

**ALBERTA BEACH COUNCIL**  
**ROUND TABLE MEETING**  
**BEING HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS**  
**AND BEING HELD ELECTRONICALLY VIA ZOOM**  
**TUESDAY, JUNE 11, 2024 AT 5:30 P.M.**

**AGENDA**

- P. 2      1.      Cost of Living Increase
- P. 3      2.      Personnel Policy P.3.1 Notification of Salary/Pay
- P. 4      3.      Personnel Policy P.4.4 Business Expenses
- P. 5-7    4.      General Village Policy G.2.9 Council Remuneration Policy
- 5.      July Round Table Meeting & Regular Council Meeting
- 6.
- 7.
- 8.

# COST OF LIVING INCREASE for 2024

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## Consumer Price Index - 2023

<u>Month</u>	<u>%</u>
January	5.0
February	3.6
March	3.3
April	4.3
May	3.1
June	1.9
July	2.9
August	4.3
September	3.7
October	2.1
November	2.5
December	3.0
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	39.70

39.70 divided by 12 = 3.31

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**ALBERTA BEACH**

**PERSONNEL POLICY HANDBOOK**

**POLICY: P.3.1 NOTIFICATION OF SALARY/PAY**

<b>PUBLIC WORKS:</b>	<b>Hourly Rate</b>
Casual Labourer	18.00 - 20.00
Labourer	20.00 - 24.00
Labourer/Equipment Operator	28.00 - 32.00
Public Works Manager	40.00 - 44.00

*Proposed*

*15.00 - 20.00*  
*20.00 - 26.00*  
*28.00 - 38.00*  
*40.00 - 52.00*

<b>PATROL:</b>	
CPO - 2 / <i>Bylaw Enforcement officer</i>	28.00 - 32.00
CPO - 1	32.00 - 40.00

*18.00 - 32.00*  
*32.00 - 44.00*

<b>ADMINISTRATION:</b>	
Casual Labour	18.00 - 20.00
Municipal Clerk	24.00 - 32.00
Assistant CAO	36.00 - 44.00
CAO	44.00 - 54.00

*18.00 - 20.00*  
*24.00 - 36.00*  
*36.00 - 52.00*  
*44.00 - 62.00*

1. The salary grid above will apply to all new employees.
2. Cost of living increases will be reviewed and approved by Council annually in January or upon completion of budget.
3. Cost of living increases will be based on the Statistics Canada CPI (Consumer Price Index) Alberta average.
4. Cost of living increases will apply to employees salary and does not effect the salary grid above.
5. Increases shall occur after probation period of 3 months and satisfactory evaluation.

*6. CAO/Manager will have authorization to approve salary increases annually upon satisfactory employee evaluation & subject to annual budget.*

**Date Amended: December 18, 2018**

**Resolution No: #267-18**

# ALBERTA BEACH

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## PERSONNEL POLICY HANDBOOK

Policy: P.4.4 BUSINESS EXPENSES

1. The employee, while performing duties of employment of the Village, at a location at least 20 kilometres outside of Alberta Beach will receive the following meal reimbursement upon submission of an expense claim to the C.A.O.:  

Breakfast	\$ 8.00	} ?
Lunch	\$ 10.00	
Supper	\$ 20.00	
2. The employee, while performing duties of employment outside of Alberta Beach using their personal vehicle shall upon approval of the C.A.O. receive compensation of \$0.50 per kilometre upon submission of an expense claim.
3. The employee, while performing employment duties outside of Alberta Beach be reimbursed for acceptable costs relating to the nature of the trip, examples being parking lot costs & meals upon prior approval. These costs must be submitted on an expense claim to the C.A.O. for reimbursement.
4. a) Hotel expenses up to \$110.00 plus parking and taxes shall be approved for employees who are attending a training session, conference or seminar for the betterment of the Village. Costs in excess of the allowed rate shall be pre-approved by the C.A.O.  
  
b) Personnel who choose to stay at a private residence at the site of the particular event shall be reimbursed \$25.00 per day in lieu of hotel expenses.
5. Should a requirement for air travel be necessary, the cost of the fare and any associated taxi costs upon approval shall be paid by receipt of actual fares and include any applicable taxes.
6. Incidental expenses shall be reimbursed for any type of duty the employee is absent from at a rate of \$4.00 per day for each full day where a full day of meals are required.
7. A full day means from 6:00 a.m. to 8:00 p.m.
8. Employees will be entitled to request and receive an advance of travel expenses in the amount of the estimated expense claim.

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**ALBERTA BEACH  
VILLAGE POLICIES**

**POLICY: G.2.9 COUNCIL REMUNERATION POLICY**

**1. PURPOSE**

The *Municipal Government Act* (Section 275.1) allows for compensation to be made to members of Council for duties performed. It is the intention of Alberta Beach to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

**2. HONOURARIUMS**

Councillors shall receive monthly honourariums as per Schedule "A" attached. Honourarium rates will be reviewed annually and increased as per the annual cost of living allowance based on the Alberta average of the CPI (Consumer Price Index), upon approval of the annual budget.

**3. MEETING REMUNERATION FEES**

Councillors shall receive a meeting remuneration fee as per Schedule "A" attached for attending an approved Committee meeting, training course or meeting on behalf of Council where a meeting fee is not already being paid. Meeting remuneration fees will include meeting preparation, travel and attendance time. Further that, regular Council meetings, special Council meetings, monthly round table meetings and conventions are excluded.

**4. CHAIRPERSON REMUNERATION FEE**

Councillors shall receive a chairperson remuneration fee as per Schedule "A" attached for chairing an approved committee meeting, where a meeting fee is not already being paid through another committee or organization. Further that, regular Council meetings, special Council meetings, monthly round table meetings and conventions are excluded.

**5. REIMBURSEMENT FOR COUNCIL MILEAGE EXPENSES**

Councillors shall receive reimbursement for mileage expenses for use of personal vehicles as per Schedule "A" attached for travel on village business to approved meetings, training courses and conventions.

**6. REIMBURSEMENT FOR COUNCIL INTERNET EXPENSES**

Councillors shall receive reimbursement for Council internet expenses as per Schedule "A" attached provided that the internet service is used for Council business. (Councillors not receiving and communicating electronically through email do not qualify for reimbursement).

**7. REIMBURSEMENT FOR COUNCIL CELL PHONE EXPENSES**

Councillors shall receive reimbursement for personal cell phone expenses as per Schedule "A" attached provided that the cell phone is used for Council business. (Councillors not owning or communicating through cell phones do not qualify for reimbursement).

**8. METHOD TO CLAIM REIMBURSEMENT**

Reimbursement claims to be submitted on the expense claim forms. (No expense claim form will be required for monthly honourariums).

**9. DEDUCTIONS FROM COUNCIL HONOURARIUMS AND MEETING REMUNERATION FEES**

Council honourariums and meeting remuneration fees will be subject to deductions as per Canada Revenue Agency.

**DEPARTMENT: COUNCIL**

**ADOPTED AND APPROVED BY COUNCIL: DECEMBER 18, 2018**

**RESOLUTION NO: #264-18**

**AMENDMENT DATE: JUNE 3, 2019**

**RESOLUTION NO: #113-19 & #114-19**

**AMENDMENT DATE: MAY 18, 2021**

**RESOLUTION NO: #081-21**

**AMENDMENT DATE: MAY 17, 2022**

**RESOLUTION NO: #073-22**

**AMENDMENT DATE: MAY 16, 2023**

**RESOLUTION NO: #080-23**

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ALBERTA BEACH  
VILLAGE POLICIES

POLICY: G.2.9 COUNCIL REMUNERATION POLICY

SCHEDULE "A"

COUNCIL MONTHLY HONOURARIUMS:

Mayor	\$879.46	+ 26.38	= 905.84
Deputy Mayor	\$799.50	23.99	= 823.49
Councillors	\$772.86	23.19	= 796.05

3% COL

COUNCIL MEETING REMUNERATION FEES:

Half day meetings (up to 4 hours)	\$ 75.00
Full day meetings (over 4 hours)	\$125.00

CHAIRPERSON REMUNERATION FEES:

Committee Chairperson Fee	\$ 25.00
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COUNCIL MILEAGE EXPENSES:

\$.58 per km

COUNCIL INTERNET EXPENSES:

\$50.00 per month

COUNCIL CELL PHONE EXPENSES:

\$50.00 per month

Add : Meal Allowance  
Hotel Expenses or  
Private Residence  
Incidental Expenses / Parking