



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: June 22, 2021
PREPARED BY: Myron Thompson, Chief Administrative Officer
SUBJECT: Council Remuneration Review Committee

BACKGROUND:

A Council Remuneration Review Committee (CRRC) is established ahead of each new Council term to make recommendations on compensation amounts for the incoming Council. The Committee will consist of 5 citizens from the community as well as administrative personnel and a member of a consulting firm to be utilized to gather and establish information. The information that is gathered is done in conjunction with the wage and salary survey process for in scope and out of scope employees.

The Terms of Reference that guides the process for the CRRC is an appendix to the Council Remuneration Policy that is also updated prior to a new term of Council.

DISCUSSION:

Administration has updated the Terms of Reference for the Council Remuneration Review Committee (as attached) and will be seeking Council's formal approval of the document as well as the formal appointment of the five (5) citizens at large that have agreed to participate on the Committee. The citizens that have agreed to participate on the Committee include:

- Melodie Stol
- Kevin Hallet
- Dena Thomas
- Denise Sumner
- Ken Hubbard

ADMINISTRATIVE RECOMMENDATION:

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| <ol style="list-style-type: none">1. That Council formally approve the Council Remuneration Review Committee Terms of Reference as presented.2. That Council appoint the citizen representation as recommended to participate on the Council Remuneration Review Committee. |
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ALTERNATIVES:

- A.) That Council refers this item to Administration for further consideration.

ATTACHMENTS:

- *Council Remuneration Review Committee - Terms of Reference (amended with markups)*



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- *Council Remuneration Review Committee - Terms of Reference (amended clean version)*

Approvals:



CAO Myron Thompson

Appendix “A” – Terms of Reference – Council Remuneration Review Committee

Policy No.: 154.21 Policy Title: Council Remuneration & Compensation Policy Department: Administration	
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1. RESPONSIBILITIES:

1.1 Council

- 1.1.1 Following the recruitment process for Remuneration Committee members Council will formally appoint these members to the Council Remuneration Committee;
- 1.1.2 Council will duly consider all recommendations brought forward by the Committee;
- 1.1.3 Approve any adjustments to Council remuneration package.

1.2 Chief Administrative Officer

- 1.2.1 Will act in an advisory role to the Committee;
- 1.2.2 Provide the assistance of a Human Resource Officer to assist in information gathering and analysis, and facilitation process
- 1.2.3 Provide any information necessary information to the Committee necessary to fulfill their duties;
- 1.2.4 Utilize the current Municipal Affairs Municipal Measurement Index to utilize comparator municipalities. Comparators will be within +/-ten percent in relation to the Town of Blackfalds.
- 1.2.5 Ensure the survey information is collected, compiled, and available for when the Committee is ready to undertake the review..

1.3 Council Remuneration Committee

- 1.3.1 Will elect a Chair and Vice Chair for the Committee;
- 1.3.2 Will make recommendations to Council in relation to Council Remuneration;
- 1.3.3 Will make recommendations to Council in relation to Council Per Diem Rates (daily rate of pay for Elected Officials for attendance at conferences, workshops, seminars, etc.);
- 1.3.4 Will make recommendations to Council in relation to a Benefits Package;
- 1.3.5 Will make recommendations on the compensation rate through establishment of a market average of those communities surveyed;

- 1.3.6 Provide general insight or recommendations on the status (current and within 4 years) relative to the position of Mayor being a part time or full-time position.

1.4 Remuneration Committee Chair Duties

- 1.4.1 Spokesperson for the Committee except for specifically authorized instances;
- 1.4.2 Will ensure that deliberation during Committee meetings will be fair, transparent, efficient and thorough;
- 1.4.3 Will chair Committee meetings with all the commonly accepted power of that position (Roberts Rules);
- 1.4.4 Will ensure that decisions are documented in written format and that recommendations are put in writing for presentation.

2. PROCEDURES FOR COUNCIL REMUNERATION COMMITTEE

- 2.1 The Committee will be established prior to mid-year of an election year. The Committee will complete their review and make recommendation prior to the first Council meeting in August.
- 2.2 The Committee will consist of nine members including five citizens from the Community, the CAO, the Director of Corporate Services, the Human Resource Officer and member of the consulting firm (Human Resource Advisor) that gathered and processed the compensation survey data.
- 2.3 The Committee members chosen will consist of individuals who are active and connected in the Community or have a professional background in finance, business, education, law or governance.
- 2.4 The citizen appointees will be the only Committee members to have voting rights.
- 2.5 The term of the Committee shall be appointed for a term not to exceed one year. Committee.
- 2.6 Meeting dates and times shall be held at the discretion of the Committee and a quorum shall consist of three members.
- 2.7 Each member of the Committee will observe and keep confidential matters relating to the business or affairs of Council members or the Town of Blackfalds which may directly or indirectly come to their knowledge through the Committee activities. Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.

Appendix "A" – Terms of Reference – Council Remuneration Review
Committee

<p>Policy No.: <u>154.21</u></p> <p>Policy Title: Council Remuneration & Compensation Policy</p> <p>Department: <u>Administration</u></p>	
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1. RESPONSIBILITIES:

1.1 Council

- 1.1.1 Following the recruitment process for Remuneration Committee members Council will formally appoint these members to the Council Remuneration Committee;
- 1.1.2 Council will duly consider all recommendations brought forward by the Committee;
- 1.1.3 Approve any adjustments to Council remuneration package.

1.2 Chief Administrative Officer

- 1.2.1 Will act in an advisory role to the Committee;
- 1.2.2 Provide the assistance of a Human Resource Officer to assist in information gathering and analysis, and facilitation process
- 1.2.3 Provide any information necessary information to the Committee necessary to fulfill their duties;
- 1.2.4 Utilize the current Municipal Affairs Municipal Measurement Index to utilize comparator municipalities. Comparators will be within +/- ten percent in relation to the Town of Blackfalds. Comparable Communities (minimum of 6) within the Province to be surveyed utilizing indicators (i.e population, per capita equalized assessment) contained in the most recent Financial Indicator Graphs established by Municipal Affairs;
- 1.2.5 Ensure the survey information is collected, ~~and compiled, and available at the beginning of the year prior to an election and available~~ for when the committee is ready to undertake the review meet.

2. Council Remuneration Committee

- 2.1 Will elect a Chair and Vice Chair for the Committee;
- 2.2 Will make recommendations to Council in relation to Council Remuneration;
- 2.3 Will make recommendations to Council in relation to Council Per Diem Rates (daily rate of pay for Elected Officials for attendance at conferences, workshops, seminars, etc.);
- 2.4 Will make recommendations to Council in relation to a Benefits Package;

- 2.5 Will make recommendations on the compensation rate through establishment of a market average of those communities surveyed;
- 2.6 Provide general insight or recommendations on the status (current and within 4 years) relative to the position of Mayor being a part time or full-time position.

3. Remuneration ~~Committee~~Committee Chair Duties

- 3.1 Spokesperson for the ~~Committee~~Committee except for specifically authorized instances;
- 3.2 Will ensure that deliberation during ~~Committee~~Committee meetings will be fair, transparent, efficient and thorough;
- 3.3 Will chair ~~Committee~~Committee meetings with all the commonly accepted power of that position (Roberts Rules)
- 3.4 Will ensure that decisions are documented in written format and that recommendations are put in writing for presentation.

4. Procedures for Council Remuneration ~~Committee~~Committee

4.1 ~~Timing of the Formation of the Committee~~Committee

~~4.24.1~~ The ~~committee~~Committee will be established ~~prior to mid year in September of the year prior to the of an~~ election year. —The ~~committee~~Committee will complete their review and make recommendation prior to ~~the first Council meeting in August mid-November of that year.~~

~~4.34.2~~ The ~~Committee~~Committee will consist of ~~nine~~eight~~seven~~ members including ~~five~~ citizens from the Community, ~~the~~ CAO, ~~and~~ the Director of Corporate Services, ~~the Human Resource Officer and member of the consulting firm (Hhuman Rresource Aadvisor) that gathered and processed the compensation survey data. -who will both be non-voting.~~

~~4.44.3~~ The ~~Committee~~Committee members chosen will consist of individuals who are active and connected in the Community or have a professional background in finance, business, education, law or governance.

~~4.54.4~~ ~~The CAO may also appoint a Human Resource advisor to participate on the Committee~~Committee. This individual will not. The citizen appointees will be the only committeeCommittee members to have voting rights.

~~4.64.5~~ The Term of the ~~Committee~~Committee shall be appointed for a term not to exceed one year, ~~and a new committee~~Committee will be established one year ahead of a municipal election.

~~4.74.6~~ Meeting dates and times shall be held at the discretion of the ~~Committee~~Committee and a quorum shall consist of three members.

~~4.8~~ Each member of the ~~Committee~~Committee will observe and keep confidential matters relating to the business or affairs of Council members or the Town of Blackfalds which may directly or indirectly come to their knowledge through the ~~Committee~~Committee



Town of Blackfalds
Council Remuneration Policy

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