

**TOWN OF OLDS
BYLAW NO. 2024-06**

***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 Town of Olds, 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) “Chief Administrative Officer” or “CAO” means the person appointed to the position of chief administrative officer of the Town of Olds, pursuant to section 205 of the *Municipal Government Act*;
 - b) “Committee” means the Council Remuneration Review Committee established by this Bylaw;
 - c) “Council” means the municipal council of the Town of Olds; and
 - d) “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.
 - e) “Town of Olds elector” means a person eligible to vote in a municipal election in the Town of Olds, 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 three to five members, none of whom shall be Council members and all of whom must be Town of Olds electors.
5. A person appointed to the Committee who ceases to be a Town of Olds elector shall be replaced on the Committee in the same manner as new Committee members are appointed under Town of Olds public at large policy.
6. The Council Remuneration Review Committee is an Ad Hoc Committee defined as a committee with a specific task or objective and dissolved after the completion of the task or achievement of the objective.
7. Committee members will receive no salary or honorarium for their service on the Committee.

Quorum, Meetings and Rules of Procedure

8. A quorum at any Committee meeting shall any be three members.
9. At their first meeting after being appointed, the members of the Committee shall designate one member as Chair and another as Vice Chair. If both the Chair and Vice-Chair are absent, the remaining committee members shall appoint an acting Chair.
10. The Committee shall establish its own rules of procedure.
11. The Committee shall meet at the call of the Chair.
12. 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.
13. As part of its review, the Committee may seek input from current members of Council.
14. 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

15. The Committee shall review and recommend to Council:
 - (a) base remuneration for the Mayor 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 and at what level;

(d) appropriate *per diem* levels (amounts and purpose) and when a elected official should be eligible for a *per diem*;

16. The Committee's report and recommendations in respect of the matters set out in Section 15 of this Bylaw will be presented to Council in public within the timeframe determined by Council.

17. Once Council accepts the Committee's report as information, the work of the Committee concludes.

18. This Bylaw shall expire on October 1st, 2025.

Committee Support

19. The Committee shall be provided with resources through the CAO.

Effective Date

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

Read for the first time on the 22nd day of January 2024.

Read a second time on the 22nd day of January 2024.


Unanimous consent given for third reading given on the 22nd day of January 2024.

Read a third and final time on the 22nd day of January 2024.

Signature Line



Judy Dahl,
Mayor



Brent Williams,
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this 23rd day of January 2024.