

1019 – Council Remuneration

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<b>Document Name:</b>	Council Remuneration
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**1. PURPOSE**

1.1 To provide a fair and equitable remuneration for Council members for performance of their duties as elected officials.

**2. POLICY DETAILS**

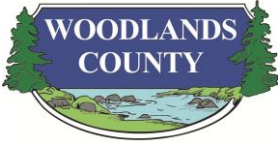
To provide for the establishment and ongoing operations of claims and payments for honorariums, meeting fees.

**Honorariums**

2.1 Councillors will receive an annual base honorarium that is paid in accordance with the payroll schedule in effect for County staff, their remuneration for performance of their duties as elected officials as follows:

Reeve	\$ 73,542 per year
Councillor	\$ 52,530 per year

- 2.2 The honoraria will cover the following:
- a. Time dealing with matters, municipal in nature including, but not limited to:
    - All Council meetings;
    - Local meetings held with ratepayers and community stakeholders;
    - Meetings with media;
    - Community resident birthdays;
    - Council/Committee Agenda reviews;
    - Charitable events or non-profit fundraisers;
    - Ribbon cutting events;
    - Informal meetings with municipal councils, including social events;
    - Road tours;
  - b. General public appearances including the following, but limited to:
    - Canada Day;
    - Remembrance Day;
    - Parades, rodeos;
    - Other annual community celebrations;
    - Galas and banquets;
    - Grand openings, ribbon cuttings;
    - Anniversaries, birthdays, graduations;
    - Christmas celebrations;
    - Any staff function.



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- 2.3 Annually established rates of honoraria will be adjusted for a cost of living allowance, at the same time, in the same manner and for the same amount (if any) as the cost of living for Woodlands County employees. All rates within this policy will be rounded to the closest dollar for ease of processing.
- 2.4 Future reports to Council shall include number of meetings attended and number of meetings not attended.

**Communication Allowance**

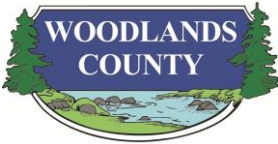
- 2.5 Councillors will receive a monthly communication allowance as compensation for communication expenses incurred while conducting County business. The communication allowance is for internet and telephone coverage.
- 2.6 The communication allowance is taxable and will be paid monthly with the regular payroll cycle. The communication allowance is as set out below and is not subject to an annual increase:
  - a. Communication Allowance                      \$ 200.00 per month

**Per Diems**

- 2.7 The Reeve and Councillors are eligible to claim the following per diems for attendance at approved annual conferences or training sessions including travel time:
  - a. \$ 544.00 per meeting(s) greater than eight 8 hours:
  - b. \$ 362.50 per meeting(s) greater than 4 hours but less than 8 hours;
  - c. \$ 181.00 per meeting(s) less than four 4 hours.
- 2.8 Claimable Per Diems include the following:
  - Elected official orientation and training;
  - Conferences, conventions, workshops outside of the municipality;
  - SDAB meetings;
- 2.9 Prior approval of Council must be obtained to attend a meeting or conference outside of Alberta, with the exception of the FCM, where a claim for per diem or expenses will be submitted to Woodlands County if all monies allocated under their conference and professional development budget have been depleted.

**Annual Conferences & Professional Development**

- 2.10 Annually, through the operating budget, \$ 15,000.00 will be allocated to each elected official to be used to cover costs associated with attending conferences, workshops and professional development activities deemed to support and enhance their role with the County Council, excluding spring and fall RMA conventions.
- 2.11 The following conferences are considered pre-approved for Council Attendance:
  - a. Conference or workshop in Alberta for the members of committees or boards to which a Councillor has been appointed in accordance with the annual Organizational Meeting.

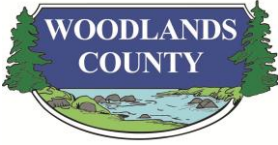


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- 2.12 When a Councillor attends a conference, workshop, meeting or seminar on behalf of, or approved by the municipality, the Councillor will be paid in accordance with paragraph 2.7 hereof and additional amounts as follows:
- a. Expenses in accordance with the Policy 1973 - Travel & Expense Reimbursement.
- 2.13 Attendance at the annual Federation of Canadian Municipalities (FCM) Conferences shall be limited to two (2) members of Council when location is outside of Alberta. When the conference is in Alberta, all members shall be given the opportunity to attend providing they have funds available in their Conference & Professional Development allocation.
- a. Council is encouraged to attend FCM on a rotational basis;
  - b. Council may only attend FCM twice, in any one term.
- 2.14 It is deemed beneficial to provide an opportunity for elected officials to utilize a portion of the Conference & Professional Development allocation to enable them to pursue specific areas of self-development, to increase their ability to represent the ratepayers.
- 2.15 Eligible expenses claimable under the Conference & Professional Development budget includes all costs for registration fees for conferences, workshops, tuitions for courses, or seminars. Per Diems, mileage charge, and any other travel reimbursement and accommodation costs must be covered by the monies allocated in the Conference & Professional Development budget.
- 2.16 Once a Councillor has depleted their annual budget allotment for Conferences & Professional Development, any further requests are either at the Councillor's expense, or must be authorized in advance by Council resolution.

**Expense Submission & Reimbursement**

- 2.17 All Council member expense claims, other than the expense claim for the Reeve, will be submitted to the Reeve (or in his or her absence, the Deputy Reeve) for review and approval. The Reeve will submit his or her expense claim to the Deputy Reeve for review and approval. If the Reeve is absent, then the Deputy Reeve will submit his or her expense claim to another member of Council for review and approval.
- 2.18 Council members are encouraged to combine travel arrangements to reduce expenses whenever possible when travelling outside of the County.
- 2.19 Council members shall include travelling time from place of residence and return when determining meeting rate as per section 2.7.
- 2.20 Where a Council member attends a conference/ meeting where they are not representing the municipality or where such attendance has not been approved by Council or this policy, no compensation will be paid to the member.
- 2.21 Where a Council member registers for a workshop, conference or other meeting requiring a fee for attendance and the Council member fails to cancel prior to the cut off policy or attend, the Council member shall be responsible to reimburse the County for the fee.



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- a. If a cancellation occurs due to extraordinary circumstances, Council may allow the expenditure not to be reimbursed by the individual.
  - b. Extraordinary circumstances include hospitalization, death of immediate family, and/or illness or weather.
- 2.22 To provide transparency to taxpayers, elected officials must be accountable for the expenses they incur, further Council members' honorariums and expenses shall be posted monthly to the County's website for public information.

**3. RELATED POLICIES AND DOCUMENTS**

**3.1 Policy 1973 – Travel Expenses & Reimbursement**