

**TOWN OF BLACKFALDS
COUNCIL REMUNERATION REVIEW COMMITTEE**

Civic Cultural Center – 5018 Waghorn Street
Monday August 18, 2025 at 5:30 p.m.

AGENDA

1. WELCOME AND CALL TO ORDER

- 1.1 Welcome to the Council Remuneration Review Committee Meeting of August 18, 2025.
 - 1.2 Call to Order
 - 1.3 Approval of Agenda
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2. LAND ACKNOWLEDGEMENT

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Council Remuneration Review Committee acknowledges that we are on Treaty Six Territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
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3. PRESENTATIONS

- 3.1 None
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4. BUSINESS

- 4.1 Approval of Committee Minutes – July 24, 2025
 - 4.2 Review of Council Remuneration Memo
 - 4.3 Base Honorarium Determination
 - 4.4 Other
 - 4.5 Next Meeting
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5. CONFIDENTIAL

- None
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6. ADJOURNMENT

**TOWN OF BLACKFALDS
COUNCIL REMUNERATION REVIEW COMMITTEE**

Civic Cultural Center – 5018 Waghorn Street
Thursday, July 24, 2025, at 6:00 p.m.

MINUTES

MEMBERS' PRESENT

Richard Poole
Monique Johnson
Denise Sumner
Kevin Hallet

OTHERS ATTENDING

Kim Isaak, Chief Administrative Officer

WELCOME AND CALL TO ORDER

Chair Hallet welcomed all attending and called the meeting to order at 6:01 P.M.

Member Poole moved That the Council Remuneration Review Committee approve the Agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six Territory.

PRESENTATIONS

None.

BUSINESS

Approval of Committee Minutes – June 24, 2025

Member Sumner moved That the Council Remuneration Review Committee approve the Minutes as presented.

CARRIED UNANIMOUSLY

Council Survey Results

The Council Remuneration Committee, reviewed the Council Survey results.

Member Poole moved That the Council Remuneration Review Committee receive the Council Survey Results.

CARRIED UNANIMOUSLY

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Base Honorariums

The Committee concurred that that the recommendation to Council for the base honorariums would be for them to remain at the 75% percentile and discussed two potential paths of bringing the percentile rate up to the 75%. One being a phased approach and the other being an increase in one budget year to the 75% percentile.

The Committee further concurred that the Committee would recommend to Council that a list of the minimum requirements for attendance at meetings outside of the monthly Regular and Standing Committee meetings be established as what would be covered off in the base honorariums.

The Committee concurred that a recommendation be made to Council that the optional provision of the base honorarium increasing by a set CPI approved by Council be removed and replaced with an automatic increase being applied based on the CPI set for the Town employees. Rationale for this change is based on the fact that without built in CPI increases the remuneration would fall behind and there would need to be a significant increase when the next review is completed prior to the 2029 municipal general election.

Per Diems Amounts

The Committee concurred that the recommendation to Council on the full day per diem rate remain as is. Further to this it was noted that if the external per diem rate paid by another agency was less than the town's rate that the town would top up the difference.

The Committee concurred that the recommendation to Council on the half day per diem rate would be to increase it from \$135.00 to \$145.00 to bring it to the 75% percentile.

The Committee further concurred that a recommendation be put forward outlining the hourly duration for half day per diems and full day per diems along with the maximum daily per diem.

Application of Per Diems

The Committee concurred that a recommendation would be put forward to Council to develop a list of approved activities that per diems could be applied for based on suggested policies from the Town of Morinville and Sylvan Lake.

Other

The Committee concurred that the recommendation to Council for compensation including benefits would remain the same as current.

The Committee further concurred that the Committee recommend to Council that the Abbey Centre pass benefit be included in the policy.

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MINUTES

The Committee concurred that the travel expense reimbursements for meals, vehicle use, accommodation, taxi/public transportation, vehicle rentals, parking costs and incidental expenses remain as in the current policy.

Next Meeting

The Committee concurred to attend the August 18, 2025, Standing Committee of Council to deliver the Committee recommendations to Council.

The Committee agreed that the next meeting date would be determined if required once CAO Isaak provided the Committees Recommendation Report to the Committee.

Chair Hallet adjourned the Council Remuneration Review Committee Meeting at 7:50 P.M.

Kevin Hallet, Chair

Kim Isaak, Chief Administrative Officer

DATE: August 13, 2025
TO: Kim Isaak & Council Remuneration Committee
FROM: Justin de Bresser, Director of Corporate Services
RE: Council Remuneration Report

Committee Members,

Upon review of the Hillcrest Financial report, Administration undertook a review of the figures to determine the appropriate levels for Council remuneration. The intent is to determine the optimal split between honorariums and per diems to comprise the total monetary compensation of the elected officials. This memo includes two options. Firstly, leaving the criteria of claiming per diems as the current practice, and the second option includes reducing down eligibility and increasing the base Honorariums. Both options bring the total monetary compensation up to the 75th percentile.

The table on page 5 recommends *Honorariums* to be set at the 75th percentile or \$6,524 per month for Mayor and \$3,179 for a Councillor. The report indicated Brooks, Lacombe, and Stony Plain do not offer per diems as part of their compensation for elected officials. This essentially inflates the 75th percentile of honorariums. When excluding the three municipalities above, the 75th percentile drops to \$5,827 a month for Mayor and \$2,834 a month for Councillor.

Per Diems for the Mayor and Councillors are budgeted at 17% and 25% respectively of the honorarium. This indicates that the Mayor receives a higher honorarium as part of the total compensation. In contrast, a Councillor relies more on the per diem to bolster the total compensation.

The report also analysed (page 8) the 2024 financials of the comparable communities in a total compensation view. Administration noted inconsistency in what is included in the salaries for the Town of Blackfalds. Training costs were included under salaries, and benefits and allowances, as indicated in the report, vary greatly depending on the municipality.

Option 1 – Status Quo with the Per Diems

When looking at direct monetary (salary, honorarium, and per diem) compensation for the 2024 Financials, the 75th percentile in 2024 dollars is equal to \$6,619 for Mayor and \$3,397 for Councillor. Using a basic inflation factor of 2% would increase the monthly total compensation to \$6,752 for the Mayor and \$3,465 for a Councillor.

Using the same percentage of per diems to honorariums (17% Mayor, 25% Councillor) the total monthly compensation would look like the table below:

	Honorariums	Per Diem	Total
Mayor	\$5,504	\$1,147	\$6,752
Councillor	\$2,598	\$866	\$3,465

Using the figures above, the 2026 Budget would need to be increased by around 10% or \$7,264 for the Mayor and \$4,193 for each Councillor.

Per diems claimed to the 2024 Budget. (Excluding the vacant Councillor position)

In looking at the actual per diems claimed in 2024, Council underclaimed to the budget by \$10,190 for the year. The average claim for a councillor in 2024 was \$423 per month, and the Mayor was \$1,086 per month.

Total direct monetary compensation for the year ranged for each Councillor from \$32,436 (\$2,703 per month) to \$37,176 (\$3,098 per month), whereas the Mayor was compensated at \$74,600 or \$6,216 per month.

The system of per diem reflects the extended effort the elected official undertakes as part of their duties. However, the distribution between honorariums and per diems may need adjusting if eligible per diem events are altered through policy.

Option 2 – Increase base Honorariums

Administration has provided Appendix A, which outlines the recommended events and activities for which Councillors would be eligible to receive a per diem. These recommendations align with the practices of neighbouring municipalities. As the eligibility for a per diem has been reduced, the Honorarium has increased to compensate.

Additionally, the Committee may consider implementing a pooled per diem system, allocating \$9,000 annually for the Mayor and \$4,000 for each Councillor, totalling \$33,000. This approach offers flexibility, allowing a Councillor who exceeds their individual allocation to request additional funds from the pool, subject to Council approval.

If accepted, the following amounts would be the estimated total remuneration.

	Honorariums	Per Diem	Total
Mayor	\$6,000	\$752	\$6,752
Councillor	\$3,132	\$333	\$3,465

Other benefits like extended health, wellness spending account and employee benefits were not analysed as they are unique to each municipality and are listed in the report.

