

Council Remuneration Review Working Group Terms of Reference

1. Purpose

The purpose of the Council Remuneration Review Working Group shall be to review the remuneration and benefits to be paid to the City of Burlington Council Members (the "Council") for the term of office November 2022 - November 2026.

2. Mandate

The mandate of the Working Group is to conduct research, review existing policies and practices, make comparisons with similar sized peer and neighbouring municipalities, and produce an independent report with recommendations for the total level of compensation, benefits and expenses for the term of office commencing November 14, 2022.

3. Delegated Authority

The Group 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 Group with its review.

4. Membership and Composition

The Group's membership shall include seven (7) members to match the size of Burlington's Council, with balanced representation from:

- a representative from a financial institution in the City of Burlington,
- a local board member,
- a citizen advisory committee member,
- a representative from the Chamber of Commerce
- a representative of a community social services organization (e.g. Community Development Halton), and
- two (2) City of Burlington residents.

5. Term of Assignment

The Group's mandate shall be concluded upon acceptance of the final report by Council, which shall be completed on or before October 18, 2021.

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 shall be dealt with by the City Clerk.

6. Administration

Remuneration

Members will serve without remuneration other than reimbursement of expenses approved by the Chief Financial Officer or designate incurred in the performance of their duties.

Meeting Particulars

The meeting frequency for the Group shall be developed with the members and staff at the first meeting. It is expected that monthly meetings will be required to complete the work within the time requirement. Meetings of the Committee shall not conflict with regular meetings of Standing Committees and/or regular meetings of Council. Meetings will be held virtually.

The members will elect a Chair at its first meeting.

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 Chair in advance.

Quorum is not required for meetings.

Staff Support

The Group shall be led by staff from the Office of City Clerk, and staff representation may include staff from the City Manager's Office, Human Resources and Finance to provide support and facilitate the review.

7. Selection of Members

The City Clerk or designate shall approach all members and organizations of the previous committee regarding their interest in serving on the Group.

If the required composition cannot be secured, the City Clerk or designate will proceed with a targeted recruitment campaign.

Upon finalization of the membership, the City Clerk will advise Council members and post the information publicly.

8. Budget:

All meeting expenses for the Group will be covered by the Office of the City Clerk's Committees cost centre.

If a consultant is required for the compensation review, it will be funded by a Human Resources cost centre.

All revenues and expenditures must be authorized through the City Clerk and processed in accordance with corporate policies.