



Elected Official Compensation Review Committee – Terms of Reference
POLICY NUMBER: 149-BD-13

Approval Date: February 12, 2013

Revise Date:

Motion Number: CM20130212.1007

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The City of Cold Lake is seeking for public process in the review of the compensation of the Mayor and Council in carrying out their duties thereby creating an Elected Official Compensation Review Committee.

2.0 Purpose

The purpose of the Elected Official Compensation Review Committee is to review the expectations of the elected officials, the review of existing compensation structure and provide recommendations to Council on improvements to the Council Honorarium and Per Diem Policy.

3.0 Policy Statement

- 3.1. The Committee shall be known as the ***Elected Official Compensation Review Committee*** and shall carry out the responsibilities given it by Council, and make recommendations to Council.
- 3.2. Key duties and responsibilities:
- 3.2.1. Review and understand the expectation of an Elected Officials in accordance to the *Municipal Government Act*;
 - 3.2.2. Review the current Mayor & Council compensation structure;
 - 3.2.3. Provide recommendations to Council on possible improvements to the compensation structure;
 - 3.2.4. The final report will be provided to all Council members at a regular public City Council meeting after the final draft has been reviewed with Council to ensure comprehensiveness and completeness.
- 3.3. Membership:
- 3.3.1. The Elected Official Compensation Review Committee appointments shall be made by Council resolution;
 - 3.3.2. There shall be 3 to 5 members which shall be volunteers recruited from members of the community that Council deems appropriate;

- 3.3.3. Council will, by resolution, appoint the members of the Committee from nomination submitted by the Chief Administrative Officer (CAO);
- 3.3.4. A quorum for this committee meeting shall be no less than two (2) of the appointed members;
- 3.3.5. Committee members will receive no salary or honorarium for their voluntary services.
- 3.4. Meetings:
 - 3.4.1. The Committee shall establish a schedule of meeting dates;
 - 3.4.2. The Committee shall elect its own chair at its first meeting.
- 3.5. Resources and budget: Administrative support will be supplied as required.
- 3.6. The Committee shall be terminated when it has completed its objectives and/or there is no further need for its services.

4.0 Managerial Guidelines

- 4.1. The CAO (or designate) shall work with the Committee to ensure necessary information and access.
- 4.2. Administrative support (minutes, advertising, media releases, announcements, posters, etc.) shall be supplied by Corporate Services.

5.0 References

None

6.0 Persons Affected

Council and Corporate Services Department

7.0 Revision/Review History

Feb 14/13
Date

Feb 14/13
Date

[Signature]
Acting Chief Administrative Officer

[Signature]
Mayor