

POLICY 25-19

COUNCIL REMUNERATION

DATE OF ADOPTION:	January 1, 2023	MOTION NUMBER:	22/12/113 & 25/11/172
DATE OF AMENDMENT:	November 18, 2025	DEPARTMENT:	Corporate Services

PURPOSE

To establish a uniform and transparent practice for the remuneration of Members of Council.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Per Diem is remuneration of paid to a Member of Council in accordance with this policy, for their services of anything outside of the base salary.

Salary is the base monthly amount paid as compensation for all activities carried out by a Member of Council which include, but are not limited to:

- receiving and responding to concerns from citizens, clubs, organizations or businesses;
- meeting with the Chief Administrative Officer and administrative staff;
- appearances as an invited public figure at public events and functions, regardless of whether or not those events and functions are Town sanctioned;
- attendance at ceremonies, banquets, parades, and luncheons within the Town;
- ribbon cuttings, cheque presentation or document signing;
- welcoming visitors to the community on behalf of the Town at public events;
- attending any local events (unless as a designated speaker, which per diem fees would apply);
- meeting preparation, research, phone calls, follow up, and email.

Member of Council an individual elected to office pursuant to the Municipal Government Act (MGA) RSA 2000, c M-26. who serves as an elected official for the Town of Vermilion.

Town is the Town of Vermilion in the Province of Alberta.

Town Business is professional services rendered for or on behalf of the Town of Vermilion.

SCOPE

This policy applies to All Members of Council.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

GUIDING PRINCIPLES

Benefits

- Members of Council shall not participate in the Town's benefits package.

Mayor and Councillor Remuneration

- Mayor and Councillors shall be paid a monthly base Salary as indicated below:
 - Mayor: \$1,675/month
 - Councillor: \$1,075/month
- Mayor and Councillors shall be paid Per Diem remuneration for carrying out Town Business, in addition to their monthly Salary. Per Diems shall be paid as follows:
 - Meeting 2.5 Hours or Less: \$100
 - Meeting Between 2.5 and 5.0 Hours: \$200
 - Meeting Over 5 Hours: \$250
- Acceptable Per Diem claims may include, but are not limited to:
 - Council or Committee of the Whole Meetings;
 - Information sharing events with Administration;
 - Intermunicipal meetings;

- Minister meetings;
 - Attendance at external committee meetings as appointed by Council;
 - Conferences; and
 - Professional development.
- Without limiting the foregoing, per diems shall not be paid for the following:
 - Meetings where Per Diems or honoraria are paid by an organization other than the Town;
 - Golf tournaments;
 - Ceremonial events, including but not limited to anniversaries or grand openings for local businesses or non-profits;
 - Community events, including the annual parade, Vermilion Fair, Open Farm Days, Taste of Vermilion, Art in the Park, Savour, Race of Vermilion;
 - Political party events.
- Each Councillor filling the position of Deputy Mayor shall receive a set salary adjustment of an additional \$50 for each Council or Committee of the Whole Meeting that they are required to chair due to the Mayor's absence.

Equipment, Supplies, Supports

- Members of Council shall each be provided with a Town owned tablet or laptop computer.
- Any equipment provided by the Town shall remain the property of the Town and shall be returned immediately when the individual Member of Council's term is complete.
- The Mayor shall be provided with an office at Town Office to use at their discretion.

Travel

- Members of Council shall be reimbursed for travel with accordance with the Travel Expense Reimbursement Policy, as amended from time to time.

Review

- The Chief Administrative Officer (CAO) may appoint a volunteer committee comprised of residents of the Town to conduct a review of this Policy and provide Council with feedback and salary recommendations.
- The purpose of this committee is to present recommendations on Council remuneration. Areas to be examined may include:
 - Mayor and Council Salary;
 - Per Diem amounts;
 - Deputy Mayor allowance;
 - Any other matter directly related to Council remuneration.

- The volunteer committee shall consist of a minimum of three (3) and no more than five (5) members from the public, and one (1) member of Administration to act as an advisor to the committee.
- Eligible committee members shall be:
 - A resident within the corporate limits of the Town of Vermilion of at least six (6) months;
 - Not be a Member of Council or Administration, and shall not be a Relative of a Member of Council; and
 - Eighteen (18) years of age or older upon the first meeting of the committee.
- Administration shall identify potential committee members that have skills, abilities and experience in a variety of areas such as professional, business, technical or financial services.
- The committee members shall be appointed by the Chief Administrative Officer.
- Decisions regarding Council remuneration shall be made by a resolution of Council at their sole discretion.