



**POLICY NAME:**

## Council Remuneration and Expense Policy

**POLICY AREA:** Council

**POLICY NO:** C25-001

**APPROVAL DATE:** December 31, 2025

**LAST UPDATED:**

### **PURPOSE**

1. The purpose of this policy is to establish a clear, transparent, and equitable framework for the remuneration of the Council of the Town of Tisdale.

### **SCOPE**

2. This policy applies to all elected officials of the Town of Tisdale.

### **DEFINITIONS**

3. "Committee Meeting" means a meeting of a committee, or board, to which a member of Council has been formally appointed by Council.
4. "Council" means the elected officials of the Town of Tisdale.
5. "Regular Council Meeting" means a meeting of Council scheduled in accordance with Council's Procedure Bylaw.
6. "Remuneration" means the money paid for a service rendered by any member of Council.
7. "Special Meeting" means a special or emergency meeting of Council called in accordance with legislation or the Council's Procedure Bylaw.
8. "Town" means the Town of Tisdale.

### **MAYOR REMUNERATION**

9. The Mayor shall receive an annual remuneration payable in equal monthly installments, as per Schedule A of this policy.  
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10. The Mayor's annual salary shall be deemed to include compensation for attendance at:
  - Regular Council meetings
  - Committee of the Whole meetings
  - Special meetings
  - In-town events and official functions
11. The Mayor shall be paid a flat rate for every Committee meeting attended.
12. The Mayor shall be eligible for mileage reimbursement and per diem compensation, as per Schedule A of this policy.

### **DEPUTY MAYOR REMUNERATION**

13. The Deputy Mayor shall be paid for a special event rate for any events/functions if the Mayor is unable to attend, as per Schedule A of this policy.



## **COUNCIL REMUNERATION**

14. Councillors shall be paid for authorized meeting attendance, as per Schedule A of this policy, payable monthly.

## **PER DIEM – OUT OF TOWN**

15. Where a member of Council is authorized to attend meetings, conferences, training, or other municipal business outside the Town of Tisdale, the member of Council shall be paid a per diem rate, as per Schedule A of this policy.
16. Travel time shall be included in the number of hours spent attending out-of-town functions.

## **IN-TOWN EVENTS AND EXTENDED MEETINGS**

17. Councillors shall not receive additional remuneration for attendance at in-town events unless specifically authorized by Council resolution.
18. Where a member of Council is required to attend an in-town meeting (not committee-related) like a workshop or training session, and Council authorizes attendance, the Council member shall be paid a rate, as per Schedule A of this policy.
19. Compensation under this section shall not be automatic and must be approved by Council resolution in advance or, where not practical, ratified by Council following the event.

## **MILEAGE AND USE OF ADMIN VEHICLE**

20. Members of Council shall be reimbursed for the use of personal vehicles for authorized municipal business based on Schedule A of this policy.
21. Mileage shall be calculated from the member's residence or the Town Office, whichever is closer, to the approved destination.
22. Where available, Council members are encouraged to use the Town Administration vehicle for authorized out-of-town meetings, training sessions, conferences, or events. Where the Administration vehicle is used, mileage reimbursement shall not apply.

## **MEALS AND ACCOMMODATION**

23. Meals shall be reimbursed as per Schedule A of this policy unless otherwise authorized by Council.
23. Accommodation shall be reimbursed as per actual receipts.
24. Expense claim forms must be submitted to the Chief Administrative Officer (CAO) within five business days after each event.



**OTHER**

25. No spousal expenses will be paid without prior Council approval.
26. If another organization is paying the Council member to attend a meeting, conference or event of any kind, they will not be reimbursed by the Town of Tisdale unless the amount received is less than the Town of Tisdale's remuneration would have been. If the amount received is less than the remuneration, the Town will pay the difference.

**ADMINISTRATION**

27. The CAO shall administer all travel and training for Council in accordance with this policy.
28. The CAO is entitled to seek further explanation or documentation of any expense submitted pursuant to this policy.
29. Only meetings with corresponding meeting minutes shall be paid under this policy.

**REVIEW**

30. This policy shall be reviewed every two years to ensure that remuneration remains attractive for recruitment and retention while remaining fiscally responsible.

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Mayor

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Chief Administrative Officer



## SCHEDULE A

Rates for the Calendar Years 2026 and 2027

Mayor Remuneration	\$21,500/year
Committee Meeting	\$50/meeting
Deputy Mayor Remuneration	
Special Event	\$140/event
	\$260/event (if more than 4 hours)
Councillor Remuneration	
Regular Council Meeting	\$260/meeting
Committee Meeting	\$140/meeting
Special Meeting	\$140/meeting
	\$260/meeting (if more than 4 hours)
Out of Town Per Diem	
Full Day	\$260/meeting
Half Day	\$140/meeting
Mileage	\$0.68 per kilometer
Meals	Breakfast - \$16.00
	Lunch - \$23.00
	Supper - \$31.00