



## **Council Compensation Review Committee**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The Council Compensation Review Committee ("CCRC") is an advisory committee of Council for the purposes of reviewing relative compensation indicators and recommending a compensation package for elected officials that is fair and reasonable to both Council and the citizens of the Town of The Blue Mountains ("Town"). The CCRC will present a report to Council outlining a proposed compensation package by the third quarter of the first year of the new term of Council.

The Council Compensation Review Committee shall reconvene within the final eighteen months of the term to review the implementation of the final recommendations approved by Council to ensure these recommendations have been adequate.

#### **2. MANDATE**

The Mandate of the Town's CCRC is to:

1. Assist, in an advisory capacity, Council and staff on matters related to Council compensation;
2. Provide advice to Council and staff in developing a compensation package for elected officials which:
  - a) Reflects the nature, responsibilities and accountability associated with these positions including Council participation on committees and boards;
  - b) Is reflective of research and compensation indicators;
  - c) Demonstrates fiscal responsibility;
  - d) Attracts strong, qualified candidates to local government.

#### **3. MEMBERSHIP / VOTING**

The CCRC will be comprised of up to two (2) members of the public who are appointed by Council for a term that runs concurrently with the first nine (9) months following the election of a new Council and reconvenes within the final eighteen months to review those recommendations. Composition is noted below:

**Voting Members:**

- 2 Members of the public

Openings for the membership shall be publicly advertised as appointment opportunities arise. The Mayor does not sit as ex-officio on the CCRC.

**Non-Voting Members:**

- Chief Administrative Officer, Chair
- Manager of Human Resources
- Administrative Assistants

**Members will:**

1. Have demonstrated expertise in their affiliations;
2. Understand the sensitive nature of the material being discussed and maintain confidentiality throughout the process to fulfill the CCRC's mandate;
3. Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
4. Participate as a team member.

**4. QUORUM**

Quorum for the CCRC, per the standards of the *Municipal Act, 2001*, is 2 voting members.

**5. REMUNERATION**

No compensation shall be provided to members of the CCRC for their participation.

**6. MEETING TIME & LOCATION, AGENDA PACKAGE & MEETING CANCELLATION PROCEDURES**

CCRC will meet for up to nine (9) months following the election of a new Term of Council and again within eighteen months of the end of the term. The CCRC will meet monthly on the fourth Thursday of the Month at 10:00a.m. Modifications and/or additional meetings of the CCRC may be called by the Chair.

The Administrative Assistants shall send out meeting invites to all CCRC members. The Call for Agenda Items will be sent out with the meeting invite along with a deadline for quorum to be obtained. If quorum is not obtained by the deadline indicated, the meeting shall be cancelled. In the event quorum is obtained by the deadline but the CCRC does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed the meeting shall be cancelled.

Meetings will be held in the Council Chambers at Town Hall, 32 Mill Street Thornbury. If the Council Chambers is not available an appropriate alternative location will be selected.

Meetings of the CCRC are open to the public. The CCRC will retire into Closed Session in accordance with Procedural By-law 2019-56 and the *Municipal Act, 2001* on an as-needed basis.

An overview of key objectives and their associated timeline is noted below.

Initial review and recommendations:

Objective	Timeline
Initial Meeting, Review Terms of Reference and Procedural By-law	Q1 and Q2 following new council inauguration and appointment of Committee Members
Review existing Remuneration package and establish updated compensation indicators including Municipal Comparators	Q2
Development of Proposed Council Remuneration Package	Q2 and Q3
Presentation and Staff Report regarding proposed Council Remuneration Package including any Public consultation	Q3

## Eighteen Month Review Period

Objective	Timeline
Initial Meeting which includes overview of workplan and review of updated Municipal Comparators	June 24, 2021 July 22, 2021 August 26, 2021
Review existing Remuneration package and establishment of recommended changes, if any.	September 8, 2021 October 28, 2021 November 25, 2021 – Overview of Final Report
Recommendations, if any, provided to Council through the annual budget development process	Report due November 15, 2021 for consideration during budget deliberations

## 7. AGENDA, MINUTES & PROCEDURE

Agenda items will be set by the Chair.

Minutes will be kept by the Administrative Assistants who will distribute the minutes from open session to Council in accordance with Town practice. All meetings shall be conducted in accordance with the Town's Procedural By-law 2019-56.

## 8. RELATED POLICIES & TRAINING REQUIREMENTS

POL.COR.07.07 Code of Conduct for Members of Council

POL.COR.17.04 Accessibility Standards for Customer Service

POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards

POL.COR.18.08 Workplace Violence & Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)