



POLICY NAME:	Council Remuneration
Effective Date:	June 18, 2025
Policies Rescinded:	1019 Council Remuneration
Document Owner:	Council Remuneration Committee
Required Review Date:	May 5 th 2030
References:	

PURPOSE

To provide fair, transparent, and fiscally responsible remuneration for Council members in recognition of the significant time, effort, and personal sacrifice required to serve in public office. This policy also aims to ensure compensation is sufficient to encourage appropriately committed individuals to seek and maintain elected office while upholding public confidence in the integrity of the process.

POLICY STATEMENT

Woodlands County is committed to recognizing the contributions of its elected officials through appropriate compensation, professional development support, and expense reimbursement. Remuneration practices will reflect the responsibilities of public service, promote accountability and transparency, and support the recruitment and retention of qualified individuals committed to serving their community.

DEFINITIONS

Honorarium: A fixed annual amount paid to Council members for fulfilling their regular elected duties.

Per Diem: A daily rate paid for attendance at eligible conferences, training, or meetings beyond regular Council activities.

Conference & Professional Development Allocation: An annual budget provided to each Councillor to support approved education, training, or attendance at relevant events.

Extraordinary Circumstances: Events such as hospitalization, death in the immediate family, illness, or severe weather that may excuse reimbursement obligations.

ADMINISTRATIVE RESPONSIBILITY

The Chief Administrative Officer (or designate) is responsible for administering this policy.

GUIDELINES**1. Honourariums**

Council members are compensated through a fixed annual honorarium that reflects the time commitment and responsibility associated with public service. This section outlines the rates and scope of activities included under the base honorarium.

Councillors receive an annual base honorarium paid in accordance with the staff payroll schedule:

- a. Reeve: \$73,542 per year
- b. Councillor: \$52,530 per year
- c. The honorarium covers time spent on regular Council duties and public appearances, including (but not limited to): Council meetings, agenda reviews, meetings with ratepayers, media, and stakeholders, community celebrations, charity events, road tours, and informal municipal gatherings.
- d. Honorariums are adjusted annually based on the cost-of-living increase applied to County staff and rounded to the nearest dollar.
- e. A report shall be provided to Council showing meetings attended and not attended.

2. Communication Allowance

A fixed monthly communication allowance is provided to support elected officials in maintaining connectivity and responsiveness to residents and administration.

- a. Councillors receive a taxable communication allowance of \$200.00 per month for internet and telephone usage related to County business. This allowance is not subject to annual increase.

3. Per Diems

Per diems may be claimed for participation in activities outside regular Council duties, such as conferences, training, or appeal board hearings. They are not intended to duplicate honorarium compensation.

- a. Per diems may be claimed for attendance at approved conferences, training, or external meetings (including travel time):
- b. \$544.00 – Meetings exceeding 8 hours
- c. \$362.50 – Meetings between 4 and 8 hours
- d. \$181.00 – Meetings under 4 hours
- e. Eligible events include: Elected official orientation and training, Subdivision and Development Appeal Board (SDAB) meetings, Conferences, conventions, and workshops outside of the municipality.
- f. Out-of-province attendance requires Council approval, except for FCM if the Councillor's budget is depleted.

4. Conferences and Professional Development

To support continuous learning and capacity building, each Council member receives an annual allocation for conferences, courses, and related travel.

- a. Each Councillor is allocated \$15,000 annually to attend approved conferences, workshops, and professional development activities that enhance their role with Council (excluding RMA spring and fall conventions).
- b. Pre-approved events include Alberta-based conferences for boards/committees to which the Councillor is appointed during the Organizational Meeting.
- c. Federation of Canadian Municipalities (FCM) Conference: When hosted outside Alberta, attendance is limited to two Councillors per year. When held in Alberta, all Councillors may attend if within their annual budget. Each Councillor may attend FCM no more than twice per Council term. Council is encouraged to attend on a rotational basis.
- d. Eligible expenses under the Conference & PD budget include: Registration fees, tuition, per diems, mileage, accommodation, and travel.
- e. Once a Councillor's budget is depleted, any additional attendance must be self-funded or approved by Council resolution.

5. Expense Submission and Reimbursement

To maintain fiscal responsibility and integrity, all expenses must be submitted, reviewed, and approved through a transparent peer-review process.

- a. All expense claims submitted by elected officials must be reviewed and approved by another member of Council who is not the claimant.
- b. The reviewing Councillor must apply a reasonable standard of accountability and ensure compliance with this policy. Claims should be processed in a timely and transparent manner.
- c. If a designated reviewer is unavailable, another member of Council may be selected to complete the review.
- d. Councillors are encouraged to coordinate travel arrangements to reduce costs.
- e. Travel time from home to the event and return may be included when calculating per diem eligibility.
- f. No compensation will be provided for attendance at events where: the Councillor is not representing the municipality, or the event is not approved by Council or covered under this policy.
- g. If a Councillor registers for a paid event but fails to cancel before the cut-off or does not attend, they may be required to reimburse the County. Council may waive repayment due to extraordinary circumstances (e.g., illness, hospitalization, family emergency, or severe weather).

6. Transparency

To foster accountability and public trust, elected officials' remuneration and expense records are made available for public review.

Original Signed

CAO Signature

END OF DOCUMENT



Version Control

This section tracks all revisions to the policy. Administrative changes made under CAO authority must not alter the original intent of the policy and are logged accordingly. Council-approved revisions are noted with corresponding resolution numbers.

<i>Version</i>	<i>Date</i>	<i>Approved by</i>	<i>Type of Change</i>	<i>Summary of Change</i>	<i>Reference</i>
1.0	Mar. 6 2012	Council	Original Policy	Initial Policy Adopted by Council as Policy 1014	Resolution # C-15-121-12
1.1	May 21 2025	Council	Revision	Revised Policy to fit new Template and Numbering Change. Clarified title, purpose, definitions, and request requirements while retaining Council approval for funding. Noted funding is subject to budget availability.	C-15-235-2025