

Bylaw No. 966-2017
COUNCIL REMUNERATION COMMITTEE BYLAW

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A BYLAW OF THE CITY OF LEDUC, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COUNCIL REMUNERATION COMMITTEE

Whereas, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Council may by bylaw establish Council committees and prescribe rules for their conduct and procedure;

And Whereas, pursuant to sections 196 through 198 of the *Municipal Government Act*, Council committee meetings must be conducted in public unless the matters under discussion is within one of the exceptions to disclosure under the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, or a member of the public is expelled for improper conduct;

And Whereas, pursuant to section 208 of the *Municipal Government Act*, the chief administrative officer must ensure that the enumerated administrative functions under that section are performed, including recording minutes, identifying members present at meetings, providing minutes for adoption at the next meeting, safekeeping Council and Council committee records, and informing Council and Council committees in writing of their legal responsibilities under the *Municipal Government Act*;

And Whereas, section 95 of the *Freedom of Information and Protection of Privacy Act* requires every public body to, by the means by which it makes decisions, appoint a FOIP Head and establish a fee schedule for answering information requests, but the fee schedule may not exceed the maximum fees set in the *Freedom of Information and Protection of Privacy Regulation*, AR 31/2012, as amended;

THEREFORE, the Council of the City of Leduc in the Province of Alberta duly assembled, hereby enacts as follows:

PART I: BYLAW TITLE AND PURPOSE

1. That bylaw shall be known as the "Council Remuneration Committee" Bylaw.
2. The purpose of this bylaw is to establish a Council committee named the Council Remuneration Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for that Committee.

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**PART II: DEFINITIONS AND
RULES FOR INTERPRETATION**

DEFINITIONS:

City:	the Municipal Corporation of the City of Leduc
City Manager:	the Chief Administrative Officer of the City, as appointed pursuant to the <i>Municipal Government Act</i> or delegate
Committee:	the Council Remuneration Committee
Council:	the Council of the City.

INTERPRETATION:

3. The marginal notes and headings in this bylaw are for reference purposes only.

PART III: ESTABLISHMENT

ESTABLISHMENT

4. The Council Remuneration Committee is hereby established as a committee of Council.

MANDATE

5. The mandate of the Committee is to review the compensation paid to members of Council and recommend reasonable changes to Council remuneration, as required.

TERMS OF REFERENCE

6. The Committee will fulfill its mandate by:
 - (a) examining the Council remuneration practices of other municipalities;
 - (b) gathering and reviewing reports and other evidence relevant to its mandate;
 - (c) reviewing the Council Remuneration & Expenses Policy, being policy number 11.00:25, and recommending amendments to that policy; and
 - (d) providing recommendations to Council on how to best manage Council remuneration.

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PART IV: MEMBERS

MEMBERS

7. The Committee will be comprised of:
- (a) two members of Council; and
 - (b) three members of the public.

CHAIR

8. The Committee will select its chair from among its membership.

ADMINISTRATIVE SUPPORT

9. The City Manager, or delegate, will provide the Committee with all of the administrative support it requires, including but not limited to:
- (a) managing Committee documents;
 - (b) preparing and keeping safe minutes of Committee meetings;
 - (c) any other assistance the Committee may request.

PART V: PROCEDURE

MEETINGS

10. The Committee will meet as often as required to fulfill its mandate, and no less than:
- (a) once per quarter in its first year; and
 - (b) once per year in each following year.

QUORUM

11. Quorum is established by the attendance of both:
- (a) a majority of the members of the Committee; and
 - (b) one member of the Committee who is also a member of Council,
- at a properly called meeting of the Committee.

PROCEDURES

12. The Committee will follow the procedures set out in the *Council Procedures Bylaw, No. 493-2001*, as amended.

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RESOLUTIONS

13. Committee decisions will be made by show of hands, and resolutions will be passed with a majority vote of those present at the meeting.

FINAL REPORT

14. Only members of the Committee who are not members of Council may vote to approve a Committee report.

MINUTES AND RECORDS

15. The Committee must prepare and keep safe minutes and records relating to its decisions or reports.

FOIP

16. The Committee will pass resolutions appointing a head and adopting a fee schedule for information requests as required by the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, as amended.

REPORTING

17. The Committee will report to Council when requested to do so by Council.

PART VI: ENACTMENT

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS 12TH DAY OF FEBRUARY, 2018.

READ A SECOND TIME IN COUNCIL THIS 12TH DAY OF FEBRUARY, 2018.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 12TH DAY OF FEBRUARY, 2018

“Original Signed”

Bob Young
MAYOR

“Original Signed”

Sandra Davis
CITY CLERK

February 12, 2018

Date Signed