



Council Policy

Policy Title: Council Remuneration
Policy Number: EX-002
Date in Effect: January 1, 2018
Current as of: October 24, 2025

POLICY STATEMENT

1. Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for approved expenses incurred while fulfilling their responsibilities.

212-2018; 176-2021

PURPOSE

2. This policy establishes the parameters and principles for council remuneration.

26-2025

DEFINITIONS

- 3.01 "Attending as a Dignitary" means participating in an event or function in an official role with a specific responsibility, as requested and on behalf of the Town.

26-2025

3. "Automobile Allowance" means any payment that Council receives from the Town for using their own vehicle while fulfilling their responsibilities;

176-2021

4. "Council" means the Mayor and all Councillors;

5. "Councillor" means a member of council, excluding the Mayor, and is considered a part-time position;

6. "Mayor" is a member of Council and is considered a full-time position;

7. "Deputy Mayor" is a Councillor appointed to fill the position of Deputy Mayor on a rotational basis and may act as Mayor in the Mayor's absence;

8. "Per Diems" means the rates paid to Councillors for attending to municipal business in accordance with this policy.

212-2018

RESPONSIBILITIES

9. Council is responsible for reviewing and approving this policy once each term in the year leading up to the general election.

Policy approved by:

10. Councillors are responsible for submitting Per Diem expense claims.
11. The Mayor is responsible for approving Per Diem expense claims.

BASIC RATE

12. Council is remunerated at the basic rates as set out below and as increased annually with the cost of living adjustment approved in the annual budget for the Town of Canmore. Basic rates for 2025, effective October 24, 2025 are:

- a) Councillor: \$53,000
- b) Mayor: \$130,000

212-2018; 176-2021; 26-2025

13. The basic rate is paid to Councillors for the following:
 - a) Up to four council meetings per month, including regularly scheduled council meetings, committee of the whole meetings, and special council meetings (including public hearings), up to a maximum of 16 hours per month,
 - a.1) council orientation sessions,
 - a.2) council planning sessions and working sessions,
 - a.3) Canmore Community Housing (CCH) shareholder meetings,
 - a.4) Finance Committee meetings,
 - a.5) two Council-CAO meetings per month,
 - a.6) meetings to complete the CAO performance review,
 - a.7) business meetings with other municipal councils,
 - b) informal meetings with the CAO, staff and Council,
 - c) staff social functions such as employee service awards and farewell events for staff and Council,
 - d) informal meetings with other municipal councils such as dinners and socials,
 - e) evening networking events while at conferences and conventions,
 - f) preparation for council and committee meetings,

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- g) independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town of Canmore initiative or facility, and
- h) public workshops, open houses and other public input sessions, and
- i) *Repealed 26-2025*

212-2018; 26-2025

14. The basic rate will be paid biweekly with the regular Town of Canmore pay cycle.

PER DIEMS

15. Councillors are eligible to claim Per Diems for attending to the following municipal business:

- a) *Repealed 26-2025*
- b) *Repealed 26-2025*
- c) board and committee meetings and meetings of commissions, including sub-committees, to which Councillors are appointed and for which no other Per Diem is paid,
- d) *Repealed 26-2025*
- e) *Repealed 26-2025*
- f) special council meetings over and above the four meetings, or maximum 16 hours of regularly scheduled council meetings covered by the basic rate,
- g) Town Hall meetings,
- h) conferences and conventions including but not limited to Alberta Municipalities and Federation of Canadian Municipalities (FCM),
- i) on-line or in-person educational and training courses including time to complete exams and tests,
- j) *Repealed 26-2025*
- k) meetings with other government agencies and businesses on behalf of the Town of Canmore,
- l) grand openings or meetings outside Canmore, if formally invited to present a verbal or written presentation,
- m) *Repealed 212-2018*
- n) functions and activities related to the duties of the Deputy Mayor appointment including attendance at the agenda setting meeting,

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- n.1) meetings and social functions held within the municipal boundary when Attending as a Dignitary,
- o) all other meetings or public appearances approved by council or made at the request of the Mayor, and
- p) *Repealed 26-2025*
- q) *Repealed 26-2025*
- r) agenda setting meetings or other required meetings with executive directors of external boards or commissions when acting in the position of chair of the board or commission.

17-2022; 26-2025

16. Per Diem rates in effect upon approval of this policy are set out below and may be reviewed for recommended adjustments by the Council Remuneration Review Committee prior to each election cycle:

Up to 4 hours:	\$130
Over 4 hours and up to 8 hours:	\$260
Over 8 hours:	\$390

212-2018; 26-2025

17. On days when Councillors attend more than one meeting consecutively, time for all meetings should be added together and the amount for the cumulative time should be claimed.

212-2018; 271-2018

18. On days when Councillors attend non-consecutive meetings, separate Per Diems may be claimed to a maximum equivalent to the “over 8 hours” Per Diem rate.

212-2018; 271-2018

19. Time calculated for Per Diem claims includes travel time to and from the activity.

20. Per Diem expense claims should be submitted and approved on the biweekly Town of Canmore pay cycle.

212-2018


21. Remuneration for Per Diems must be reviewed and approved by the Mayor or Deputy Mayor to ensure compliance with this policy.

212-2018

VEHICLE USE EXPENSES

22. Council shall use Town vehicles for travel whenever possible. If no Town vehicle is available for use, or the vehicle is used for required overnight travel, an Automobile Allowance for the use of personally owned vehicles will be reimbursed at the reasonable per-kilometre allowance rate set by the Canada Revenue Agency (CRA). Except for overnight travel, if Council chooses to use a personally owned vehicle when a Town vehicle is available, the reimbursement rate is 20% of the CRA’s rate.

176-2021; 26-2025

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23. When Automobile Allowance claims are submitted, there is no further reimbursement for any other vehicle related expenses, including fuel.

176-2021

24. When using a personally owned vehicle for Town business Council shall carry adequate personal vehicle insurance. In the event of an accident, Council shall be responsible for all costs, including any insurance deductibles.

176-2021

ELIGIBLE REIMBURSABLE EXPENSES

25.01 Expense reports, including receipts, must be reviewed and approved by the Mayor or Deputy Mayor to ensure compliance with this policy.

26-2025

25. The following are eligible reimbursable expenses:

- a) reasonable accommodation costs and associated gratuities,
- b) reasonable meal costs and associated gratuities,
- c) reasonable transportation costs, including economy class air, train or bus fares (and any associated fees) required for travel to and from the destination, or, if estimated costs are expected to be less, a rental car for travel to, from, and within the destination,
- d) taxi fares and associated gratuities, or other public transportation costs, and
- e) parking.

176-2021

26. *Repealed 26-2025*

27. *Repealed 26-2025*

28. *Repealed 26-2025*

29. *Repealed 26-2025*

30. Wherever possible, the Mayor shall use the Town purchasing card to pay for other eligible travel expenses.

176-2021

RESTRICTIONS

31. In general, the following are not eligible expenses and the Town will not provide reimbursement for costs associated with:

- a) use of a personal vehicle within Canmore,
- b) charges for alcoholic beverages,

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- c) entertainment costs,
- d) upgrades to higher classes travel,
- e) fines for traffic or parking violations,
- f) personal items, such as clothing and toiletries,
- g) additional expenses resulting from travelling with a spouse or other guests, and
- h) expenses related to a home office.

176-2021

BENEFITS

32. Council will be provided with benefits in accordance with the Town of Canmore Benefits Policy. In addition, Council members will be entitled to any and all benefits offered to elected officials through Alberta Municipalities.

176-2021

33. The following table outlines the benefit types and cost share ratio provided under the Town's group benefits plan. Participation in the plan is mandatory for all employee groups identified herein and Council, except those benefit types listed as "Optional" or "Voluntary" under this section of this policy.

Benefit Type	Cost Sharing	
	Plan Member	Town
Extended Health Care premium	N/A	100%
Dental Care premium	N/A	100%
Non-Taxable Healthcare Spending Account/ Taxable Wellness Spending Account	N/A	100%
Life Insurance premium	30%	70%
Dependent Life Insurance premium	30%	70%
Accidental Death & Dismemberment (AD&D) premium	30%	70%
Optional Life Insurance premium	100%	N/A
Voluntary AD&D premium	100%	N/A
Group Retirement Savings Plan contribution	5.5%	8.65%
Council Accident Policy – Alberta Municipalities Plan C w/ 24-hour coverage	0%	100%

176-2021; 26-2025

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34. The Town will provide Council and their eligible dependents with access to a confidential, third-party employee and family assistance program at no cost to Council.
176-2021; 26-2025
35. The Town will provide Council with the option to purchase an Elevation Place membership at a discounted rate which is equivalent to 40% off a single adult membership.
176-2021; 26-2025
- 35.1 Council may participate in the Bring Your Own Device (BYOD) program, whereby a monthly allowance is provided to facilitate and compensate for the use of a personal device for Town business. Terms of participation are outlined in the Mobile Device Management Corporate Directive.
26-2025

GENERAL

36. *Repealed 212-2018*
37. *Repealed 176-2021*
38. *Repealed 176-2021*
39. Upon submission of receipts, and where alternate arrangements could not be made, Council shall be reimbursed for reasonable child or family care expenses up to a maximum of \$2000 per annum if incurred while attending meetings, conferences, conventions, education or training courses, in an official capacity.
- 39.1 In the event of any changes to Canada Revenue Agency (CRA) legislation, such changes will take precedence over the contents of this policy and will be implemented immediately.
26-2025

EXCEPTIONS

40. Exceptions to this policy may be made by majority vote of Council.

POLICY REVIEW

41. This policy will be reviewed by the Council Remuneration Reviews Committee, with recommendations made to Council on or before June 30, 2028.
26-2025

RELATED DOCUMENTS

- Procedural Bylaw 2018-01
Council Remuneration Review Committee Bylaw 2023-12
Maternity and Parental Leaves for Elected Officials Bylaw 2024-28
Paid Medical, Family Caregiver, Compassionate Care Leaves for Members of Council Policy EX-010
271-2018; 26-2025

REPEALS POLICY: 509-2012

Policy approved by:  

AUTHORIZATION:



Sean Krausert
Mayor



Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-03-21	93-2017	Policy in effect 2018-01-01
Amended	2018-10-02	212-2018	Address changes in federal tax legislation
Amended	2018-12-04	271-2018	Adjust basic rate of pay to reflect meeting schedule change; amendment in effect 2018-12-16.
Amended	2021-07-06	176-2021	Update basic rate of pay for 2021; include travel expenses and reimbursement.
Amended	2022-01-11	17-2022	Update Per Diem eligibility.
Amended	2025-02-04	26-2025	In effect October 24, 2025 Update Basic Rates, amend inclusions of Basic Rate and Per Diems, add Bring Your Own Device, add Alberta Municipalities, allow personal vehicle for overnight use.

Policy approved by: CK CH