

TOWN OF DRUMHELLER
BYLAW NUMBER 23.24
DEPARTMENT: LEGISLATIVE SERVICES

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE COUNCIL REMUNERATION
TASK FORCE

WHEREAS, the *Municipal Government Act, R.S.A. 2000, c. M-26* hereinafter referred to as the M.G.A. provides for Council to, by bylaw, establish council committees and other bodies;

AND WHEREAS, the Council may, by bylaw, establish the functions of the committee and the procedures to be followed by the council committee or other bodies;

AND WHEREAS, the Town of Drumheller *Remuneration and Expense Allowance for Mayor and Council Policy* requires the appointment of a Remuneration Task Force and the completion of a Remuneration Task Force report to be completed in the third (3rd) year of the Council's term;

AND WHEREAS, the Town of Drumheller *Council and Committee Meeting Procedure Bylaw* allows Council to appoint a Task Force to investigate and report on special tasks during a specific time frame which shall be dissolved once the special task has completed its goal;

NOW, THEREFORE, the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint a Remuneration Task Force on development activities of the Town of Drumheller:

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Remuneration Task Force Bylaw."

2. DEFINITIONS

2.1 For the purposes of this Bylaw, the following definitions shall apply:

- a) "Chair" means the highest elected member of the *Remuneration Task Force* who is responsible for calling and chairing all meetings;
- b) "Town of Drumheller" or "Town" means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require;
- c) "Chief Administrative Officer" or "CAO" means the person appointed as Chief Administrative Officer for the *Town of Drumheller*, or their designate;
- d) "Remuneration Task Force" or "Task Force" means the Remuneration Task Force appointed in accordance with this Bylaw;
- e) "Municipal Government Act" or "MGA" means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- f) "Benefits" means group health, dental, life insurance and pension contribution and the current cost sharing of premiums under those plans;

- g) "Training" means tuition and expenses for courses, or fees paid for conferences related to the duties of members of *Council*;
- h) "Allowances" means taxable allowances for travel and general expenses;
- i) "Per Diems" means daily rates paid for attending meetings;
- j) "Remuneration" means all forms of compensation, including base honorarium, travel or general expense *allowances*, meeting *per diems*, *benefits*, *training*, perquisites, and any other form of compensation deemed appropriate; and,
- k) "Council " means the Mayor and Councillors of the *Town of Drumheller*.

3. ESTABLISHMENT

- 3.1 The *Remuneration Task Force* shall be established by *Council* in the third (3rd) year of every *Council's* term.
- 3.2 The *Task Force* shall be responsible for the creation of a Task Force Report, which shall be completed prior to December 31st of the third (3rd) year of the current *Council's* term.
- 3.3 Upon acceptance of the Task Force Report at a public meeting of Council, the *Task Force* shall be dissolved.

4. RESPONSIBILITIES

- 4.1 The *Task Force* is responsible for:
 - a) reviewing all factors and information related to *Council's* roles and responsibilities;
 - b) reviewing all forms of *Council* remuneration including:
 - i) base honorarium;
 - ii) travel or general expense allowances;
 - iii) per diems;
 - iv) benefits;
 - v) training;
 - vi) perquisites; and,
 - vii) other forms of compensation, as appropriate;
 - c) determining if current remuneration aligns with *Council's* responsibilities and duties, and suggesting changes to the remuneration amount, as appropriate, for the subsequent *Council* term;
 - d) preparing a written Task Force Report containing recommendations for the remuneration of *Council* for the subsequent *Council* term and presenting the Task Force Report at a public meeting;

4.2 The Task Force Report, outlined in Section 4.1(d), shall adhere to the following guiding principles:

- a) remuneration shall provide adequate compensation in order to attract a range of candidates, providing effective representation to the community;
- b) remuneration shall reflect the responsibilities, time commitment and accountability associated with the positions;
- c) remuneration shall reflect the *Town's* financial and strategic priorities; and,
- d) remuneration shall enable compensation adjustments to be made on a prudent and regular basis.

5. SCOPE OF WORK

5.1 The *Task Force* is encouraged to undertake any review it feels would be useful in determining a fair remuneration for *Council*; in conducting its review, the *Task Force* may want to review the following:

- a) *Council* responsibilities and jurisdiction under the *Municipal Government Act*;
- b) issues and challenges facing the *Town* and the elected officials;
- c) population, size and complexity of operations;
- d) time commitments necessary to fulfill elected official responsibilities;
- e) the number of committees, boards, and commissions individual councillors belong to or chair, or whose meetings they are required to attend;
- f) number of board appointments individual councillors have to external organizations;
- g) number of local community organizations which require the councillor's input or involvement;
- h) impact of performing councillor duties on full-time employment or business interests;
- i) non-compensated "out of pocket" costs to carry out elected official responsibilities;
- j) other sources of compensation as a result of fulfilling elected official responsibilities;
- k) financial status of the *Town of Drumheller*;
- l) sensitivity and understanding of public concerns respecting government spending;
- m) compensation paid to elected officials with comparable workloads and time commitments in other municipalities;
- n) compensation paid by private sector and not-for-profit organizations with boards (or the equivalent) having similar responsibilities, if applicable;

- o) latest compensation adjustments;
- p) municipal, regional, and provincial economic factors; and,
- q) other factors the *Task Force* considers relevant;

5.2 The *Task Force* may consult or interview current councillors in order to gain an understanding of the responsibilities and time commitments associated with their position.

5.3 The *Task Force* may consult previous *Council* members, organizations, government agencies or other persons deemed appropriate.

6. BOARD COMPOSITION

6.1 The *Task Force* shall consist of a minimum of four (4) and a maximum of six (6) voting members, the composition of which shall be as follows:

- a) one (1) *Chair*, appointed in accordance with Section 6.2; and
- b) between three (3) and five (5) members-at-large.

6.2 The *Task Force* shall consist of the following ex-officio, non-voting members, who will act in an advisory and support capacity:

- a) the *Chief Administrative Officer*, and
- b) a Task Force Support Staff, appointed by the *Chief Administrative Officer*, who shall:
 - i) provide support, information, and assist with the research required by the *Task Force*; and,
 - ii) take minutes, circulate information, and carry out other clerical responsibilities.

7. MEMBERSHIP

7.1 *Task Force* Members shall:

- a) represent a broad cross section of community interest and have some knowledge of the *Town's* structure and responsibilities;
- b) live or operate a business within the *Town* boundaries; and,
- c) **not** have any direct affiliation with the *Town* or its *Council*.

7.2 Members shall be appointed by resolution of *Council*, following the submission of an application.

7.3 The *Task Force* shall appoint a *Chair* from among its membership, at the first meeting of the *Task Force*.

- 7.4 The membership term will be active until the dissolution of the *Task Force*, in accordance with Section 3.3.
- 7.5 If any member shall be absent from two (2) consecutive regular meetings, unless authorized by the *Task Force*, the member shall be removed from the *Task Force*.
- 7.6 In the event that a member of the *Task Force* is unable or unwilling to continue to serve as a member for whatever reason, *Council* may, by resolution, appoint a replacement.

8. CONFIDENTIALITY AND CONFLICT OF INTEREST

- 8.1 The discussions and deliberation of the *Task Force* are confidential. Upon the *Council's* acceptance of the Task Force Report, members of the *Task Force* shall return all documents and information gathered during their work to the staff of the *Town of Drumheller* for suitable disposal and/or archival.
- 8.2 Information gained through the course of participation on the *Task Force* cannot be used for personal interest or gain, or for the personal interest or gain of a family member.
- 8.3 Any real or perceived conflicts of interest that may arise through the course of participation on the *Task Force* must be disclosed to the *Task Force* members immediately. Conflict of interest occurs when a *Task Force* member's personal, financial, or other interests could improperly influence, or appear to influence, their judgment or actions in the execution of their duties. Conflicts of interests may include, but are not limited to:
- a) financial interests in entities being reviewed or affected by the *Task Force's* recommendations;
 - b) personal or family relationships with individuals whose remuneration may be affected by the *Task Force's* decisions; and/or,
 - c) any other situation that could lead to bias or partiality in the *Task Force's* deliberations or recommendations.
- 8.4 If the member is not certain whether he or she is in a conflict-of-interest position, the matter may be brought before the *Task Force* or the *Chair* for guidance;
- 8.5 The member in conflict of interest shall not vote on the issue, and unless otherwise directed by the *Task Force*, shall be absent from the discussion.
- 8.6 The conflict of interest shall be duly recorded in the meeting minutes, and the time the member leaves and returns to the meeting shall also be recorded.
- 8.7 If it is determined that the conflict of interest position precludes the member's ability to continue his or her role on the *Task Force*, the member shall resign from the *Task Force* and a new member may be appointed in accordance with Section 7.6.

9. CONDUCT OF MEETINGS

- 9.1 Quorum shall consist of the majority of voting members.
- 9.2 Meetings shall be conducted on a consensus basis; when consensus cannot be reached, decisions shall be made in accordance with *Roberts Rules of Order, Newly Revised*.
- 9.3 Meetings shall be called and chaired by the *Chair*, appointed in accordance with Section 6.1.
- 9.4 Meetings shall be by any method and at such frequency as deemed necessary.
- 9.5 Meeting minutes shall be written by the Task Force Support Staff, signed by the *Chair*, approved at a subsequent meeting, and forwarded to the CAO.

10. AUTHORITY

- 10.1 The *Task Force* is intended to act in an advisory capacity only; *Council* shall not delegate any of *Council's* powers, duties or functions to the *Task Force*.

11. TRANSITIONAL

- 11.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.
- 11.2 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 26th DAY OF AUGUST, 2024

READ A SECOND TIME THIS 26th DAY OF AUGUST, 2024

READ A THIRD AND FINAL TIME THIS 26th DAY OF AUGUST, 2024

The original document, duly signed and executed, is retained on file.