

TOWNSHIP OF RIDEAU LAKES
COUNCIL COMPENSATION REVIEW AD HOC COMMITTEE

Inaugural Meeting
Tuesday, October 31, 2017 at 9:30 a.m.
Municipal Office, Chantry

NOTICE and AGENDA

1. **Call to Order** – CAO Mike Dwyer
2. **Roll Call & Introduction of Members**
3. **Election of Chair**
4. **Adoption of Agenda**
5. **Declaration of Pecuniary Interest**
6. **Administrative Items**
 - 6.1 Standard Committee Policies and Procedures
 - 6.2 Forms: Contact, Volunteer, Treasury
7. **Terms of Reference:** Council Compensation Review Ad-Hoc Committee
8. **Work Planning**
 - 8.1 Scope Work Plan
 - 8.2 Identify Information Needs
9. **Closed Session (Tentative)**
10. **Future Meeting Dates**
11. **Next Meeting Agenda Items**
12. **Adjournment**

**“SCHEDULE A”
By-Law 2017-56**

Council Compensation Review Ad Hoc Committee
Terms of Reference
September 2017

Goal

To provide a timely and holistic review of municipal elected official compensation and deliver a recommendation to the Council of the Township of Rideau Lakes regarding a compensation package for the positions of Mayor and Councillor for the 2018-2022 term.

Mandate

The mandate of the Committee shall be to develop and recommend a compensation package for the positions of Mayor and Councillor that:

- Fairly and adequately compensates elected officials for their time executing the full scope of formal and informal duties of public office;
- Allows all members of our community to potentially participate in public office;
- Reflects the community’s range of representational needs; and
- Is mindful of the community and fiscal context.

This is meant to be a holistic review. Compensation, for the purposes of this review, shall encompass direct elements (such as wages and/or benefits), indirect elements (such as Federal tax treatment of wages or services provided) and the administrative methodology by which compensation is claimed, paid and/or reported.

Administration

The following administrative structure will apply to the Committee:

- The Committee shall be comprised of five (5) members;
- All five (5) members shall be members of the public (“Public Representatives”);
- The preference shall be to have at least two (2) Public Representatives who have experience as elected municipal representatives, but who do not currently hold any elected municipal office;
- The Public Representatives will be solicited by way of a call for expressions of interest, notice of which shall be published in local newspapers and online;
- The Public Representatives will be vetted and appointed by Council;
- The Public Representatives will be selected based on their knowledge and/or experience aligning with the Committee’s needs and mandate, as well as their demonstrated ability to provide balanced and impartial recommendations;
- Notwithstanding the Municipal Act exemption, the Committee’s meetings will be open to the public. Notice will be posted to the Township’s website the week prior to any meeting; and
- The members of the Committee shall be compensated in a like manner to Councillors for meeting attendance and associated mileage.

Staff Resources

The following staff resources will be provided:

- The CAO or alternate shall act as a primary resource for the Committee, providing information, advice and reporting and completing programs of work and other duties as necessary.

Committee Member Responsibilities

It is anticipated the Ad Hoc Committee will need to meet 4-6 times. The responsibilities of a Committee member shall be:

- Execute their duty in a faithful manner, always considering the wider public interest;
- Actively engage in Committee work;
- To hear and receive comment from current members of Council and the public in an open and coordinated manner;
- Dutifully review the information provided to the Committee, and come to meetings prepared to discuss the matter and build consensus;

Deliverables

The Committee shall make a recommendation to Council regarding a compensation package for the positions of Mayor and Councillor for the 2018-2022 term.

Timeline

- September: call for Expressions of Interest issued;
- September: nominees vetted by Council and offers of appointment made;
- October: inaugural Committee meeting;
- October through February: Committee meets as needed; and
- February 15, 2018: recommendation to Council made, Committee's work completed.