

**APPENDIX “A” TO THE REPORT OF THE FINANCE AND CORPORATE SERVICES COMMITTEE  
DATED DECEMBER 14, 2016**

**PROPOSED COUNCIL COMPOSITION REVIEW COMMITTEE TERMS OF REFERENCE**

**1. Mandate**

The mandate of the Council Composition Review Committee is to undertake an examination of Council compensation related to Mayor and Councillor base honoraria only. The Council Compensation Review Committee shall report back to General Committee with a recommendation related to the base honoraria for the position of Mayor and Councillor for the 2018 to 2022 Term of Council, subject to the following parameters:

- a) The Council Compensation Review Committee shall utilize a minimum of 10 communities for comparison purposes, including communities with populations no less than 100,000 and no more than 200,000 as well as a mix of single and lower tier municipalities;
- b) Any average or median shall be calculated after adjusting for the one-third tax free allowance;
- c) That the base rate of compensation associated with the honorarium for the Mayor and members of Council be increased annually by any economic adjustment provided to non-union staff;
- d) That notwithstanding the above, City Council may authorize a lesser increase for the annual economic adjustment applied to the compensation of the Mayor and members of City Council, subsequent to finalization of the non-union economic adjustment; and
- e) Additional honorarium or compensation shall not be paid to members of Council for their appointment to committees, boards and commissions or attendance at such meetings, with the following exceptions:
  - i) The Mayor shall be permitted to accept honoraria or compensation associated with his/her appointment to the Board of Directors of MergeCo; and
  - ii) A member of Council shall be eligible to receive reimbursement from a committee, board, or commission for reasonable expenses or per diems associated with meals, hotel accommodation, parking and/or travel expenses incurred in his/her role on the committee, board or commission.

**2. Composition**

The Council Compensation Review Committee shall be composed of 5 citizen representatives.

All Committee members shall be selected by City Council. If a Committee member is unable to complete the term as set out in Section 3 below, a new Committee member will be selected by City Council.

**3. Term**

The term of the Council Compensation Committee will be January, 2017 to November, 2017.

#### **4. Meetings**

Committee meetings shall generally be scheduled once per month or may be scheduled at the call of the Chair.

All meetings shall be open to the public in accordance with the City of Barrie's Procedural By-law and the Municipal Act. A meeting of the Committee 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 following are some of the matters currently included as subject matters in Section 239 that may be discussed during a closed meeting:

- a) The security of the property of the City;
- b) Personal matters about an identifiable individual, including City employees;
- c) A proposed or pending acquisition or disposal of land by the City;
- d) Labour relations or employee negotiations;
- e) Litigations or potential litigation, including matters before administrative tribunals affecting the City;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which the Committee or Council may hold a closed meeting under another Act.

#### **5. Selection of the Chair and Vice-Chair**

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting.

#### **6. Role of the Chair and Vice-Chair**

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

The Vice-Chair (is applicable) shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

#### **7. Roles and Responsibilities of Members**

Committee Members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach consensus on decisions before the Committee; and
- c) Adhere to these terms of reference, the City of Barrie's Procedural By-law, Purchasing By-law, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

**8. Rules Governing the Proceedings of Committees**

The business of the Council Compensation Committees shall be conducted in accordance with the City of Barrie's Procedural By-law.

**9. Quorum**

In accordance with the City of Barrie's Procedural By-law a quorum shall be a majority of the Committee Members.

If the quorum for a Committee meeting is not present within thirty (30) minutes of the time appointed for the meeting, the Legislative Services staff shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

**10. Voting**

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

A question before the Committee will be put to a vote and each Committee Member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

**11. Resources**

Staff from the Legislative and Court Services Department will act as recording secretary and provide administrative support to the Committee. Staff from the Finance and Human Resources Departments will provide information and support to the Committee.

**12. Application of the Code of Conduct**

The Committee shall, at all times follow the policies and procedures set out in the City of Barrie's Council/Committee Code of Conduct.