



South Huron Council Remuneration Review Committee Terms of Reference

Purpose of the Committee

The purpose of South Huron Council Remuneration Review Committee is to review the remuneration and benefits to be paid to the Municipality of South Huron Council Members (the “Council”) within each term of office.

Guiding Principles

The philosophy is to base the compensation for the Mayor and Members of Council on realistic standards so that elected officials of South Huron may be compensated according to their roles and responsibilities. To achieve the above, a Compensation plan reflects one that:

- Is fair and reasonable and will attract a diverse and representative pool of candidates from residents wishing to seek election to Council but also be seen as fair by taxpayers;
- Recognizes that 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;
- Is appropriate for the average full-time earnings within the community;
- Must demonstrate fiscal responsibility and align to the Strategic Plan for the Municipality of South Huron.

Mandate

The mandate of the Committee is to produce an independent report with recommendations for the level of total compensation for the Council for the term of office. To review existing policies and practices and make comparisons with similar sized peer and neighbouring rural municipalities. A council report will be prepared and presented to Council within the term of Council.

Delegated Authority

The Committee does not have any delegated authority except to direct staff to assist with administrative support including the gathering of information and resource materials to assist the Committee with its review.

Scope of the Review

The Committee shall:

- a) Review and make recommendations on the appropriate level of compensation for the Council of the Municipality of South Huron.



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- b) Review and consider compensation, benefits and reimbursements expenditures for Members of Council (in accordance with the Municipal Act, 2001, as amended)
- c) Review and examine support services for Members of Council.

The Committee shall undertake the following:

- a) Review Council compensation in municipalities of similar size as South Huron within Ontario for the purpose of a comparative measure.
- b) Consult with current Members of Council.
- c) Such other investigative or analytical initiatives as may be required in order to submit their report and recommendations in a timely fashion.

Membership Composition

The membership of the Committee will be comprised as follows:

- Three (3) citizen members having expertise and experience in areas such as municipal government, human resources and/or finance.
- One (1) of which is a business representative from within the business community

For the purposes of these Terms of Reference:

- “citizen member” means a member of the Committee other than a current member of Council that reside in South Huron; and
- “business representative” means owners or operator of businesses operating in South Huron.

Each Committee meeting will also be attended by the Chief Administrative Officer and the Director of Legislative Services/ Clerk.

Appointment

Council shall appoint all Committee members by By-law.

All members of the Committee will be interviewed and appointed by a staff panel consisting of the Chief Administrative Officer, Human Resources and the Director of Legislative Services/ Clerk.

Term of Office

The term of appointment shall be concurrent with the four-year term of Council.



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If a member resigns or is unable to continue to serve, a replacement may be appointed. In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, such vacancy may be dealt with by the staff panel.

Meeting Roles and Requirements

The Committee is accountable to Council.

Members of the Committee will serve without remuneration other than reimbursement of expenses approved by the Director of Financial Services or his/her designate incurred in the performance of Committee duties.

The Committee will elect a Chair and Vice-Chair at its first meeting.

Only members of the Committee may vote on any issue and each member will have one vote at the meetings. Majority decisions will prevail.

Quorum/Meeting Prerequisites

Quorum shall be a majority of the members of the Committee. The Chief Administrative Officer and Director of Legislative Services/Clerk or his/her designate must be present at all meetings of the Committee for the meeting to take place.

Meeting Schedule

The Committee will meet with the specific dates and times for meetings to be determined by the Committee at its first meeting. Additional meetings may be called by the Chairperson. The Chairperson can cancel any meeting.

Meetings of the Committee shall not conflict with regular meetings of Committee of the Whole and regular meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. In the event a member is unable to attend a meeting, the member must contact and advise the Chairperson in advance. If a member has been absent for three (3) consecutive regularly scheduled meetings and has failed to advise the Chairperson in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

Staff Resources

Secretariat assistance to the Committee will be provided by the Clerk or his or her designate. The committee agenda will be prepared by the Chief Administrative Officer in consultation with the Chair and/or Vice Chair. The Chief Administrative Officer will designate any further staff support/resource.

In the event a matter within the mandate of the Committee arises between meetings, staff will consult with the Chairperson and the matter will be placed on the agenda for the next meeting for ratification.

Minutes and Agenda



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The minutes of each meeting will be amended when necessary and adopted at the following meeting. The Minutes or draft minutes will be provided to the Clerk to be circulated to Council.

The committee agenda will be distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.

Amendments to the Terms of Reference

The non-statutory provisions of this Terms of Reference may be eliminated or amended in any way by Council at its full and final discretion. Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

The Clerk or designate is delegated the authority to make administrative changes to this Terms of Reference that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the Terms of Reference.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order. The Chair shall endorse each Committee Report/Minutes prior to its presentation to Council.

Advisory Committees of Council do not usually consider business of a "Closed" nature; however, if circumstances arise, there must be strict compliance with the Municipality's Procedural By-law and the *Municipal Act*.

Code of Conduct

A Member's conduct and behavior in terms of ethics and interpersonal conduct and communications are regulated by legislative acts. All Members are expected to be knowledgeable of the contents of the Code of Conduct and to adhere to the standards of conduct.

Municipal Freedom of Information and Protection of Privacy Act

Committee Members will act to protect the privacy of individuals with respect to personal information contained in application forms and information circulated to the Committee and to ensure that personal information is used solely for the purposes that it was collected.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.