

CITY OF ST. ALBERT

BYLAW 22/2011

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.

The Council of the City of St. Albert, duly assembled, hereby 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 or, where the context so requires, the area contained within the boundaries of the City;
- b) "City Manager" means the chief administrative officer of the City of St. Albert;
- 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 annual salary and may include but shall not be limited to, payment of dental care extended health care, vision care, life insurance and Workers' Compensation Board premiums.

Establishment

3. A council committee is hereby established. The name of the committee shall be the Council Remuneration Review Committee.

Membership

4. The committee shall consist of five (5) members, all of which shall be selected from volunteers recruited from citizens-at-large.
5. To be eligible for nomination an individual must be a resident of St. Albert.
6. The Mayor shall not be an ex-officio member of the Committee.
7. Council will, by resolution, appoint the members of the Committee from nominations submitted by the City Manager.
8. Committee members will be appointed for the period of the term of the project.



9. Committee members will receive no salary or honorarium for their voluntary services. The City of St. Albert will reimburse any out of pocket expenses in accordance to the City of St. Albert's policies.

Quorum, Meetings and Rules of Procedure

10. A quorum at any committee meeting shall be three (3) of the appointed members.
11. At its first meeting after being appointed, the members of the Committee shall designate one (1) member as Chair.
12. Except as otherwise provided in this Bylaw, the Committee shall establish its own rules of operational procedure.
13. Public notice of meetings of the Committee shall be given by posting a notice in the foyer of St. Albert Place.
14. The Committee is free to conduct whatever reviews it feels are necessary to enable it to make recommendations. As part of its review, the Committee will review practices used by other municipalities in Alberta or Western Canada including, but not necessarily limited to other comparably sized municipalities such as; Strathcona County, the City of Medicine Hat, the City of Red Deer, the City of Grande Prairie, the City of Lethbridge, and the City of Airdrie.
15. The Committee may hold its meetings and conduct its research confidentially where permitted by the provisions of the *Municipal Government Act* and *Freedom of Information and Protection of Privacy Act*.
16. The final report will be provided to all City Council members at a regular public City Council meeting after the final draft has been reviewed with City Council to ensure comprehensiveness and completeness. The anticipated delivery of the final recommendations is January 31, 2012.

Committee Roles and Responsibilities

17. (1) The Committee shall review and recommend to Council:
- (a) the appropriate remuneration rates for the following positions:
 - i. The Mayor
 - ii. The Deputy Mayor
 - iii. Councillors
 - (b) the methodology to be used to establish salary increases in the future, including comparators and frequency;
 - (c) what Employment Benefits should be offered to which positions and at what level:
 - i. extended health care;
 - ii. dental care;
 - iii. life insurance;
 - iv. workers compensation; and
 - v. any others if applicable.
 - (d) determination of moving to full time Councillors in the context of:
 - i. hours spent on Council activities by members of Council;

- ii. comparator municipalities;
 - iii. other applicable information; and
 - iv. if recommended what year such a move would be recommended.
 - (e) determination of appropriate per diems (amounts and purpose) and when a council member is eligible;
 - (f) determination of appropriate reimbursement rates for meals and incidentals;
 - (g) determination of appropriate support tools or resources including but not limited to:
 - i. internet and email access;
 - ii. administrative support;
 - iii. computer and/or personal digital assistant (i.e. iPad/blackberry); and
 - iv. printers/scanner.
 - (h) Federation of Canadian Municipalities (FCM) and Alberta Urban Municipalities Association (AUMA) conference attendance budget and other professional development, travel expense and community event attendance budgets; and
 - (i) determination of appropriate vehicle allowance and/or mileage rates.
18. The Committee shall make recommendations to Council on remuneration issues following its review. This shall be done considering the order, timing, and priority for possible implementation.
19. The Committee shall also review the 2011 administrative recommendation for a remuneration increase and recommend what/if any change should be implemented for January 1, 2011.
20. The Committee shall provide advice on what Council Governance Policies need to be updated.

Committee Support

21. The Committee shall be provided resources through the City Manager. It is intended that the General Manager of Corporate Services will be the direct administrative liaison to the Committee with the Chief Legislative Officer and the Director of Human Resources providing technical support or research needed by the Committee.

READ a first time this 26th day of April 2011.

READ a second time this 26th day of April 2011.

READ a third time this 26th day of April 2011.

SIGNED AND PASSED this _____ day of _____ 2011.

MAYOR

CHIEF LEGISLATIVE OFFICER

