



Date: 2021-07-14

From: Brittany Drury, Clerk

Subject Council Remuneration Committee

Report LEG2021-23

Recommendation

That report LEG2021-23, Council Remuneration Committee, be received, and

That Committee hereby supports establishment of the 2022-2026 Council Remuneration Committee, and

That the draft terms of reference for said Committee, attached hereto as Appendix B, are hereby approved, and

That a by-law to establish the Committee, adopt the terms of reference and formalize citizen appointments, be presented at the July 21, 2021 meeting of Council.

Background

Council Remuneration is established through the adoption of a Council Remuneration Policy. As required by Section 283 (7) of the *Municipal Act, 2001*, Council must review the Council Remuneration Policy at least once during each term.

In the past two terms of Council, the Township has established a citizens' committee to review and make recommendations to Council regarding Member remuneration, including payment for expenses, conferences and seminars, etc.

The 2018-2022 Council Remuneration Policy (Appendix A) was adopted by Council at their meeting on September 5, 2018. The policy requires that in the year prior to the next regular municipal election, a committee of citizen members be formed to review the defined remuneration procedures. Further, the report, including remuneration recommendations, is required to be presented to Council prior to opening of nominations (May 2, 2022).

Staff commenced recruiting members of the public to form the Council Remuneration Committee on June 1, 2021. The posting was advertised on a weekly basis in the Owen Sound Sun Times and the Warton Echo, shared via social media and uploaded to the Township website.

Analysis

Draft terms of reference have been prepared and are attached as Appendix B to this report.

Per the terms of reference, the committee shall complete the following activities:

- a) Through questionnaire and/or personal interview with Township Council members, obtain an understanding of duties, workload and activities of those members.
- b) Compare duties of Georgian Bluffs Council members with those of surrounding and similar municipalities.
- c) Compare honoraria, per diem meeting rates, allowances, expenses, benefits, etc., for Township Council members with those of surrounding and similar municipalities.
- d) Consult with Township staff regarding policies and administrative processes to achieve efficiencies.
- e) Prepare and present to Township Council a report making recommendations regarding remuneration, including annual increases, if applicable.

As previously discussed, staff are evaluating and updating Council Orientation procedures for the 2022 to 2026 term. The interviews with Council, as included in section 'a' above, will assist in updating said orientation package.

The Committee will be formed of 3-5 community appointees and supported by the Clerks Department. Members will be compensated for their time spent in meetings and will meet virtually. The Committee will be required to present a report, with remuneration recommendations, to Council prior to October 31, 2021.

Following consideration of this report, and the recommendations contained herein, staff will present a by-law to establish the Committee, adopt the terms of reference and formalize citizen appointments at the July 21, 2021 meeting of Council.

Financial Impact

Members will be compensated for their time spent in meetings, per the existing Remuneration Policy. As the Committee will meet virtually, minimal mileage expenses are anticipated.

In 2018, Council Remuneration Committee meetings averaged approximately 1 hour and 30 minutes, with a total of 7 meetings. Depending upon the number of members appointed to the Committee, costs are not anticipated to exceed \$1500.00.

Strategic Priorities

The recommendation as included in this report achieves the fifth strategic goal, Deliver Effective and Cost-Efficient Services, as included in the 2020-2024 Township of Georgian Bluffs Strategic Plan.

Conclusion

As required by Section 283 (7) of the *Municipal Act, 2001*, Council must review the Council Remuneration Policy at least once during each term of Council. It is recommended that Committee support creation of the Council Remuneration Committee to review said policy, and approve the recommendations contained herein.

Appendix A: 2018-2022 Council Remuneration Policy (As amended)

Appendix B: Draft Terms of Reference

Respectfully Submitted: Brittany Drury, Clerk

Report Approval Details

Document Title:	LEG2021-23 - Council Remuneration Committee.docx
Attachments:	- 2018-086 - Council Remuneration Policy.pdf - 2021-011 - Amend Schedule A, By-law 2018-086 - Council Remuneration Policy.pdf - Terms of Reference - 2022-2026 Council Remuneration Committee.docx
Final Approval Date:	Jul 6, 2021

This report and all of its attachments were approved and signed as outlined below:

Jenn Burnett, Senior Planner

Janet Hilts, HR Manager

Steven Dollmaier, Director of Operations

Kassandra Rocca, Director of Finance

Al Meneses, Chief Administrative Officer