



Staff Report

Administration – Chief Administrative Officer

Report To: Committee of the Whole
Meeting Date: June 29, 2021
Report Number: FAF.21.126
Title: Council Compensation Review Committee Revised Terms of Reference REVISED REPORT
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.21.126, entitled “Council Compensation Review Committee Revised Terms of Reference REVISED REPORT”;

AND THAT Council endorse the revised Terms of Reference as presented in Attachment 4 of this report.

B. Overview

This report seeks Council endorsement of a revised Terms of Reference for the Council Compensation Review Committee (“Committee”).

C. Background

On October 21, 2019 Council received Staff Report FAF.19.187 entitled “Council Compensation Review” and made several resolutions, including the following resolutions which are relevant for the purposes of this report:

Moved by: Rob Sampson Seconded by: Andrea Matrosovs

THAT Council receive Staff Report FAF.19.187, entitled “Council Compensation Review” for information;

AND THAT Council direct staff to proceed to a Public Meeting to receive comments, as is required by the Provision of Notice and Manner of Giving Notice Policy POL.COR.07.03;

AND THAT the Council Compensation Review Committee propose the annual remuneration for Council members be considered effective January 1, 2019;

AND THAT Council consider the increase through the 2020 Budget process, as follows and as detailed in the Financial Impact Section of this report:

- (1) Mayor compensation increase from \$31,000 to \$39,427;

(2) Deputy Mayor compensation increase from \$22,000 to \$28,250; and

(3) Councilor compensation increase from \$17,500 to \$29,120.

AND THAT Council member compensation be proposed to increase automatically annually through a two-part formula:

- Any provincial general minimum wage increase; and
- Annual Canadian Consumer Price Index (CPI) as reported in September as approved through the budget process

AND THAT the current Compensation Review Committee reconvene within the final 18 months of this term of office to review the implementation of the final recommendations approved by Council with the benefit of the Public consultation process being completed to ensure these recommendations have been adequate;

AND THAT a Council Compensation Review Committee shall be reestablished by Council at a minimum of every two years and/or at the request of Council or the CAO to continue its mandate, Carried.

According to direction provided, the Committee is scheduled to reconvene on June 24, 2021. This revised Terms of Reference document will be provided for Committee member information. The revised Terms of Reference proposes that the Committee meet monthly on the fourth Thursday of the Month at 10:00 a.m.

The proposed changes to the Terms of Reference are noted in the Analysis section of this report.

D. Analysis

Staff reviewed the existing Terms of Reference for the Council Compensation Review Committee and have listed proposed amendments as seen in Attachment 2 to this report. The tracked changes version which provides the current Terms of Reference with markups is provided as Attachment 1 for information.

The following is an overview of the changes to the Terms of Reference as developed by Staff:

1. The Purpose statement has been amended to reflect the timeline for which the Committee will present its reports to Council;
2. The Purpose statement, Membership/Voting statement, and Meeting Time & Location statement have been amended to include reference to the resolution carried on October 17, 2019 regarding when the Committee reconvenes during the term of Council;
3. The Non-Voting Members section has been updated to clarify membership titles;
4. The Meeting Time & Location, Agenda Package & Meeting Cancellation Procedures has been updated to reflect the meeting time of the Committee

5. The Meeting Time & Location, Agenda Package & Meeting Cancellation Procedures modified to address the updated Procedural By-Law 2019-56;
6. The Meeting Time & Location, Agenda Package & Meeting Cancellation Procedures section includes chart providing key Committee objectives and timeline to complete same;
7. The Agenda, Minutes & Procedure section removes the reference to Closed Session meetings as Committees follow the *Municipal Act, 2001* which outlines the rules for meetings that are open to the public, and is modified to reflect the updated Procedural By-Law 2019-56.

The Council Compensation Review Committee met on June 24, 2021 and had an opportunity to review staff's proposed Terms of Reference changes. Arising from that discussion, the Committee provided some additional suggested changes for Council's consideration, which are available for review through Attachment 3 of this report.

The additional changes requested by the Committee are summarized below:

- Amend Purpose statement to reference relative compensation indicators, rather than relevant municipal comparators;
- Amend Mandate 2b) to include reference to compensation indicators;
- Phrasing change under voting members to state "The Mayor ~~does shall~~ not sit as ex-officio on the CCRC";
- Inclusion of wording under Meeting Time and Location, Agenda Package and Meeting Cancellation section that clarifies staff's ability to modify the meeting schedule;
- Consolidation of the Initial review and recommendations chart, as highlighted;
- Amendment to Eighteen month review period chart to include reference to specific dates, rather than quarters and further clarity regarding key deliverables.

Once approved by Council, the Terms of Reference included as Attachment 4 will be utilized. Any future revisions other than the Committee meeting schedule will be brought back to Council for review and approval.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

F. Environmental Impacts

None.

G. Financial Impacts

Staff time relating to the Council Compensation Review Committee meetings and activities will be tracked and reported to Council. Any recommendations regarding changes to Council remuneration will be brought to Council for consideration.

H. In Consultation With

Sarah Traynor, Manager of Human Resources

Council Compensation Review Committee

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer at cao@thebluemountains.ca.

J. Attached

1. Tracked Changes Version - Council Compensation Review Committee Terms of Reference
2. Formatted - Draft Revised Council Compensation Review Committee Terms of Reference
3. Tracked Changes Version – COMMITTEE REVISIONS – Council Compensation Review Committee Terms of Reference
4. Formatted – COMMITTEE REVISIONS – Draft Revised Council Compensation Review Committee Terms of Reference

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
cao@thebluemountains.ca
519-599-3131 extension 234

Report Approval Details

Document Title:	Council Compensation Review Committee Revised Terms of Reference FAF.21.126.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - Tracked Changes Version Council Compensation Review Committee Revised Terms of Reference.pdf- Attachment 2 - Formatted Draft Revised Council Compensation Review Committee Terms of Reference.pdf
Final Approval Date:	Jun 21, 2021

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

Shawn Everitt - Jun 21, 2021 - 2:38 PM



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 relevant municipal comparators 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.~~August 26, 2019 Committee of the Whole meeting.~~

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 the research and comparators established;
 - 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 shall not sit as ex-officio on the CCRC.

Non-Voting Members:

- Chief Administrative Officer, Chair
- Manager ~~Director~~ 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 ~~Wednesday~~ Thursday of the Month at ~~2~~10:00-~~ap~~.m. 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~~ ~~2018-20~~ 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:

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

Eighteen Month Review Period

Objective	Timeline
<u>Initial Meeting which includes overview of workplan and review of updated Municipal Comparators, Review Terms of Reference and Procedural By-law</u>	March 2019 <u>Q2 and Q3</u>
<u>Review existing Remuneration package and establishment of recommended changes, if any, updated Comparator indicators</u>	April 2019 <u>Q3</u>
<u>Recommendations, if any, provided to Council through the annual budget</u>	<u>Q3 and Q4</u>

Objective	Timeline
<u>development process</u>	
Research Municipal Comparators	May 2019
Development of Proposed Council Remuneration Package	June & July 2019
Presentation and Staff Report regarding proposed Council Remuneration Package	August/September 2019

7. AGENDA, MINUTES & PROCEDURE

Agenda items will be set by the Chair.

Minutes will be kept by the Administrative Assistant^s who will distribute the minutes from open session to Council in accordance with Town practice. ~~Closed session minutes will be circulated to Committee members only.~~ All meetings shall be conducted in accordance with the Town's Procedural By-law ~~2018-202019-56~~.

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](#)



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 relevant municipal comparators 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 the research and comparators established;
 - 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 shall 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. 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 Comparator indicators	Q2
Research 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	Q2 and Q3
Review existing Remuneration package and establishment of recommended changes, if any.	Q3
Recommendations, if any, provided to Council through the annual budget development process	Q3 and Q4

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<u>Review existing Remuneration package and establish updated compensation indicators including Municipal Comparators</u>	<u>Q2</u>
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Eighteen Month Review Period

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Initial Meeting <u>which includes overview of workplan and review of updated Municipal Comparators, Review Terms of Reference and Procedural By-law</u>	<u>March 2019</u> <u>June 24, 2021</u> <u>July 22, 2021</u> <u>August 26, 2021</u>
Review existing Remuneration package and establish <u>ment of recommended changes, if any, updated Comparator indicators</u>	<u>April 2019</u> <u>September 8, 2021</u> <u>October 28, 2021</u> <u>November 25, 2021 – Overview of Final Report</u>
<u>Recommendations, if any, provided to Council through the annual budget development process</u>	<u>Report due November 15, 2021 for consideration during budget deliberations</u>
<u>Research Municipal Comparators</u>	<u>May 2019</u>
<u>Development of Proposed Council Remuneration Package</u>	<u>June & July 2019</u>
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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

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