

Bylaw No. 1257-2026
COUNCIL REMUNERATION REVIEW COMMITTEE BYLAW

A BYLAW OF THE CITY OF LEDUC, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COUNCIL REMUNERATION REVIEW 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 establish the functions of a committee and the procedures to be followed by it;

AND WHEREAS, the Council of the City of Leduc desires to establish a committee to provide advice to Council on the remuneration of Council;

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

PART 1
BYLAW TITLE

1. That bylaw shall be known as the "Council Remuneration Review Committee" Bylaw".

PART 2
DEFINITIONS AND RULES FOR INTERPRETATION

DEFINITIONS:

2. In this bylaw:
 - (a) "City" means the Municipal Corporation of the City of Leduc;
 - (b) "City Manager" means the Chief Administrative Officer of the City or delegate;
 - (c) "Committee" means the Council Remuneration Review Committee;
 - (d) "Comparable Municipalities" means the municipalities that were used for comparison in the most recent review of administration staff compensation;
 - (e) "Council" means the Council of the City; and
 - (f) "Policy" means the Council Remuneration and Business Expenses Policy No. 11.00:03.

INTERPRETATION:

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

PART 3

ESTABLISHMENT

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

MANDATE

5. The mandate of the Committee is to review the compensation and benefits provided to members of Council and recommend changes to Council remuneration and benefits deemed to be reasonable and desirable by the Committee.
6. The recommendations of the Committee shall be based on the following principles:
 - (a) compensation must reflect the responsibilities, accountabilities, and time commitment required from members of Council;
 - (b) compensation must be reasonable in light of economic circumstances and the City's objectives and financial constraints; and
 - (c) compensation must be comparable to the compensation provided to members of the Councils of the Comparable Municipalities..

TERMS OF REFERENCE

7. The Committee shall:
 - (a) examine the Council remuneration practices of the Comparable Municipalities;
 - (b) gather and review reports and other information relevant to its mandate;
 - (c) review and recommend amendments to the Policy; and
 - (d) provide recommendations to Council for changes to:
 - i. the monetary compensation provided to Council Members;
 - ii. benefits provided to Council Members;
 - iii. the reimbursement of expenses incurred by Council Members; and/or
 - iv. the management of any of the above.

PART 4

MEMBERSHIP

MEMBERS

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

9. The Mayor is not an ex-officio member of the Committee but may be appointed to the Committee as per section 8(a).

CHAIR

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

ADMINISTRATIVE SUPPORT

11. The City Manager, or delegate, will provide the Committee with all of the administrative support required to fulfill its mandate, including but not limited to:
 - (a) managing Committee documents;
 - (b) preparing and keeping safe minutes of Committee meetings;
 - (c) conducting research and gathering reports, information and data for the Committee to consider;
 - (d) any other assistance the Committee may request pursuant to its established mandate.

PART 5 **PROCEDURE**

FREQUENCY OF REVIEWS

12. A review of Council remuneration shall be conducted at least once in every term of Council.
13. Council may, by resolution, initiate an additional review of Council remuneration in a term of Council.

MEETINGS

14. Regular meetings of the Committee will be held as per a schedule established by the Committee at its first meeting after the appointment of public members.
15. In addition to regular meetings of the Committee, the chair of the Committee may call special meetings.
16. Quorum is established by the attendance of a majority of the members of the Committee, which must include at least one member of the Committee who is also a member of Council, at a properly called meeting of the Committee.

PROCEDURES

17. The Committee will follow the procedures set out in the *Council Procedures Bylaw*, No. 1232-2025, amended as necessary and practicable for application to the Committee.

RESOLUTIONS

18. To pass, Committee decisions and resolutions shall require a majority vote of those present at the meeting.

FINAL REPORT

19. Members of the Committee that are members of Council may not vote to approve a Committee report that will be presented to Council, and a vote to approve such a report requires the votes of at least two public Committee members to pass.

MINUTES AND RECORDS

20. The Committee must ensure that minutes of their meetings are prepared, and records relating to its decisions, and any reports they create are retained as per the practices of the City's records management system.

REPORTING

21. The Committee shall report to Council when requested to do so by Council.

PART 6 ENACTMENT

READINGS

READ A FIRST TIME BY COUNCIL ON AUGUST 24, 2026.

READ A SECOND TIME BY COUNCIL ON AUGUST 24, 2026.

READ A THIRD TIME BY COUNCIL ON AUGUST 24, 2026.

"Original Signed"

MAYOR

"Original Signed"

CITY CLERK

August 24, 2026

Date Signed