

## **Terms of Reference: Council Remuneration Committee**

### **1. Purpose**

These Terms of Reference are to guide the proceedings and undertakings of the Council Remuneration Committee.

### **2. Mandate of the Committee**

The Council Remuneration Committee (Committee) is established to undertake a study of Council members' compensation for the Township of Georgian Bluffs. Upon completion, the Committee shall make recommendations to Council regarding suggested changes to remuneration, including but not limited to:

- Council honorarium
- Per diem meeting rates
- Travel allowances
- Mileage expenses
- Conference/seminar attendance and related expenses
- Attendance at special events
- Benefits
- Provision of equipment such as cell phones/laptops

Recommendations shall be made covering the 2022 to 2026 Term of Council.

In achieving this mandate, the members of the committee shall ensure that compensation provided:

- Is fair and reasonable and will attract a diverse and representative pool of candidates from the Township of Georgian Bluffs residents wishing to seek election to Council and seen as fair by taxpayers;
- Recognizes the work of the Mayor and Council is demanding and important and as such they should be appropriately compensated;
- Recognizes the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Council;
- Applies an appropriate ratio between the roles of Councillor and that of Mayor and Deputy Mayor; and
- Demonstrates fiscal responsibility.

### **3. Term**

The Council Remuneration Committee's term begin with appointment in 2021 and shall conclude on December 31, 2021.

#### **4. Composition of Committee**

Shall be comprised of between 2 and 5 citizen members identified as qualified and impartial, and appointed by Council. Wherever possible, citizen members should have experience and expertise in areas such as municipal government, human resources and or finance. A Chair and Vice-Chair shall be elected by the committee membership.

Above all, members of the Council Remuneration Committee should be committed to acting in an ethical manner with the avoidance of conflict of interest as a body and as individuals, while meeting legislative requirements.

Members are expected to attend meetings as scheduled. In the event a member is unable to attend a meeting, the member must contact and advise the Chair and the committee administrator in advance. Those members who are absent for three consecutive meetings (without good cause) will be deemed to have resigned.

#### **5. Meetings**

All meetings shall follow a written agenda with minutes kept of all decisions. A quorum comprised of more than 50% of appointed members will be required to hold a meeting. The Council Remuneration Committee is subject to the open meetings requirements of the *Municipal Act, 2001*.

Meetings shall be held virtually via a virtual meeting platform at the Clerk's discretion.

Meeting agendas shall be posted to the municipal website at least one week in advance of each regularly scheduled meeting. Minutes shall be posted once approved at subsequent meetings and will be included on the Council agenda for information.

#### **6. Activities**

The Committee shall meet as many times as deemed necessary to 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.

**7. Support to Committee**

Township staff will assist the Committee in all activities, and provide research, administrative support, and such other support as the Committee considers necessary in order to complete the foregoing activities.

**8. Compensation to Committee Members**

Committee members shall be compensated for time spent in meetings, per the 2018-2022 Council Remuneration Policy.

**9. Report to Council**

The Committee Chair shall present a report to Council regarding the Committee's recommendations. The report to be presented to Council to allow for a final decision to be made (ie By-law passed) by October 31, 2021.