

**BYLAW 2023-12**

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR  
THE PURPOSE OF ESTABLISHING A COUNCIL REMUNERATION REVIEW  
COMMITTEE**

---

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

**TITLE**

- 1 This bylaw shall be known as the Council Remuneration Review Committee.

**ESTABLISHMENT**

- 2 The Council Remuneration Review Committee is hereby established.
- 3 The purpose of the committee is to make recommendations to Council with respect to approval of the Council Remuneration Policy to develop a plan that
  - a) is fair and reasonable,
  - b) attracts a diverse and representative pool of candidates from Canmore residents, and
  - c) recognizes the complexity, responsibilities, and time commitments associated with the role of elected officials.
- 4 The committee's scope includes but is not limited to
  - a) establishing a set of guiding principles for council remuneration,
  - b) establishing the appropriate remuneration paid to council members, including specific recommendations on
    - (i) base salary and per diem amounts,
    - (ii) benefits,
    - (iii) allowances and expenses,
    - (iv) full-time equivalent status,
    - (v) options for making periodic adjustments to established remuneration,and
  - c) establishing standards for remuneration review.

Bylaw approved by: SK AR

**POWERS AND DUTIES**

- 5 The Committee is advisory in nature.
- 6 The chair (or a member chosen by the committee if the admin member is the chair) shall present the Committee’s recommendations to Council on or before June 30 the year before a general municipal election.
- 7 The Committee shall review relevant survey data and practices of comparable markets and may conduct other reviews as required.
- 8 The Committee may solicit external submissions and expertise.
- 9 Committee members shall not be compensated for their services.

**MEMBERSHIP AND TERM**

- 10 The committee shall be comprised of
  - a) three or five public members, and
  - b) the general manager of corporate services or designate (non-voting).
- 11 Council shall appoint public members at Council’s annual organizational meeting.
- 12 The Committee term will commence two years before a general municipal election and end no later than June 30 the year before a general municipal election.

**ELIGIBILITY**

- 13 To be eligible for public membership on the Committee, a person must
  - a) be a resident of Canmore,
  - b) be at least eighteen years of age, and
  - c) have education or experience in finance, human resources, or business.
- 14 Town employees are not eligible to be public members.
- 15 A public member is not eligible for continuing a term on the Committee and/or for reapplying for the next subsequent term on that committee if the public member
  - a) fails to attend three consecutive meetings of the committee, unless that absence is caused through illness or is authorized in advance by resolution of the Committee, or
  - b) ceases to meet the eligibility requirements set out in this bylaw.

Bylaw approved by:     *SK*         *AR*

**RESIGNATIONS AND REMOVALS**

- 16 Any public member may resign from the Committee at any time by sending written notice to the committee chair.

**MEETING SCHEDULE AND PROCEDURES**

- 17 Quorum is three voting members.
- 18 The committee shall determine their own meeting schedule.
- 19 Public notice of a meeting is provided on the Town's website at least 24 hours prior to a meeting.
- 20 The committee conducts its meetings in public except where authorized by the Municipal Government Act to close a meeting to the public.
- 21 The committee chair is selected by a majority vote of committee members.
- 22 Matters are decided by majority vote.

**MEETING RECORDS**

- 23 Agendas are made available to committee members at least three days prior to a meeting and made available to the public at least one day prior to a meeting.
- 24 Minutes are prepared for every committee meeting and contain the following:
- a) the date, time, and location of the meeting,
  - b) the names of all committee members present,
  - c) the name of anyone other than a committee member who participated in the meeting, and
  - d) any motions made at the meeting, along with the results of the vote on the motion.
- 25 Questions and debate are not recorded in the minutes.
- 26 Minutes may, at the discretion of the members, include action items agreed upon by unanimous consent, including, but not limited to, action items accepted by individual committee members.
- 27 Minutes of a meeting are adopted by motion at the next meeting.
- 28 Any member may request a correction to the minutes before they are adopted; corrections are deemed adopted when the motion to adopt the minutes has carried.
- 29 Approved minutes are signed by the chairperson and the recorder who were present at the meeting where the minutes were taken, wherever possible. Where not possible, the minutes shall be signed by the current presiding officer and recording secretary.

**ENACTMENT/TRANSITION**

30 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

31 This bylaw comes into force on the date it is passed.

FIRST READING: May 2, 2023

SECOND READING: May 2, 2023

THIRD READING: May 2, 2023

Approved on behalf of the Town of Canmore:

  
\_\_\_\_\_  
Sean Krausert  
Mayor

May 3, 2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Allyssa Rygersberg  
Deputy Municipal Clerk

May 3, 2023  
\_\_\_\_\_  
Date

Bylaw approved by:  AR