

# **THE CITY OF SPRUCE GROVE**

## **BYLAW C-1223-22**

### **COUNCIL REMUNERATION REVIEW ADVISORY COMMITTEE**

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

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 Council remuneration;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

#### **1. BYLAW TITLE**

- 1.1 This bylaw is called the “Council Remuneration Review Advisory Committee Bylaw”.

#### **2. DEFINITIONS**

- 2.1 “Act” means the *Municipal Government Act*, R.S.A. 2000 c M-26, as amended.
- 2.2 “Ad Hoc Committee” means a Council Committee where the terms are established until the completion of a specific task.
- 2.3 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.4 “City Manager” means the administrative head of the City of Spruce Grove.
- 2.5 “Committee” means the Council Remuneration Review Advisory Committee.
- 2.6 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c L-21, as amended.

- 2.7 “Council Committee” means a Council appointed body whether known as a board, commission, committee, tribunal or task force.
- 2.8 “Final Report” means the written report presented by the Committee to Council which encompasses advice and recommendations from the Committee to Council.
- 2.9 “Immediate Relative” means a spouse or adult interdependent partner, sibling, sibling-in-law, child, parent, and the parent of a spouse or adult interdependent partner.
- 2.10 “Mayor” means the City’s chief elected official.
- 2.11 “Public Member” means an individual appointed to the Committee.

**3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE**

- 3.1 A Council Committee is hereby established and shall be referred to as the Council Remuneration Review Advisory Committee.
- 3.2 The Committee is an Ad Hoc Committee that shall sit at least once a Council term, typically during the mid-point of the Council term.
- 3.3 The mandate of the Committee is to:
- (a) provide recommendations to Council on appropriate remuneration for the Mayor and Councillors, including salary, benefits, pensions, allowances, and any other form of compensation; and
  - (b) provide recommendations on amendments to the City’s bylaws and/or policies related to Council and Council Committee remuneration.
- 3.4 In order to fulfill its mandate, the Committee shall consider:
- (a) remuneration that would attract and allow for a diverse range of candidates for the roles of Mayor and Councillors;
  - (b) the responsibilities and time commitment requirement of the Mayor and Councillors;
  - (c) the current and anticipated economic environment; and

- (d) methodology to be used to establish future adjustments to remuneration, including jurisdictional comparators and frequency.
- 3.5 The Committee shall commence its term no later than July 1 and prepare the Final Report to Council by December 31 of the year in which the Committee sits.
- 3.6 The advice and recommendations outlined in the Final Report are not binding upon Council and may be amended or set aside as Council deems appropriate.

#### 4. **MEMBERSHIP**

- 4.1 Each time the Committee sits, Public Members shall be recruited and appointed. The term of membership shall be from the date of appointment until the date the Committee's Final Report is presented to Council.
- 4.2 The Committee shall be comprised of no less than three (3) and up to five (5) Public Members to be recruited through a public application process and appointed by Council.
- 4.3 Public Members shall:
  - (a) be residents of the City of Spruce Grove; and
  - (b) meet the eligibility requirements of an elector pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c L-21, as amended.
- 4.4 Public Members shall not be:
  - (a) current employees of the City and shall not have been employed by the City for a minimum of 12 months prior to applying to be on the Committee; and
  - (b) Immediate Relatives of a member of Council.
- 4.5 Members of Council, including the Mayor, shall not be appointed as members of the Committee and shall not attend Committee meetings as a non-voting or an ex-officio member.

- 4.6 If a Public Member is absent for two (2) consecutive meetings without the consent of the Committee, Council may declare the position vacant and appoint a successor.
- 4.7 Council may terminate the appointment of any Public Member at any time.
- 4.8 The Committee shall elect a Chair and Vice-Chair from its voting members.
- 4.9 The Chair shall preside at 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 shall perform those duties.
- 4.10 Public Members of the Committee shall not receive remuneration.

## **5. PROCEDURES**

- 5.1 Public Members are required to agree and maintain confidentiality and comply with all applicable City bylaws and policies.
- 5.2 At its first meeting, the Committee shall:
  - (a) elect a Chair and Vice-Chair;
  - (b) create a work plan; and
  - (c) establish a meeting schedule that specifies the date, time, and place of all regular Committee meetings.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
  - (a) members of the Committee by email; and
  - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may change the date, time, or place of a scheduled meeting, cancel a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.

- 5.6 A majority of Public Members shall constitute a quorum at a Committee meeting.
- 5.7 The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.
- 5.8 Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.9 The Committee may conduct whatever research it deems necessary to enable it to make recommendations to Council. As part of its research, the Committee may seek input from all members of Council.
- 5.10 The Committee may invite subject matter experts to attend any meeting of the Committee, on an as needed basis.

**6. ADMINISTRATIVE LIAISON'S ROLE**

- 6.1 The City Manager shall appoint an Administrative Liaison to the Committee.
- 6.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 6.3 The Administrative Liaison shall provide administrative support, advice and guidance to the Committee.

**7. SEVERABILITY**

- 7.1 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.

**8. EFFECTIVE DATE**

- 8.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried	21 November 2022
Second Reading Carried	21 November 2022
Third Reading Carried	21 November 2022
Date Signed	22 November 2022

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Mayor

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City Clerk

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