



---

## **COUNCIL COMPENSATION REVIEW COMMITTEE TERMS OF REFERENCE**

---

**PURPOSE:** A Council Compensation Review Committee shall be formed in advance of a general election to review the Westlock County Council Compensation Report prepared by a duly qualified consultant. The Council Compensation Review Committee shall provide an analysis and make recommendations to Council based on the findings of the report.

### **1.0 DEFINITIONS:**

- 1.1 "Administration" means the administrative and operational arm of the County which operates under the leadership and direction of the Chief Administrative Officer.
- 1.2 "CAO" means the person appointed by Council as Chief Administrative Officer for Westlock County.
- 1.3 "Committee" means the Council Compensation Review Committee.
- 1.4 "Consultant" means the third-party contracted to generate the report on Council compensation.
- 1.5 "Council" means the duly elected officials who govern Westlock County.
- 1.6 "County" means the municipality of Westlock County.
- 1.7 "Members" means a member of the Council Compensation Review Committee, duly appointed by Westlock County Council.
- 1.8 "MGA" means the Municipal Government Act, RSA 2000, c M-26 and amendments thereto.
- 1.9 "Procedure Bylaw" means Westlock County Bylaw #44-2023 – Procedure Bylaw and amendments thereto.

### **2.0 COMPOSITION OF COMMITTEE:**

- 2.1 The Committee is to be comprised of three (3) members of the public, all of whom must be a County resident and/or a County business owner, and none of whom can be sitting members of Council.

- 2.2 In making its appointments, Council will give preference to applicants who have experience participating on Council Boards, Committees, or Commissions, demonstrated expertise in governance, human resources related disciplines, municipal expertise, financial expertise, and/or legal expertise in a municipal or otherwise relevant capacity.
- 2.3 Members of the Committee will be appointed by Council in accordance with Westlock County Policy #1900-003 – *Board, Committee, Commission Appointments*.
- 2.4 If a member resigns or is unable to serve, a replacement may be appointed from the original list of applicants.

### **3.0 PROCEDURES, DUTIES, AND POWERS:**

- 3.1 The Committee is to comply with the requirements of the MGA, Westlock County's Procedure Bylaw, and all relevant County policies.
- 3.2 The Committee will determine the meeting schedule necessary to complete their mandate.
- 3.3 The Committee shall elect a chairperson at their first meeting.
- 3.4 The Committee is advisory in nature, making recommendations to Council based on the Consultant's report. The report may include, but is not limited to, recommendations with respect to:
  - 3.4.1 A set of guiding principles for council remuneration;
  - 3.4.2 Establishing the appropriate remuneration to be paid to the Council including specific recommendations on base salary and per diem amounts;
  - 3.4.3 Benefits offered;
  - 3.4.4 Allowances and expenses;
  - 3.4.5 Full time equivalent status;
  - 3.4.6 Options for making periodic adjustments to established remuneration; and
  - 3.4.7 Any other matter directly related to Council compensation.
- 3.5 The Committee may hold remote meetings through electronic means if suitable to the Committee.
- 3.6 Committee members shall be compensated as per the County's Policy #1202-001 – *Per Diem and Expense Reimbursement*.

### **4.0 TERM OF OFFICE:**

- 4.1 In the year prior to a general municipal election, the Committee is established as a temporary Council committee.

- 4.2 The Committee shall terminate upon acceptance of the Committee’s final report by Council, which shall be completed on or before June 30th of the year of a general municipal election.

**5.0 ADMINISTRATION:**

- 5.1 Administration will review applicants for eligibility in accordance with Westlock County Policy #1900-003 – *Board, Committee, Commission Appointments* and eligible applicants will be selected for Council consideration.
- 5.2 A representative from both the Human Resources and Finance departments shall attend committee meetings to act in an advisory capacity as a non-voting member.
- 5.3 The Municipal Clerk, or designate, shall provide administrative support to the committee.

**6.0 REVIEW:**

- 6.1 The Committee Terms of Reference shall be reviewed by the CAO or their designate the year preceding a general election to ensure that they reflect the current mandate of the Committee. Any recommended changes shall be reviewed by Council.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date Signed