

Parkland County
2019 Council Compensation Committee
Terms of Reference

Purpose

The Council Compensation Committee is established to review Mayor and Councillor Compensation, and to make recommendations to Council regarding the following matters:

1. Allowances related to Conferences, Events, Training & Development along with other Provisions; and
2. Any other matters directed to the committee by Council.

Membership

1. Two (2) 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 following members of Administration will provide resources for the Committee:
 - a. Chief Administrative Officer;
 - b. Chief Financial Officer;
 - c. General Manager of Corporate Services
 - d. Manager, Legislative Services;
 - e. Legislative Officer; and
 - f. Council's Executive Assistant.

Decision and Quorum

1. Committee meetings must have a quorum consisting of all public members for each meeting.
2. Consensus will be used for decision making.
3. The Chairperson will be considered a member and will be entitled to vote on all motions. The administrative staff have no decision making authority.
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 December 11, 2018.
6. The Committee's recommendations will be effective until the full review is performed as per Council Compensation Policy C-AD22.