

# **Parkland County Council Remuneration Committee Terms of Reference**

## **Purpose**

The Council Remuneration Committee is established to review Mayor and Councillor Remuneration (which includes annual honorarium and per diems), and to make recommendations to Council regarding the following matters:

1. Amount of Basic Honorarium for Mayor, Deputy Mayor, and Councillor, as provided in Policy C-AD22,
2. Amount of Per Diems and when they're applicable, as provided in Policy C-AD22,
3. Allowances and Other Provisions,
4. Benefits for Council Members, and
5. Any other matters directed to the committee by Council.

## **Membership**

1. Five (5) individuals will be selected from the public-at-large, and appointed as committee members by Council resolution.
2. Committee members must be residents of Parkland County.
3. Per diems and expenses will be paid for serving on the Committee as provided in Public Committee Members Policy C-AD26.
4. The committee members will nominate and elect a chairperson at their first meeting.

## **Administrative Resources**

1. The Manager of Legislative and Administrative Services will provide the administrative resources for the Committee.
2. The Committee will meet and liaise directly with the Manager for providing resource materials and administrative support.
3. The Mayor and Councillors will be individually surveyed by the Committee as part of the remuneration review process.

## **Decision and Quorum**

1. Committee meetings must have a quorum consisting of at least three (3) members.
2. Decisions of the Committee will require a majority of the members present. In the case of a tie vote, the vote is lost.
3. The chairperson will be considered a member and will be entitled to vote on all motions. The administrative resource person provided by the County will have no vote.
4. Committee meetings will not be open to the public.
5. The report and recommendations of the Committee will be submitted to Council on or before November 27, 2012 for final approval.
6. The Committee's recommendations will be effective subsequent to the next municipal election.