

CITY OF ST. ALBERT

BYLAW 43/2021

A Bylaw to establish and define the functions of the Council
Remuneration Review Committee

WHEREAS Section 145 of the Municipal Government Act R.S.A. 2000, c. M-26, provides that Council may pass bylaws to establish council committees and define their functions;

AND WHEREAS Council wishes to establish a council committee to review and make recommendations on the remuneration, including benefits, to be paid to members of Council, and on other matters that may affect remuneration;

NOW THEREFORE the Council of the City of St. Albert, duly assembled, ENACTS AS FOLLOWS:

Title

1. This Bylaw may be referred to as the “Council Remuneration Review Committee Bylaw”.

Definitions

2. In this Bylaw:

- a) “City” means the municipal corporation of the City of St. Albert;
- b) “Chief Administrative Officer” or “CAO” means the person appointed to the position of chief administrative officer of the City of St. Albert, pursuant to section 205 of the *Municipal Government Act*;
- c) “Committee” means the Council Remuneration Review Committee established by this Bylaw;
- d) “Council” means the municipal council of the City of St. Albert; and
- e) “Employment Benefits” means the package of benefits provided to members of Council in addition to their monetary remuneration, which may include without necessarily being limited to: dental care, extended health care, vision care, life insurance and Workers’ Compensation coverage.

- f) "St. Albert elector" means a person eligible to vote in a municipal election in St. Albert, pursuant to the provisions of the Local Authorities Election Act.

Establishment

3. A council committee is hereby established, to be called the Council Remuneration Review Committee.

Membership

4. The Committee shall consist of five members, none of whom shall be Council members and all of whom must be St. Albert electors.
5. A person appointed to the Committee who ceases to be a St. Albert elector shall be replaced on the Committee in the same manner as new Committee members are appointed under Section 7 of this Bylaw.
6. The Mayor is not an *ex officio* member of the Committee.
7. Council hereby delegates to the Chief Administrative Officer the authority to appoint members of the Committee.
8. Committee members will be appointed for a term commencing on January 1 of the year following the year of a general municipal election, and ending on December 31 of the year preceding the year of a general municipal election.
9. Committee members will receive no salary or honorarium for their service on the Committee. The City of St. Albert will reimburse Committee members for out of pocket expenses in accordance with City policies.

Quorum, Meetings and Rules of Procedure

10. A quorum at any Committee meeting shall be three members provided one of the three is the Chair or Vice Chair.
11. At their first meeting after being appointed, the members of the Committee shall designate one member as Chair and another as Vice Chair to carry out the duties of Chair when the Chair is absent or otherwise unable to act in the capacity of Chair.
12. The Committee shall establish or adopt its own rules of procedure.
13. The Committee shall meet at the call of the Chair.

14. Public notice of the time and place of a meeting of the Committee shall be posted on the City's public website by City Administration as far as practicable in advance of a Committee meeting and in any event not less than 24 hours in advance.
15. The Committee may conduct whatever research it deems necessary to enable it to make recommendations to Council. As part of its research the Committee will review Council remuneration policies and practices in other municipalities including but not limited to comparably sized municipalities such as; Strathcona County, Medicine Hat, Red Deer, Grande Prairie, Lethbridge, Airdrie and the Regional Municipality of Wood Buffalo. As part of its review, the Committee shall seek input from all current members of Council.
16. The Committee may hold its meetings and conduct or discuss its research *in camera* where permitted by the provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

Committee Roles and Responsibilities

17. The Committee shall review and recommend to Council:
 - (a) base remuneration for the Mayor, Deputy Mayor, Committee Chairs, and Councillors;
 - (b) methodology to be used to establish future adjustments to remuneration, including comparators and frequency;
 - (c) what Employment Benefits should apply to which positions listed in clause 17(a) and at what level;
 - (d) at what point Councillors should be considered full time, and what remuneration level should apply to a full time Councillor, taking into account such factors as:
 - i. hours spent on Council business and activities by members of Council;
 - ii. status of Councillors in comparator municipalities;
 - iii. other relevant information;
 - iv. parental leave.
 - (e) appropriate *per diem* levels (amounts and purpose) and when a Councillor should be eligible for a *per diem*;
18. The Committee's report and recommendations in respect of the matters set out in Section 17 of this Bylaw will be presented to Administration in time to be considered at a public City Council meeting held not later than two years after the date of a general municipal election. Council may at that time accept the report as information, in which case the work of the Committee for that Council term is at an

end, or may request that the Committee re-examine one or more aspects and present a revised report.

Committee Support

19. The Committee shall be provided resources through the CAO. It is intended that the Deputy CAO will be the direct administrative liaison to the Committee with the Chief Legislative Officer and the Director of Human Resources providing technical or research support to the Committee.

EFFECTIVE DATE

20. This Bylaw comes into effect when it is passed.

READ a First time this 16 day of August 2021.

READ a Second time this 16 day of August 2021.

READ a Third time this 16 day of August 2021.