



Council Compensation Review Commission

TERMS OF REFERENCE

1. PURPOSE

The Council Compensation Review Commission is focused on reviewing relative compensation indicators and competencies 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"), and which prepares its recommendations independent from Council. The Council Compensation Review Commission shall present a report to Council outlining a proposed compensation package by the third quarter of 2023 being the first full year of the 2022 – 2026 Term of Council.

The Council Compensation Review Commission shall reconvene within the final eighteen months of the Term of Council 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 Council Compensation Review Commission is to:

1. Assist, as an independent body, Council and staff on matters related to Council competencies, understanding workload and expectations and overall 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 Council Compensation Review Commission is a unique and independent body established by Council. The Council Compensation Review Commission does not have any

formal representation from Council.

The Council Compensation Review Commission will be comprised of two (2) members of the public that are eligible voters in the Town of The Blue Mountains 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 (18) months to review those recommendations.

Composition is noted below:

Voting Members:

- 2 Members of the public

Openings for the membership to the Council Compensation Review Commission shall be publicly advertised as appointment opportunities arise.

The Mayor does not sit as ex-officio on the Council Compensation Review Commission.

Non-Voting Members:

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

Members will:

1. Be an eligible voter within the Town of The Blue Mountains during their appointment;
2. Have demonstrated expertise related to Compensation Philosophy and Analytics and understanding of the Municipal Act;
3. Understand the sensitive nature of the material being discussed and maintain confidentiality throughout the process to fulfill the Council Compensation Review Commission mandate and the relevant Policies and Procedures as outlined in the Section 8 of this Terms of Reference;
4. Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
5. Be comfortable taking a lead role in confidential in person interviews with members of Council and other relevant members of the Corporation and or previous members of Council;
6. Participate as a team member.

4. QUORUM

Quorum for the Council Compensation Review Commission, per the standards of the *Municipal Act, 2001*, is 2 voting members.

5. REMUNERATION

No compensation shall be provided to members of the Council Compensation Review Commission for their participation.

OR

Compensation shall be provided to members of the Council Compensation Review Commission for their participation on a per meeting basis to an upset limit of twelve (12) meetings with an upset limit duration of two (2) hours per meeting and sixteen (16) interviews of one (1) hour per interview.

Sixteen interviews are based on two (2) interviews per member of Council during the Term of Council.

Compensation will be reviewed prior to the convening of the Commission.

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

The Council Compensation Review Commission 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 Council Compensation Review Commission will meet monthly on the fourth Thursday of the Month at 10:00a.m. Modifications and/or additional meetings of the Council Compensation Review Commission may be called by the Chair.

The Administrative Assistant shall send out meeting invites to each of the two (2) Council Compensation Review Commission 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 Council Compensation Review Commission does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed the meeting shall be cancelled.

All Meetings will be held Virtually.

Meetings of the Council Compensation Review Commission are recorded and accessible to the public. The Council Compensation Review Commission will retire into Closed Session in accordance with Procedural By-law 2021-76 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 2023 following new council inauguration and appointment of Commission Members
Review of previous Council Compensation Review Commission Reports and recommendations and Council Resolutions Review existing Remuneration package and establish updated compensation indicators including Municipal Comparators	Q2
Development of Proposed Council Remuneration Package	Q3
Presentation of Commission Report regarding proposed Council Remuneration Package	Report due November 2023 for consideration during the 2024 budget deliberations

Eighteen Month Review Period

Objective	Timeline
Initial Meeting which includes overview of workplan and review of updated Municipal Comparators	Q2 2025
Review existing Remuneration package and establishment of recommended changes, if any.	End of Q3 2025 Overview of Final Report
Presentation of Commission Report, provide recommendations to Council through the annual budget development process	Report due November 2025 for consideration during the 2026 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 2021-76

8. RELATED POLICIES & TRAINING REQUIREMENTS

[POL.COR.21.06 Code of Conduct for Members of Council, Local Boards and Advisory Committees](#)

[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](#)