

BYLAW #3225

Council and Board Remuneration Review Committee Bylaw

A bylaw of the County of Grande Prairie No. 1 in the Province of Alberta to review and provide recommendations to Council with respect to Council and Board remuneration and expense reimbursement bylaws, policies, and practices prior to the next term of office.

WHEREAS: pursuant to the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, a Council may pass bylaws in relation to the establishment and functions of council committees and the procedures to be followed by council committees; and

WHEREAS: pursuant to the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, a council committee may consist of a combination of Councillors and other persons; and

WHEREAS: Council wishes to establish a Council Committee that acts in an advisory role by making recommendations and providing strategic advice to Council with respect to Council and Board remuneration and expense reimbursement bylaws, policies, and practices prior to the next term of office;

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the County of Grande Prairie No. 1, in the Province of Alberta, hereby enacts as follows:

INTERPRETATION

1. This bylaw shall be cited as the “Council and Board Remuneration Review Committee Bylaw”.
2. Headings in this Bylaw are for reference purposes only.
3. Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
4. Words in the singular shall include the plural or vice versa whenever the context so requires.

DEFINITIONS

5. “CAO” means the person appointed by Council to the position of Chief Administrative Officer or County Manager under the Municipal Government Act for the County or designate.
6. “Chair” means the person who has authority to preside over the meeting.
7. “Council” means the duly elected Council members of the County of Grande Prairie No. 1.
8. “Council Committee” means any Committee, Board, or other body established by Council under the Municipal Government Act.
9. “County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

10. "Member-at-Large" means an individual appointed to the Committee.
11. All other terms used in this bylaw shall have the meaning assigned to them by the Municipal Government Act, to the extent that said meaning differs from the ordinary meaning of such terms.

ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

12. A Council Committee is hereby established and will be referred to as the Council and Board Remuneration Committee.
13. The mandate of the Council and Board Remuneration Committee is to review and provide recommendations to Council with respect to Council and Board remuneration and expense reimbursement bylaws, policies, and practices prior to the next term of office.
14. In order to fill its mandate and to ensure ongoing transparency and accountability, the Committee's review should address, at minimum, the following key components:
 - 14.1. Recognition and evaluation of time commitment for elected officials and board/committee members, including increased use of virtual meeting technologies and associated time commitments.
 - 14.2. Level of compensation for Chief Elected Official (CEO), Councillors, and board/committee members:
 - 14.2.1. Base salaries, if applicable; and
 - 14.2.2. Per diems.
 - 14.3. Expense reimbursement:
 - 14.3.1. Travel;
 - 14.3.2. Computer equipment;
 - 14.3.3. Internet/wireless plans, etc.; and
 - 14.3.4. Cellphones.
 - 14.4. Submission of claims process.
 - 14.5. Approval of claims process.
 - 14.6. Public reporting process.
15. The Committee is an advisory Committee with authority to make recommendations to Council.
16. The advice and recommendations outlined in the Final Report are not binding upon Council and may be amended or set aside as Council deems fit.

MEMBERSHIP

17. The Committee will be comprised of up to five (5) members appointed by Council and will include:
 - 17.1. up to two (2) Councillors
 - 17.2. three (3) Members-at-Large.
18. The CAO, or designate, must be present at all meetings and is a non-voting member.
19. When making appointments to the Committee, Council will consider individuals that have a broad knowledge of the County and a demonstrated interest in the Council and Board Remuneration Review Committee.
20. Members must not be current employees of the County and must not have been employed by the County for a minimum of twelve (12) months prior to appointment.
21. Members shall be appointed for a term commencing no later than October of the year prior to a general municipal election and remain active until the presentation of the Final Report with recommendations to Council.
22. The Committee report and recommendations shall be brought forward to Council no later than August of the year of a general municipal election.
23. In the event of a vacancy, Council may appoint a replacement to fill the vacancy for the remainder of the term.
24. The Chair and Vice-Chair shall be a Member-at-Large and chosen from amongst the members who will serve for the duration of their respective terms.
25. If a member is absent for three (3) consecutive meetings, without prior approval, Council may declare the position vacant and appoint a successor.
26. Council may terminate the appointment of any member at any time.
27. Members appointed to this committee will receive remuneration in accordance with Policy F10 – Council and Board Member Honoraria & Expense Reimbursement.

PROCEDURE

28. Committee members are required to agree and maintain confidentiality and comply with all County bylaws, policies and procedures.
29. The Committee will meet as needed.
30. Quorum shall be a majority of the voting membership of the Committee, however Members-at-Large shall not be outnumbered by Council members. Members may participate in person or by any other method that permits them to hear and participate in the meeting. One (1) member shall be the Chair or Vice-Chair.

31. The Committee will follow the meeting procedures set out in the County's Procedural Bylaw. A tie vote shall constitute defeat of any motion considered by the Committee.
32. The Chair will preside over all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair will perform those duties.
33. Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Act.
34. The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

ADMINISTRATIVE SUPPORT

35. The CAO, or designate, will assign Administrative Resources as required to assist and fulfill the Committee's mandate.
36. Legislative Services will provide administrative support, including:
 - 36.1. Agenda preparation and publishing
 - 36.2. Minute taking

SEVERABILITY

37. Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

EFFECTIVE DATE

38. This Bylaw shall come into force and effect when it receives third and final reading thereof and is duly signed.

Read a FIRST time this 22nd day of August, 2024.

Read a SECOND time this 22nd day of August, 2024.

Read a THIRD time and finally passed this 22nd day of August, 2024.



Robert G. Marshall
Reeve



Joulia Whittleton
County Manager

ATTACHMENTS

Not applicable.