the Elected Officials of the Municipality, excluding the Mayor.
- 1.6. "Detailed Receipt" means an original itemized receipt that includes a list of every item purchased, individual costs, and GST number when applicable.
- 1.7. "Elected Officials" means the Mayor and Councillors.
- 1.8. "Expenses" means the eligible costs incurred by Elected Officials when conducting Council Business.
- 1.9. "General Election" means an election held to fill vacancies on Council caused by the passage of time, as defined in the *Municipal Government Act*.
- 1.10. "Hosting" means occasions when an Elected Official chooses to pay for the expenses of a third party incurred while conducting Council Business.
- 1.11. "Local Travel" means travel that occurs within the geographic boundaries of the Regional Municipality of Wood Buffalo.
- 1.12. "Mayor" means the person elected or appointed as the chief elected official, as defined in the *Municipal Government Act*.
- 1.13. "Miscellaneous Expense" means an infrequent, unpredictable, and low value Expense incurred when performing Council Business, including, but not limited to, office supplies, one-time expense, and unexpected fees that are of a low dollar value.
- 1.14. "Out-of-Town Travel" means travel that occurs outside the geographic boundaries of the Regional Municipality of Wood Buffalo.
- 1.15. "Technology Allowance" means a taxable monthly allowance for Elected Officials that is intended to cover costs associated with maintaining a high-speed Internet connection at their place of residence and a personal cell phone or mobile device, when not using a device provided by the Municipality.
- 1.16. "Transition Allowance" means a taxable allowance for Elected Officials that is payable upon conclusion of service as an Elected Official to provide funding for retirement or transition purposes.
- 1.17. "Transportation Allowance" means a taxable monthly allowance for Elected Officials that is intended to cover Local Travel costs incurred when conducting Council Business.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve this Policy and any future amendments;
- 2.1.2. collaborate with Legislative Services to prepare annual budget for Council;
- 2.1.3. comply with the Council Code of Conduct Bylaw 18/009 and the rules and requirements outlined in this Policy when submitting Expense claims; and

- 2.1.4. review Expense claims submitted by Elected Officials when there is a formal request for Council review and make final decisions regarding reimbursement.

2.2. Approving Authority to:

- 2.2.1. review Expense claims for accuracy and compliance with this Policy;
- 2.2.2. authorize payment of all Expense claims that fully comply with the provisions of this Policy;
- 2.2.3. submit approved Expenses to Accounts Payable for processing and reimbursement; and
- 2.2.4. provide a reason in writing to Elected Officials when reimbursement is not approved.

2.3. Chief Administrative Officer (“CAO”) to:

- 2.3.1. carry out duties of the Approving Authority for Expense claims submitted by the Mayor; and
- 2.3.2. forward any Expense claims submitted by the Mayor to the Chief Financial Officer for a secondary review, when required.

2.4. Chief of Staff to:

- 2.4.1. consult with Council on an annual basis to review and budget the funds required for Elected Officials to carry out their respective duties;
- 2.4.2. prepare separate individual budgets for the Mayor and Councillor positions related to travel, public relations, and promotional Expenses;
- 2.4.3. publish Expense reports for each Elected Official quarterly;
- 2.4.4. coordinate travel of Elected Officials to take advantage of group rates or discounts to the extent feasible and practical;
- 2.4.5. carry out duties of the Approving Authority for Expense claims submitted by Councillors; and
- 2.4.6. forward any Expense claims submitted by Councillors to the Chief Financial Officer for a secondary review, when required.

2.5. Chief Financial Officer to:

- 2.5.1. conduct a secondary review of Expense claims submitted by Elected Officials, when requested by the CAO or Chief of Staff;
- 2.5.2. make a decision on whether the Expenses forwarded for secondary review will be reimbursed; and
- 2.5.3. provide a reason in writing to Elected Officials when reimbursement is not approved.

3. General Procedures:

3.1. Annual Budgets:

- 3.1.1. Annual budgets for compensation, travel, and Expenses shall be prepared in consultation with Elected Officials and shall adhere to any guidelines established by Council, in accordance with the Act.

- 3.1.2. Budgets referred to in section 3.1.1 are subject to Council approval through the annual budget process.
- 3.1.3. A resolution of Council is required to authorize any expenditure in excess of any individual annual budget allocation.

3.2. Annual Honorariums:

- 3.2.1. Elected Officials will receive an annual honorarium to compensate for their responsibilities as a member of Council.
- 3.2.2. The annual honorarium will be adjusted effective January 1st of each calendar year based on the lesser of the percentage change in the Average Weekly Wages for Alberta, as reported by Statistics Canada for the immediately preceding year, or the percentage increase granted to exempt staff.
- 3.2.3. Refer to Appendix A for current annual honorarium rates for Elected Officials.
- 3.2.4. Honorariums shall be paid on a bi-weekly basis to Elected Officials during the term that they hold office in one of the following ways, depending on applicability:
 - 3.2.4.1. from the beginning of the organizational meeting of Council following a General Election to immediately before the beginning of the organizational meeting of Council after the next General Election; or
 - 3.2.4.2. in the case of a vacancy that is filled, from the taking of the oath of office to immediately before the beginning of the organizational meeting of Council following a General Election; or
 - 3.2.4.3. in the case of a resignation, from the taking of the oath of office or from the beginning of the organizational meeting of Council following a General Election to the date on which the written resignation is received by the CAO.
- 3.2.5. Elected Officials shall immediately advise the CAO, or designate, of any changes in their personal banking arrangements so that their honorarium is deposited to the correct account.

3.3. Committees and Boards:

- 3.3.1. Elected Officials will receive an honorarium for attending committee or board meetings when:
 - 3.3.1.1. they are appointed by Council to the committee or board;
 - 3.3.1.2. they attend at least 80% of the meeting; and
 - 3.3.1.3. their attendance is verified in the meeting minutes.
- 3.3.2. Elected Officials who choose, at their personal discretion, to attend meetings for committees or boards that they are not a member of are not eligible to receive an honorarium.
- 3.3.3. Refer to Appendix A for current honorarium rates for attending committee or board meetings.

3.4. Per Diems for Deputy Mayor and Acting Mayor:

- 3.4.1. When serving as Deputy or Acting Mayor during a scheduled or unscheduled absence of the Mayor, a Councillor may claim additional compensation in the form of a per diem.

- 3.4.2. The per diem will be applied to any period of uninterrupted service as Deputy Mayor or Acting Mayor, excluding the first full day of service.
- 3.4.3. The per diem rate is based on the difference between the annual salary of the Mayor and the Councillor divided by 248 business days and rounded up to the nearest dollar.

3.5. Participation in Employee Benefits Program:

- 3.5.1. Elected Officials shall have the option of participating in the Municipality's exempt employee benefit programs during their term of office, with the exception of pension plans, short-term (weekly indemnity), and long-term disability.
- 3.5.2. Elected Officials shall have the option of participating in the benefit programs for which they are eligible on either an individual or family basis, depending on the program.
- 3.5.3. Participation by Elected Officials in the benefit programs will:
 - 3.5.3.1. start in the month of taking the oath of office when a vacancy is filled; and
 - 3.5.3.2. continue in the month of the General Election or until the end of the month of the organizational meeting of Council after the next General Election or until the end of the month that the CAO receives a resignation.
- 3.5.4. Upon leaving office, Elected Officials shall have the option of converting life and dependent life insurance to personal coverage at their own personal cost, in accordance with the terms and conditions of the group life insurance policy.
- 3.5.5. Elected Officials shall immediately advise the CAO, or designate, of any personal or family changes that may impact or change their participation in the benefit programs.
- 3.5.6. The Municipality may, from time to time, amend the programs or components thereof that are available to Elected Officials. Changes in the plans, cost-share structure, or premiums which are implemented for the Municipality's exempt employees also apply to Elected Officials.

3.6. Transition Allowance:

- 3.6.1. Elected Officials shall be eligible to receive a Transition Allowance in recognition of the total period of time they have served as an Elected Official with the Municipality.
- 3.6.2. The Transition Allowance provides funding for retirement or transition purposes that is payable only upon conclusion of service as an Elected Official.
- 3.6.3. The Transition Allowance shall be calculated equivalent to two (2) weeks of the annual honorarium for each full year of service as an Elected Official, with partial years prorated based on months of service.
- 3.6.4. The compensation used for calculating the Transition Allowance shall be the honorarium at the time of leaving office.
- 3.6.5. The Transition Allowance may be paid to Elected Officials in the following ways:
 - 3.6.5.1. paid directly to the Elected Official in a lump sum less any mandatory withholdings for income tax and other deductions;

- 3.6.5.2. transferred directly to a registered retirement savings plan for the Elected Official; or
 - 3.6.5.3. partially transferred directly to a registered retirement savings plan for the Elected Official, with the remaining balance paid directly to the Elected Official in a lump sum less the requisite deductions.
- 3.6.6. Elected Officials shall have the option of receiving the Transition Allowance by January 31st or March 31st of the year immediately following their last year of service as an Elected Official.
- 3.6.7. In the event of death, the Transition Allowance, less the requisite deductions, will be paid to the estate of the Elected Official.
- 3.7. **Registered Retirement Savings Plan:**
 - 3.7.1. Elected Officials shall be eligible to receive a matching contribution to a registered retirement savings plan (RRSP) of their choosing.
 - 3.7.2. The maximum value of the contribution to be made by the Municipality shall be no greater than 7.5% of the eligible honorarium.
- 3.8. **Information Technology:**
 - 3.8.1. The Municipality will provide information technology ("IT") devices to each Elected Official, including, but not limited to, a laptop, printer, tablet, and cell phone, depending on individual requirements.
 - 3.8.2. Replacement of IT devices will be based on the corporate lifecycle policy of each item. If an item is lost or stolen, a replacement will be provided only once during a Council term. Subsequent replacements shall be at the Elected Official's personal expense.
 - 3.8.3. The IT devices provided to Elected Officials shall be used for Council Business.
 - 3.8.4. Elected Officials should exercise appropriate care and diligence to protect the IT devices supplied by the Municipality against physical damage, viruses, and other threats.
 - 3.8.5. Each Elected Official will be provided with a monthly taxable Technology Allowance in the amount of \$100 to maintain a high-speed Internet connection at their place of residence.
 - 3.8.6. Elected Officials who choose to use a personal cell phone or mobile device, in lieu of a municipally provided device, for municipal purposes will receive an additional monthly taxable Technology Allowance of \$150 to cover the cost of the device, data plans, and maintenance costs.
 - 3.8.7. At the time of leaving office, Elected Officials shall have the option of purchasing the IT devices from the Municipality on an as-is basis. The cost to the Elected Official will equal the book value of the IT devices at the time of purchase. All records and information that are property of the Municipality shall be removed from all IT devices at the time of purchase by the Elected Official.
- 3.9. **Transportation Allowance:**
 - 3.9.1. The Mayor may choose one of the following options for transportation while conducting Council Business:

- 3.9.1.1. a monthly Transportation Allowance of \$1000 for the use of a personal vehicle to conduct Council Business, which is used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totaling less than twenty (20) kilometres in distance;
- 3.9.1.2. a vehicle leased by the Municipality, with the cumulative monthly costs for leasing and all operating costs, including fuel, maintenance, and insurance, not to exceed \$1200, with the option to purchase the vehicle at the normal residual value at the end of the lease term, or upon leaving office; or
- 3.9.1.3. a municipal fleet vehicle and gas card for use while conducting Council Business.
- 3.9.2. Each Councillor shall be provided a monthly Transportation Allowance of \$275 for the use of a personal vehicle to conduct Council Business. The Transportation Allowance will be used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totalling less than twenty (20) kilometres in distance.
- 3.9.3. When an Elected Official travels from Anzac, Conklin, Fort Chipewyan, Fort McKay, Gregoire Lake Estates, Janvier South, or Sapræ Creek to attend Council meetings within the urban service area (i.e., Fort McMurray), the mileage rate shall apply. Refer to Appendix B for current mileage rates.
- 3.9.4. Reimbursements for fuel are not permitted. Elected Officials are reimbursed for travel related Expenses as noted in sections 3.8.2 and 3.8.3.

3.10. Council Business Expenses:

- 3.10.1. Each Elected Official is provided with an annual individual budget allocation for the following:
 - 3.10.1.1. Local Travel Expenses incurred in conducting the day-to-day business of the Municipality;
 - 3.10.1.2. registration and travel Expenses incurred because of attendance at municipal conferences, workshops, and other training and development opportunities;
 - 3.10.1.3. public relations Expenses related to supporting local endeavours and Hosting of dignitaries or residents;
 - 3.10.1.4. promotional material Expenses related to promoting the Municipality; and
 - 3.10.1.5. reasonable Miscellaneous Expenses incurred while conducting Council Business.
- 3.10.2. Each Elected Official is authorized by Council to use their individual approved budget to fulfill the duties of the position at their discretion with the objective of performing duties effectively, consistent with relevant statutes, bylaws, and municipal policies.
- 3.10.3. No Elected Official shall exceed individual budgets without the prior approval of Council, by resolution passed at a public meeting.
- 3.10.4. Legislative Services shall publish Expense reports to the municipal website on a quarterly basis.

- 3.10.5. All business-related Expenses must be within an approved budget or, when access to other funds is required, be authorized by an Approving Authority.

3.11. Travel by Elected Officials on Council Business:

- 3.11.1. Allowable travel Expenses include travel arrangements, accommodations, and meals.
- 3.11.2. Where an Elected Official is required to travel by air, Legislative Services will make travel arrangements, in advance of scheduled Council meetings or other Council Business, to ensure flight availability and the most economical mode of transportation.
- 3.11.3. Due to limited flight availability, Elected Officials will communicate their intent to travel, providing reasonable notice to Legislative Services to make flight arrangements.
- 3.11.4. Travel by Elected Officials on Council Business will occur via the most direct route possible to the travel destination, using economy transportation that is convenient, timely, and safe. This shall also apply if personal business of an Elected Official is combined with Council Business that results in travel on longer routes.
- 3.11.5. Elected Officials may choose to travel by private vehicle or boat (claiming mileage rates), but in such instances will only be reimbursed to the equivalent of the lowest economical airfare and resulting taxi or airport shuttle fares for the same destination, if applicable.
- 3.11.6. Reimbursement rates for private vehicle or boat use shall be set at the maximum non-taxable rate allowed by the Canada Revenue Agency for the Province of Alberta for the current calendar year.
- 3.11.7. Elected Officials who use a private vehicle or boat for the purpose of conducting Council Business shall carry a minimum of \$1,000,000 liability insurance provided by a third-party insurance carrier.
- 3.11.8. If Elected Officials travel by air, or a combination of air and another mode of travel, they must use the Fort McMurray International Airport as their point of departure and return except for travel to and from Fort Chipewyan.
- 3.11.9. Travel to and from Fort Chipewyan must be done using either:
 - 3.11.9.1. the most economical airfare, where travelling by air; or
 - 3.11.9.2. the most economical mode of ground transportation.
- 3.11.10. Elected Officials shall be reimbursed for the cost of a rental vehicle while conducting Council Business. At no time, however, will the cost of a rental vehicle be reimbursed when used in conjunction with another mode of ground transportation (e.g., private vehicle, taxi, boat, and bus). A collision damage waiver (extra insurance) must be purchased if the vehicle is rented in the individual's name, as opposed to the Municipality.
 - 3.11.10.1. Reimbursement for the cost of a rental vehicle while conducting Council Business does not apply to Local Travel.
- 3.11.11. **Additional Requirement for Out-of-Country Travel on Council Business:**
 - 3.11.11.1. Elected Officials must submit a written request for Council approval to authorize out-of-country travel on Council Business prior to making travel arrangements.

3.12. Accommodation During Travel on Council Business:

- 3.12.1. Elected Officials should, whenever possible, take advantage of government rates at accommodations which are reasonable, comfortable, safe, and conveniently located for relatively short stays.
- 3.12.2. Elected Officials may choose to use private arrangements for accommodation while travelling on Council Business. When using private accommodations, a receipt is not required.
- 3.12.3. Refer to Appendix B for the current rate for private accommodations.

3.13. Meal Allowances for Travel on Council Business:

- 3.13.1. Elected Officials may claim a full day meal allowance for each twenty-four (24) hour period spent in travel status without requiring receipts.
- 3.13.2. When an Elected Official is on travel status for a portion of a day, individual meal allowances may be claimed without a receipt.
- 3.13.3. The breakfast allowance may not be claimed when the departure time is later or the return arrival time is earlier than 0600 hours (6:00 a.m.).
- 3.13.4. The lunch allowance may not be claimed when the departure time is later or the return arrival time is earlier than 1300 hours (1:00 p.m.).
- 3.13.5. The dinner allowance may not be claimed when the departure time is later or the return arrival time is earlier than 1930 hours (7:30 p.m.).
- 3.13.6. Refer to Appendix B for current meal allowances.
- 3.13.7. Meal allowances may not be claimed when meals are included in travel fares, meals are part of a registration fee, or meals are covered under other circumstances.
- 3.13.8. Alcohol will not be reimbursed.

3.14. Incidental Expenses for Travel on Council Business:

- 3.14.1. When an Elected Official is on travel status for a period of twelve (12) hours or more, incidental Expenses may be claimed without requiring receipts.
- 3.14.2. Refer to Appendix B for the current rate for incidental Expenses.

3.15. Other Expenses for Travel on Council Business:

- 3.15.1. Upon provision of Detailed Receipts, Elected Officials will be reimbursed for the reasonable cost of laundry, dry cleaning, local and long-distance telephone charges for business calls, in-room Internet charges, and sundry Expenses for Out-of-Town, out-of-province, and out-of-country travel on Council Business.

3.16. Public Relation Expenses for Elected Officials:

- 3.16.1. Each Elected Official may use their individual public relations budget at their discretion to fund activities, including, but not limited to, Hosting, providing sponsorships, holding ward and resident meetings, purchasing municipally-branded promotional materials, providing gifts, and attending events.
- 3.16.2. Public relations budgets may be used to purchase an additional ticket for an Elected Official's spouse when it is deemed appropriate that the spouse accompany the Elected Official to a municipal or community event.

3.16.3. The following principles shall be applied to public relations Expenses:

- 3.16.3.1. No Expense may be incurred for any reason that provides an advantage to a sitting member of Council. This shall include personal advertising and personally-branded promotional products, events, and services.
- 3.16.3.2. No Expense may be incurred under this budget within six (6) months of a General Election.
- 3.16.3.3. No Expense may be incurred under this budget by an Elected Official who is registered in a nomination process or election, or has otherwise commenced a campaign to hold office for school board trustee, provincial public office, federal public office, First Nations Band Council, or Metis government, except where the Elected Official has received prior approval of the whole of Council, by resolution.
- 3.16.3.4. Councillors should demonstrate a prudent use of resources focusing on transparency and accountability.
- 3.16.3.5. Expenses must support Council objectives.
- 3.16.3.6. Any Expense that either exceeds the approved budget or falls outside approved guidelines requires prior approval of Council, by resolution.
- 3.16.4. Public relations Expenses, or those involving a third party, such as Hosting, shall only be reimbursed when supported by an explanation of the business conducted, a list of attendees or participants, and Detailed Receipts.
- 3.16.5. In addition to the Hosting activities of individual Councillors, the Mayor may, on behalf of Council and at their discretion, use budgeted funds for Hosting purposes. Eligible Expenses include, but are not limited to, the purchasing of tables or provision of gifts at community and charitable events or fundraising initiatives.

3.17. **Expense Claims:**

- 3.17.1. Elected Officials must submit a completed Expense claim to the appropriate Approving Authority within ten (10) business days of incurring the Expenses, or in the case of travel Expenses, within ten (10) business days after returning from travel.
- 3.17.2. Elected Officials must obtain and submit Detailed Receipts and other required documents to substantiate Expenses for Council Business.
- 3.17.3. Submitted Expense claims will be reviewed for accuracy and compliance with this Policy and other governing documents of the Municipality.
- 3.17.4. Expense claims submitted by Councillors will be reviewed by the Chief of Staff, and Expense claims submitted by the Mayor will be reviewed by the CAO.
- 3.17.5. The Chief of Staff and CAO shall approve any Expense claims that comply with the Policy. Where the CAO or Chief of Staff believes an Expense claim may deviate from the Policy, they shall forward the Expense claim to the Chief Financial Officer for a secondary review. The Chief Financial Officer shall approve any Expense claim that complies with this Policy and deny any Expense claim that does not comply with this Policy.
- 3.17.6. Elected Officials shall reimburse the Municipality for any funds received in excess of approved Expenses.

3.18. Request for Council Review of Expense Claims:

- 3.18.1. When an Expense claim submitted by an Elected Official is not approved for reimbursement, the Elected Official can submit a written request for Council review to the Chief of Staff.
- 3.18.2. The written request for review must be submitted to the Chief of Staff within thirty (30) business days of first receiving notice that the Expense claim was denied.
- 3.18.3. The Chief of Staff will add the request for Council review to the agenda for an upcoming public Council meeting where Council will review the Expense claim and make a final decision on reimbursement.

3.19. Consequences of Non-Compliance:

- 3.19.1. Elected Officials are responsible for ensuring their compliance with this Policy.
- 3.19.2. Failure to comply with this Policy may result in:
 - 3.19.2.1. processing and reimbursement delays;
 - 3.19.2.2. an Elected Official being required to repay the Municipality for any amounts that are ineligible or in excess of the budget; and
 - 3.19.2.3. an Elected Official being in non-compliance with the Council Code of Conduct Bylaw and subject to investigation by the Integrity Commissioner.

3.20. Review:

- 3.20.1. This Policy shall be formally reviewed not later than twelve (12) months prior to the next General Election, with the changes being effective for the following term of office.

4. Appendices:

- 4.1. Appendix A: Honorarium Rates for Elected Officials Effective November 1, 2025
- 4.2. Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective April 8, 2025.

5. Rescind and Replace:


This Policy rescinds and replaces the Elected Officials Compensation, Travel, and Expenses Policy FIN-050, dated April 8, 2025.

APPROVAL

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time, as necessary.



Sandy Bowman, Mayor

Jade Brown, Chief Legislative Officer

Date

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: Council Code of Conduct Bylaw No. 18/009
 Income Tax Act, R.S.C. 1985, c 1 (5th Supp.)
 Municipal Government Act, R.S.A. 2000, c M-26

Cross References:

Position Responsible: Chief Financial Officer

COUNCIL POLICY DETAILS AND REVISION HISTORY

Effective Date	Action	Description
October 15, 2001	Introduction	New Elected Officials Compensation, Travel, Expense, and Support Policy LEG-050.
June 8, 2010	Revisions – Substantive	The Policy was revised to include private accommodations as an eligible option for reimbursement. Sections related to allowances (vehicle, technology, and meals) and mileage rates were changed. New definitions were added for clarity.
October 17, 2017	Revisions – Substantive	The Policy was renamed Elected Officials Compensation, Travel, and Expenses Policy. Responsibilities were revised for Council, Councillors, and Legislative Services. The Audit Committee Chair was added to the Responsibilities section. Changes were made to all sections under General Procedures, and annual remuneration rates were adjusted.
October 9, 2018	Revisions – Substantive	The Policy was revised to remove tax exemption for remuneration under the regulations of the Canada Revenue Agency.
February 25, 2020	Revisions – Substantive	The Policy was revised to address air travel through Fort McMurray International Airport. The Statement section was removed, and the Strategic Plan Linkage section was added.
April 8, 2025	Revisions – Substantive	All sections of the Policy were revised, appendices were added, and the Policy was formatted to align with the current template. The Policy number was changed from LEG-050 to FIN-050.

September 4, 2025 Revisions – Substantive The General Procedures section was revised to include an honorarium for attending committee and board meetings. Appendix A was also revised to include updated honorarium rates for Elected Officials.

Appendix A: Honorarium Rates for Elected Officials Effective November 1, 2025

Annual Honorarium			
Elected Official	January 1, 2024 Honorarium	Nov 1, 2025 Honorarium	Increase in Honorarium
Mayor	\$170,896	\$170,896	\$0
Councillor	\$47,623	\$62,386	\$14,763

**Honorariums are paid bi-weekly. The current rate was effective January 1, 2024.*

Honorarium for Attending Committee or Board Meetings

\$150 per eligible meeting

**Elected Officials are eligible to receive an honorarium for attending committee or board meetings when they are appointed by Council to the committee or board, they attend at least 80% of the meeting, and their attendance is verified in the meeting minutes.*

Appendix B: Meal Allowances, Incidental Expenses Allowance, Private Accommodation Rates, and Mileage Rates Effective April 8, 2025

Meal Allowances

Expense	Allowance
Breakfast	\$27.95
Lunch	\$27.00
Dinner	\$56.85
Full Day Meal Allowance	\$111.80

Private Non-commercial Accommodation Rate

Expense	Allowance
Private accommodation	\$50.00

Incidental Expenses Allowance

Expense	Allowance
Incidentals	\$17.50

Mileage Rate

Kilometers	Rate
Rate for the first 5,000 km	72¢
Rate after 5,000 km	66¢