

WOODLANDS COUNTY
Bylaw No. 624/25
PROVINCE OF ALBERTA

A BYLAW BEING ENACTED TO ESTABLISH THE COMMITTEES OF COUNCIL

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended provides that a council may, by bylaw establish standing or special committees of Council and delegate to such committees' certain duties and powers;

AND WHEREAS the Council of Woodlands County considers it expedient to establish Council Committees to support and facilitate the achievement of Woodlands County's Strategic Plan, vision and goals, and to advise Council on matters relevant to the committee mandates.

NOW THEREFORE the Council of Woodlands County, in the Province of Alberta, duly assembled, enacts as follows.

1. TITLE

This Bylaw may be referred to as the "Council Committees Bylaw."

2. DEFINITIONS

In this Bylaw:

- 2.1. "Ad Hoc Committee" means a Committee established for a specified period of time and for a specific purpose.
- 2.2. "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer or his delegate;
- 2.3. "CAO" means the Chief Administrative Officer for Woodlands County;
- 2.4. "Council Committee" means a Committee, Commission, Board or other body established by Council;
- 2.5. "Council" means all members of Council duly elected and holding office;
- 2.6. "Councillor" means any member of Council including the Reeve and Deputy Reeve;
- 2.7. "County" means Woodlands County;
- 2.8. "External Boards & Committees" means Woodlands County Council has no authority over these Boards & Committees. They are governed by their own Bylaws and Terms of Reference.
- 2.9. "Member-at-Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw;
- 2.10. "Organizational Meeting" means the Organizational Meeting of Council as required under the *Municipal Government Act* (MGA);
- 2.11. "Reeve" means the Chief Elected Official of the County;

- 2.12. “Terms of Reference” means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw.
- 2.13. “Youth Member” shall be defined as a person that must be enrolled in at least grade ten (10) or between the ages of 16-25 and attending high school or a post-secondary institution.

3. ESTABLISHMENT OF COMMITTEES

- 3.1. Council does hereby establish the following Boards and Committees as Standing Committees of Council (Council Committees):
 1. Airport Advisory Committee
 2. Community Services Committee
 3. Economic Development Committee
 4. Governance & Priorities Committee
 5. Intermunicipal Collaboration Framework (ICF) Committee
 6. Joint Liaison Committee
 7. Pride Valley Aggregate Oversight Committee
 8. Finance/Taxation Committee
 9. Council Remuneration Review Committee
- 3.2. The following Boards and Committees have been established by other Woodlands County Bylaws and are regulated by the contents of those Bylaws:
 1. Agricultural Services Board
 2. Emergency Management Committee
 3. Enforcement Review Committee
 4. Woodlands County Library Board
 5. Subdivision Development Appeal Board
 6. Municipal Planning Commission
- 3.3. Council may establish other Committees, Boards and bodies as it sees fit by other bylaws, agreements and other instruments as per respective Legislation.
- 3.4. Each Council Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 3.5. Council Committee Terms of Reference shall be reviewed on an annual basis by Council as to the continued need for the Committee and, if required, whether:
 - 3.5.1. The Terms of Reference are appropriate and meet the objectives of Council; and
 - 3.5.2. The Committee is fulfilling its Terms of Reference.
- 3.6. Council approves External Board and Committees membership by resolution when invited to be a member. At the Organizational Meeting Council members are appointed to these Boards and Committees. These external boards and committees are recognized in Woodlands County Policy.

4. AD-HOC COMMITTEES

- 4.1 Council may establish, by resolution, Ad Hoc Committees for the purpose of reviewing a specific matter or specific matters.
- 4.2 The composition of an Ad Hoc Committee is at the discretion of Council.
- 4.3 Ad Hoc Committees are disbanded at the next Organizational Meeting unless otherwise approved by Council at their Organizational Meeting.

5. MEMBERSHIP

- 5.1. A Committee shall be composed of the number of members, both Councillors and Members-at-Large, as indicated in the Committee Terms of Reference. If one or more Councillors are appointed as members of a Committee, an Alternate Councillor shall also be appointed.
- 5.2. All members of a Committee shall be resident of Woodlands County, unless otherwise provided in the Terms of Reference for that Committee.
- 5.3. Councillors shall be appointed by Council at the Organizational Meeting.
 - 5.3.1. Where a member of Council is appointed as a member of the Committee, their appointment shall terminate upon ceasing to be a member of Council.
- 5.4. Members-at-Large shall be appointed by Council to a Committee effective November 1 in each year or as otherwise designated by Council.
 - 5.4.1. No person shall be appointed as a Member of the Committee who is a County employee or who carries out Subdivision or Development powers, duties and functions on behalf of the County.
- 5.5. Council may, for any reason it considers sufficient, remove a Member-at-Large of a Committee by resolution.
- 5.6. All Members-at-Large shall remain in office until their respective successors are appointed.
- 5.7. Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office, unless there is a resolution of the Committee accepting a valid reason for his or her absence.
- 5.8. Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.

6. TERM OF APPOINTMENT

- 6.1. Members-at-Large shall be appointed for a two (2) year term or as otherwise provided for in the Committee Terms of Reference.
 - 6.1.1. In order to ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members-at-Large

will hold office for one (1) year from the date of appointment and which of the Members-at-Large will hold office for two (2) years from the date of appointment.

6.1.2. In each succeeding year, Council shall appoint for a two (2) year term enough members to fill the vacancies created by the expiration of the terms of the Members-at-Large in that year.

6.1.3. Terms run from November 1 through to October 31.

6.2. Members-at-Large whose terms are expiring may be reappointed provided that no Member-at-Large may serve more than three (3) consecutive terms on a particular Committee.

6.3. Notwithstanding section 6.2, Council may allow a Member-at-Large to be reappointed for a fourth consecutive term if Council determines that extraordinary conditions warrant such an appointment.

6.4. In the event of a vacancy occurring prior to the expiration of a term, Council may appoint a replacement for the remainder of that term.

6.5. A Member may resign from a Committee at any time by giving written notice to the CAO.

6.6. Council Representatives are appointed for a one (1) year term at the Organizational Meeting of Council unless otherwise provided in the Terms of Reference for that Committee.

7. CHAIR AND VICE CHAIR

7.1. At its first meeting each year, a Committee shall elect a Chairman and Vice-Chairman from among its Voting Members.

7.2. The Chairman shall hold office for a term of one (1) year from the date of appointment.

7.3. The Chairman shall preside over all meetings for the Committee and decide all points of order that may arise.

7.4. In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

7.5. The Chair shall not preside over meetings when attending virtually if the Vice Chair is in physical attendance at the meeting.

8. ADMINISTRATIVE REPRESENTATIVE

8.1. The CAO shall appoint an Administrative Representative to each Committee.

8.2. The Administrative Representative shall ensure that accurate minutes are kept of all regular and special meetings of the Committee, copies of which shall be signed and filed in the vault and made available to the Chief Administrative Officer on a timely basis.

- 8.3. The Administrative Representative shall provide expert advice, research, information and additional support staff as required by the Committee.
- 8.4. The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 8.5. The CAO, through his designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

9. MEETINGS

- 9.1. A Council Committee shall establish the dates and times for the Committee meetings at their first meeting following the Organization Meeting each year;
- 9.2. A Council Committee shall give at least 24 hours' notice of a change in the location or time of a Committee meeting:
 - 9.2.1. To the Members of the Committee, and
 - 9.2.2. To the public.
- 9.3. Notice to the public shall be deemed to have been properly given if posted for public viewing on the Woodlands County website and in compliance with the MGA and Woodlands County Advertising Bylaw.
- 9.4. The proceedings and deliberations of a Council Committee must be conducted in public except where the Committee deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.
- 9.5. All Council Committee Members shall comply with the provisions of Part 5, Division 6, Pecuniary Interest, within the Municipal Government Act.

10. TRAINING & CONFERENCES

- 10.1. Any training that is required by statute for Committee Members will be arranged by the County. Any additional training that Administration feels will be of benefit to Committee Members must be arranged in accordance with the annual budget by Administration.
 - 10.1.1. Members-at-Large will be paid in accordance with Woodlands County policies and procedures; and
 - 10.1.2. Expenses may be claimed in accordance with the Travel & Expense Reimbursement policy.

11. GENERAL

The Woodlands County Meeting Procedures Bylaw and Code of Conduct Bylaw shall govern Committees and shall be binding upon all Committee Members whether Councillors or Members-at-Large, except where otherwise provided by this Bylaw.

12. REPEALED

That Bylaw No. 609/23 is hereby repealed.

13. EFFECTIVE DATE

This Bylaw shall come into force and have effect from and after the date of third and final reading thereof.

14. SEVERABILITY

Should any provisions of this Bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force and be binding as though such provision had not been included.

READ a first time this 23rd day of April, A.D. 2025.

READ a second time this 23rd day of April, A.D. 2025.

READ a third time this 23rd day of April, A.D. 2025.

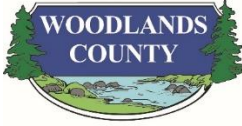
ORIGINAL SIGNED
Reeve

ORIGINAL SIGNED
Chief Administrative Officer

SCHEDULE A

Council Committees, Terms of References

1. Airport Advisory Committee
2. Community Services Committee
3. Economic Development Committee
4. Governance & Priorities Committee
5. Intermunicipal Collaboration Framework (ICF) Committee
6. Joint Liaison Committee
7. Pride Valley Aggregate Oversight Committee
8. Finance/Taxation Committee
9. Council Remuneration Review Committee



**AIRPORT ADVISORY COMMITTEE
TERMS OF REFERENCE**

PURPOSE

The Committee's purpose is to provide policy advice and recommendations to Council on various issues related to the airport, including long-range planning, economic development, marketing, air transportation planning, and environmental and sustainability issues.

MEMBERSHIP

The Committee shall consist of seven (7) voting members as follows:

Voting Members	Number of Representatives	Administration Non-Voting Members
Woodlands County Council	Three (3)	Director, Infrastructure Services
Town of Whitecourt Council	One (1)	Manager, Airport
Alberta Wildfire Operations	One (1)	Administrative Assistant, Infrastructure Services
CYZU Airport, Fixed Wing Group	One (1)	
CYZU Airport, Rotary Wing Group	One (1)	

At least two-thirds of the members appointed to the Committee shall be either residents, facility users, or taxpayers of the County.

FREQUENCY OF MEETINGS

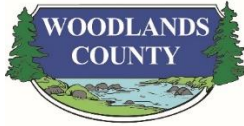
At least four (4) times per year, once every quarter.

SCOPE OF WORK

The following matters are within the mandate of the Committee to investigate and make recommendations to Council:

- Provide input on revisions to the Airport Master Plan;
- Airport zoned lands for aerospace or any other aviation related or complementary commercial venture that is consistent with the Airport Master Plan;
- Economic Development and marketing for the Airport;
- Recommend revenue-generating ventures to Council;
- Air transportation services for Woodlands County and region;
- Any other matter referred by Council.

The Committee will receive and review information, correspondence, and minutes from other external organizations/committees as requested by Council and forward them to Council with recommendations as required.



**COMMUNITY SERVICES COMMITTEE
TERMS OF REFERENCE**

PURPOSE

To advise administration and provide direction for FCSS (Family and Community Support Services), Recreation initiatives, development and Community Services programming. To support viable County created or County recognized agencies, organizations or groups via approving grants, bursaries, and other funding opportunities.

DEFINITIONS

“**Member at Large**” are appointed to the Committee by Woodlands County Council and will be a resident of the County and must be in good standing with the municipality.

“**Youth member**” shall be defined for this Committee, as a person that must be enrolled in at least grade ten (10), or between the ages of 16 – 25 and attending high school or a post-secondary institution.

MEMBERSHIP

Membership on the Community Services Committee shall consist of seven (7) voting members including:

Voting Members	# of Representatives
Woodlands County Elected Officials	Two (2)
Woodlands County Members-at-Large	Four (4)
Youth Member-at-Large	One (1)

Administrative Support, Non-Voting

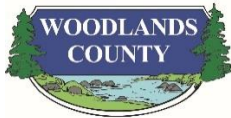
Manager, Community Services & Planning
Community Services Coordinator

FREQUENCY OF MEETINGS

To be held on the second Thursday of every month, unless called by the Chair. Meetings shall be held at the Woodlands County Administration office in Whitecourt or online via Microsoft Teams.

SCOPE OF WORK

- Review and approve applications for grant applications
- Review and make recommendations to Council for:
 - Community Services policies
 - Community organization capital grants
 - Community Services budget
 - Recreation site, enhancements, and initiatives
- Review and make recommendations to Administration for:
 - Programming and special events



**ECONOMIC DEVELOPMENT COMMITTEE
TERMS OF REFERENCE**

PURPOSE

To support the local economy and businesses and continue to pursue new opportunities for diversified and sustainable growth.

Strategic Goals:

1. Partner with local business associations and regional neighbours to identify and pursue new economic opportunities for the region.
2. Build relationship with industry in strategic sectors to understand development opportunities.
3. Work with post-secondary institutions to ensure region is employment-ready.
4. Develop a business retention strategy.

MEMBERSHIP

Membership on the Economic Development Committee shall consist of seven (7) voting members including:

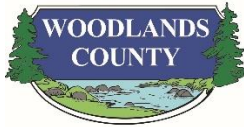
Voting Members	Representatives	Administrative Support, Non-Voting
Woodlands County Elected Officials	Three (3)	Economic Development Coordinator
Member-at-Large	Four (4)	

FREQUENCY OF MEETINGS

As required, as determined by the Chair and in conjunction with the Economic Development Coordinator, dates, and locations to be determined.

SCOPE OF WORK

- To make recommendations to Council for new or required program changes and/or processes within the Economic Development department.
- The Committee shall advise Council on the encouragement, co-ordination and development of activities relating to the enhancement of economic development within Woodlands County.
- The Committee shall respond to requests from Council and provide advice on matters which influence the economic development climate within Woodlands County.
- The Committee may establish from time-to-time specific sub-committees to deal with tasks and projects as identified and assigned by the committee.
- The Committee shall bring forward any economic development concerns from residents and businesses to Council, and administration.
- The Committee shall recommend to Council an annual budget for the Economic Development projects and programs.
- The Committee may assist administration, where and when possible, in facilitating client access to information and to help in relaying the benefits of doing business within Woodlands County.
- The Committee shall provide advice to the administration of Woodlands County on economic development matters.
- The Committee shall assist in the implementation of Woodlands County’s Strategic Plan.
- The Committee will receive and review information, correspondence, and minutes from other external organizations/committees as requested by Council and forward them to Council with recommendations as required.



GOVERNANCE AND PRIORITIES COMMITTEE TERMS OF REFERENCE

PURPOSE

The purpose of the Governance and Priorities Committee is to enable members of Council to review upcoming and important issues and opportunities with members of Administration and the public, with a focus on understanding the broader policy implications of the items being considered and to seek clarification on matters relating to Council business.

MEMBERSHIP

The membership of the Committee will be as follows:

Voting Members

All members of Council
(Committee of the whole)

Administration, Non-Voting Members

Chief Administrative Officer
Other Staff, as required

TERM

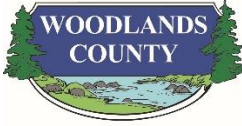
The Term of the Committee members will match the Member's term in office.

FREQUENCY OF MEETINGS

Governance and Priorities Meetings will be scheduled at the Council Organizational Meeting each year. Meetings shall be held at the Woodlands County Administration office in Whitecourt.

SCOPE OF WORK

- Serve as an advisory board to Council by discussing and considering all governance issues prior to being placed before Council;
- Is intended principally as a forum for information gathering and discussion rather than as a decision-making venue, therefore it is understood that the committee is not a table for Councillor debate.
- Will provide an opportunity for Council to lead the governance processes by developing a comprehensive governance and policy framework which captures Council's intentions, directions and expected outcomes;
- Is to review Council's Committee structure and recommend changes to Committee mandate and role;
- Make recommendations to Council regarding any reports, updates, or presentations received by the Committee and refer necessary items to Administration or a Council Committee with instructions;
- Provide a more informal forum for the discussion of governance matters with open dialogue and the opportunity for content experts and members of the public to participate in the discussions.
- Discuss scheduled topics of particular interest to Council and the community, providing the opportunity for robust discussion and debate on the selected topics;
- Matters may be placed on the agenda by the CAO, or by the request of any member of Council and ensure that all matters are referred to the CAO for a report;
- Receive presentations from external agencies, subject matter experts and other third parties; and
- Request to present matters to the Committee and be placed on the Agenda by external organizations or individuals must be reviewed and approved by the Reeve and CAO.



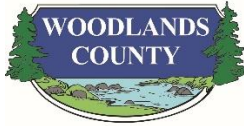
GOVERNANCE AND PRIORITIES COMMITTEE
(continued)
TERMS OF REFERENCE

PUBLIC INPUT SESSION GOVERNANCE & PRIORITIES COMMITTEE MEETINGS

- 1 The agenda for each regular Governance & Priorities Committee meeting shall contain a Public Input Session after the adoption of the minutes (*currently after adoption of minutes*)
- 2 The Public Input Session shall be no longer than fifteen (15) minutes in length.
- 3 Members of the public who wish to address the Committee during a Public Input Session are encouraged to register with the CAO, and those persons registered will be heard first. Walk-in speakers will be allowed to speak if the allotted time has not been exhausted by registered presenters.
- 4 Speakers at a Public Input Session may address the Governance & Priorities Committee for a maximum of five (5) minutes, excluding questions from the Committee, unless:
 - (1) the Chair at their discretion, extends the amount of time; or
 - (2) by majority of the Committee requesting to extend the amount of time.
- 5 If requested by a Member, a vote must be taken to approve an extension of time given by the Chair under sections (a).
- 6 Speakers at Public Input Sessions are not permitted to discuss:
 - (1) items that are on the current agenda;
 - (2) items that are before the Subdivision and Development Appeal Board;
 - (3) items that are before the Assessment Review Board; or
 - (4) items currently being dealt with in a Statutory Public Hearing.
- 7 Members may ask questions of the Delegation or Administration to clarify or correct information but must not enter debate on the subject of the Public Input Session and the Committee itself will not enter into debate on the information received.

AGENDA ORDER OF BUSINESS

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
4. Public Input Session
5. Delegations & Presentations
6. Old Business
7. New Business
8. Adjournment



**INTERMUNICIPAL COLLABORATION FRAMEWORK
(ICF) COMMITTEE
TERMS OF REFERENCE**

PURPOSE

To address matters under the Intermunicipal Collaboration Framework, the Committee will develop recommendations to the Councils on matters of strategic direction and cooperation affecting shared services identified in the ICF that affect Whitecourt and Woodlands County residents.

MEMBERSHIP

The membership of the Committee will be as follows:

Voting Members	# of Representatives
Woodlands County Elected Officials	Three (3)
Town of Whitecourt Elected Officials	Three (3)
Administrative Support, Non-Voting	
Woodlands County CAO	
Town of Whitecourt CAO	

Quorum is defined as four members of the Committee are present, and each of the Municipalities is represented.

The Chief Administrative Officers from the Town of Whitecourt and Woodlands County act as the Administrative Liaisons, and draft Committee recommendations for presentation to respective Councils. Administrative support for the Committee (i.e. agenda preparation and minute taking) shall alternate between the municipalities each meeting.

TERM

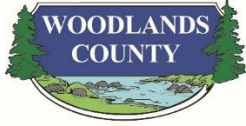
The Term of the Committee members will match the Member’s term in office.

FREQUENCY OF MEETINGS

At least once per year, or more as the ICF Committee determines.

SCOPE OF WORK

- To make recommendations to Councils pertaining to services and matters outlined in the ICF Agreement.
- To conduct and negotiate a review of the ICF per the terms of the ICF Agreement.
- Shall comply with the procedures and processes established within the formalized ICF where discrepancies occur the ICF shall take precedent.



**JOINT LIAISON COMMITTEE
TERMS OF REFERENCE**

PURPOSE

To maintain open communication with the Town of Whitecourt and review issues of common interest that do not fit in the criteria of the Intermunicipal Collaboration Framework (ICF) Committee for recommendation to Council.

MEMBERSHIP

Membership on the Joint Liaison Committee shall consist of six (6) voting members including:

Voting Members	# of Representatives
Woodlands County Elected Officials	Three (3)
Town of Whitecourt Elected Officials	Three (3)

Administrative Support, Non-Voting

Woodlands County Chief Administrative Officer
Town of Whitecourt Chief Administrative Officer

FREQUENCY OF MEETINGS

As required, dates and locations, to be determined.

ROLES

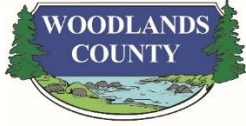
Council Representatives:

- To encourage decisions of the Committee that are consistent with the County’s goals; and
- To take items identified for discussion and report actions of the Committee to Council.

Chief Administrative Officers:

- Offer administrative support, organize meetings, provide advice, and research items as directed by the Committee, and draft Committee recommendations for presentation to respective Councils.

A Woodlands County staff member acts as the Recording Secretary and coordinates Committee meetings.



**PRIDE VALLEY AGGREGATE
OVERSIGHT COMMITTEE
TERMS OF REFERENCE**

PURPOSE

The purpose of the Pride Valley Aggregate Oversight Committee shall be to serve as:

- Public information resource;
- Monitor aggregate activities in the Pride Valley Area;
- Make recommendations to Woodlands County Council on industry activities, regulation, and local investment of aggregate levy funds.

MEMBERSHIP

Membership on the Economic Development Committee shall consist of seven (7) voting members including:

Voting Members

Representatives

Woodlands County Elected Officials	Three (3)
Member-at-Large	Four (4)
Aggregate Industry Members	Two (2)

Provincial Authorities Representatives

Shall be members from Alberta Environment and Parks (Water Approvals, Land Use & Reclamation), Alberta Transportation or any other regulatory authority associated with the aggregate industry.

Administrative Support, Non-Voting

Manager, Community Services & Planning

TERM

The Term of Office for public members and industry members is three (3) years. Public members shall not serve more than two (2) consecutive terms, unless no other applications are received.

FREQUENCY OF MEETINGS

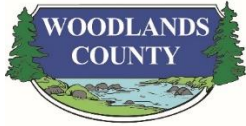
Shall meet at the call of the Chair.

SCOPE OF WORK

- Review all Land Use Amendment & Development Permit Applications for completeness and to ensure end land uses meet the ASP.
- Report findings to Council with a recommended action;
- Ensure extraction and reclamation is occurring as per submitted plans and approvals.

APPROVAL PROCEDURE

Shall be as outlined in the Pride Valley Area Structure Plan, Section 11, Page 32.



FINANCE/TAXATION COMMITTEE TERMS OF REFERENCE

PURPOSE

To discuss and recommend finance and taxation strategies to support Council's annual tax rate bylaw and budget planning for realistic and sustainable municipal growth. To give candid advice to Administration including proposed plans, policies or projects pending policy or budgetary decisions. (FOIP s. 24 (1)(g))

Committee Principles:

Fairness and Equity: All property owners pay a reasonable share of property tax; that share is not tied to the amount of civic services used by a property owner;

Stability: Tax policy and programs are predictable, enabling individuals and businesses to have increased confidence in long-term planning decisions; and

Competitive: Property and business taxes should place Woodlands County in an advantageous position relative to other municipalities.

MEMBERSHIP

The membership of the Committee will be as follows:

Voting Members

3 members of Council

Administration, Non-Voting Members

Chief Administrative Officer
Other Staff, as required

MEETING FREQUENCY

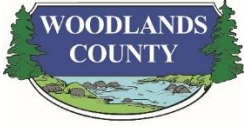
Two meetings per year to be held on the 1st Tuesday of March and August, or as called by the Chair.

TERM

The Term of the Committee members will match the member's term in office.

SCOPE OF WORK

- Review tax rate bylaw in conjunction with the annual budget process
- Research other municipality's taxation strategies
- Explore feasibility of taxation directive
- Utilizing the services of a consultant, as necessary
- Overview of existing tax structure and presentation of background information
- Identify options with impact analyses
- Identify implementation strategy
- Prepare recommendation for Council, if required
- Financial Strategies
- Reserves
- Procedures, Policies
- Budget.



COUNCIL REMUNERATION REVIEW COMMITTEE TERMS OF REFERENCE

PURPOSE

To review Council honorarium and per diem rates and recommend any adjustments they deem appropriate to Council.

Committee Principles:

The Committee will conduct a review of Council's current remuneration policy and determine appropriate honorariums and per diems for the Reeve and Councillors and provide recommendations in a final report to Council.

MEMBERSHIP

The membership of the Committee will be as follows:

Voting Members

3 members of Council

Administration, Non-Voting Members

Director of Corporate Services

MEETING FREQUENCY

The committee shall meet and review the current compensation in the third year of the Council Term of Office.

TERM

The Term of the Committee members will match the member's term in office.

SCOPE OF WORK

The Committee shall review current Council Remuneration policy by:

- Identify relevant data to be collected
- Review Canada Revenue Agency Rules
- Current financial position of the County
- Current state of the economy, inflation, the consumer price index and other factors influencing the economy of the region and the province
- Utilizing the services of a consultant, if required
- Interview current members of Council, if required