



COUNCIL REMUNERATION TASK FORCE

TERMS OF REFERENCE

Established by Council:	November 27, 2023
Regular Review Timeframe:	Every Four (4) Years
Date Task Force Ends:	Upon Completion of Review and Final Independent Report and Presentation to Council by the first week of March 2024

1. REPORTING STRUCTURE

While it is the legislative mandate of Goderich Town Council to make the final decision on all matters that affect the municipality, the role of the Task Force is to discuss and make recommendations regarding the remuneration and benefits to be paid to the Town of Goderich Council Members (the "Council") within each term of office.

2. MANDATE

The mandate of the Task Force is to produce an independent report with recommendations for the total compensation for Council for this term of office. To review existing policies and practices, and review compensation supported by market data and comparable municipalities in terms of scope, size, and nature of work. A final independent Council report will be prepared and presented to Council by the first week of March 2024.

3. OBJECTIVES AND SCOPE OF REVIEW

The objective of the Task Force is to base the compensation of the Mayor and Members of Council on realistic standards so that elected officials of the Town of Goderich may be compensated according to their roles and responsibilities. To achieve the above, a Compensation Plan reflects one that:

- a) Is fair and reasonable and will attract a diverse and representative pool of candidates from those wishing to seek election to Council but also be seen as fair by taxpayers.
- b) Recognizes that the work of the Mayor and Council is demanding and important and as such they should be appropriately compensated.
- c) Recognizes the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Council.
- d) Is appropriate for the average full-time earnings within the community.
- e) Must demonstrate fiscal responsibility and align to the Strategic Plan for the Town of Goderich.

Scope of Review:

The Task Force shall:

- a) Examine the current workload and level of responsibility and commitment required of the Mayor and Members of Council.
- b) Review Council compensation in municipalities of similar scope, size, and nature of work within Ontario for the purpose of a comparative measure.
- c) Review and consider compensation, benefits, and reimbursements expenditures for Members of Council (in accordance with the Municipal Act, 2001, as amended), and to make a recommendation on the same.

4. TERM OF APPOINTMENT

The Term for Task Force members shall be to completion of the review with a final report presented to Goderich Town Council by the first week of March 2024.

A member may resign from the Task Force at any time by advising of their intention in writing to the Clerk.

A Task Force member may be re-appointed by Town Council to fill a vacancy.

5. QUALIFICATION

Members shall be chosen for their special expertise, experience, dedication, and commitment to the mandate of the Task Force.

6. COMPOSITION OF MEMBERS

The Task Force shall be composed as follows:

All citizen members of the Task Force must be residents or ratepayers of the Municipality.

Three (3) citizen members having expertise and experience in areas such as municipal government, human resources and/or finance are preferred.

One (1) of which is a business representative from within the business community.

For the purposes of these Terms of Reference:

“business representative” means an owner or operator of a business operating in the Town of Goderich.

“citizen member” means a member of the Task Force other than a current member of Council that is a resident of the Town of Goderich or is an owner or tenant of land in the Town of Goderich or is a spouse of such landowner or tenant.

Each Task Force meeting will be attended by the Chief Administrative Officer, Director of Corporate Services/Treasurer and the Director of Legislative Services/Clerk (who will also act as Secretary).

The Task Force members shall serve without remuneration.

Council shall appoint all Task Force members by By-Law.

Prior to undertaking the duties as a Task Force member, each appointee is required to receive orientation from the Director of Corporate Services/Clerk and sign a confidentiality and Code of Conduct agreement.

7. QUORUM

Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the scheduled meeting time. Town staff must be present at all meetings of the Task Force for the meeting to take place.

8. FREQUENCY AND LOCATION OF MEETINGS

The Task Force will meet on an as-needed basis, to be determined by the Task Force, at a date and time to be determined at the first meeting of the Remuneration Task Force. Meetings will be held in hybrid format, both in person in the Menesetung Room, Town Hall, and via an electronic platform. The Length of meetings shall be no more than one hour and a half.

Any member of the Task Force who misses three consecutive meetings, without being excused by the Task Force, may be removed from the Task Force and Council shall advertise for the vacant position.

All meetings shall be open to the public (in accordance with the Town of Goderich's Procedural By-Law and the Municipal Act). A meeting of the Task Force may only be closed to the public if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The Task Force shall maintain a record of the Closed meeting and provide it to the Town's Director of Legislative Services/Clerk.

9. AGENDAS AND MINUTES

The agenda shall be prepared by the Administrative Assistant to the CAO and Clerk/Planning Coordinator with the assistance of the Director of Legislative Services/Clerk and will post the agenda on the Town's website.

Minutes of all meetings of the Task Force shall be provided to members. The Clerk's office will electronically circulate the meeting minutes to all members of Council in the next Council Agenda package for their information and post the meeting minutes on the Town's website.

10. SELECTION OF THE CHAIR

The Task Force members shall select the Chair at the inaugural meeting.

11. ROLE OF THE CHAIR

The role of the Chair is to:

- a) Communicate via email or meet with the Director of Legislative Services/Clerk to prepare the upcoming agenda.
- b) Preside at the meetings of the Task Force per the Town's Procedural By-Law, and to keep discussion on topic.
- c) Provide leadership to the Task Force to ensure that its activities remain focused on its mandate.
- d) Recognize each member's contribution to the Task Force's work.

In the absence of the Chair, the Task Force will appoint a Chair for that meeting and will Chair the meetings and act for the Chair as necessary.

12. ROLE OF THE SECRETARY

The role of Secretary is to confirm the meeting date and location, shall keep on file minutes and records of all applications and the decisions thereon and of all other official business of the Task Force, prepare the agenda, take the minutes, and provide a copy of the minutes to the Town Clerk's office and all Task Force members.

13. ROLE OF TASK FORCE MEMBERS

The role of a Task Force member is to:

- a) Ensure that the mandate of the Task Force is being fulfilled.
- b) Provide the Chair with agenda items.
- c) Task Force Members must comply with the:
 - Town of Goderich's Code of Conduct.
 - Town of Goderich's Accountability and Transparency Policy.
 - Town of Goderich's Procedural By-Law.
 - Town of Goderich's social media Policy.
 - Other applicable Town by-laws and policies.
 - Municipal Act.
 - Municipal Freedom of Information and Protection of Privacy Act.
 - Municipal Conflict of Interest Act.
- d) Notify the Task Force Secretary within 24 hours of the Task Force meeting if they are unable to attend to ensure that quorum will be available for all meetings.

No individual member, nor the Task Force as a whole, has the authority to make direct representations of the Town to Federal and Provincial Governments or the media.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary. This person will absent him/herself for the duration of the discussion at that meeting or subsequent meeting, as well as any voting (if any) with respect to that matter.

The Task Force does not have any delegated authority; it is to serve as an exploration and research Task Force only. Recommendations requiring implementation, expenditures, reports, or staff actions must first be considered by staff and/or Council. Council may cause the Task Force to review and report on matters pertaining to the Task Force's purpose.

14. INSURANCE

The Town of Goderich's General Liability Policy and Errors and Omissions Liability Policy will extend to the Task Force and its members provided that the Task Force is under the control of, answerable to, or the responsibility of the Town of Goderich and Council. The applicable insurance policies extend to Task Force members while in the performance of his/her duties and to those activities authorized by the Town of Goderich and Council. Members must adhere to the policies and procedures of the Town of Goderich and Council, including these Terms of Reference.

Task Force members are not entitled to any benefits normally provided by the Town of Goderich, including those provided by the Workplace Safety and Insurance Board of Ontario (WSIB) and are responsible for their own medical, disability or health insurance coverage.

15. EXPULSION OF MEMBER

The Task Force may recommend to Council the expulsion of a member or Council may remove a member. The reasons may be, but are not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act, disrupting the work of the Task Force or other legal issues.

16. TERMS OF REFERENCE

Council may, at its discretion, change the Terms of Reference for this Task Force at any time. Any changes to these Terms of Reference by the Task Force shall be recommended to Council via the Director of Legislative Services/Clerk through a report to Council.

The Task Force may be dissolved at any time by a resolution of Council.