

Terms of Reference

City of Peterborough Councillor Compensation Committee

Committee Name

The name of the Committee is the City of Peterborough Councillor Compensation Committee.

Mandate

The mandate of the Councillor Compensation Committee (the “Compensation Committee”) shall be to undertake a review of the Mayor and Council Members’ compensation and to prepare a written report with recommendations to Peterborough City Council.

Term of Appointment

The term for Members of the Compensation Committee shall commence upon their appointment and the Committee shall disband upon submission of their report to City Council.

Composition

The Committee shall be composed of up to seven (7) citizen members, with members having expertise and experience in areas such as municipal government, business, human resources and finance. The citizen members shall be recruited by way of newspaper advertisements, reviewed and recommended by the Citizen Appointment Selection Committee and approved by Council.

Committee Chair

The Chair of the Compensation Committee shall be elected by the membership at the first meeting. Staff will arrange for this to occur.

The Chair shall report to Council with a presentation on the Committee’s findings.

Scope of the Review

1. The Compensation Committee shall:
 - a) Review and make recommendations on the level of compensation for Council members in the City of Peterborough for the current term and a mechanism to determine the compensation for future Council terms;

- b) Review and make any other recommendations related to the issue of Council compensation as they deem appropriate.
2. The Compensation Committee shall undertake the following:
- a) Review Council compensation package in single tier municipalities in Ontario of a similar population, including but not limited to the calculation of compensation, benefits full time/part time status, and work load, ;
 - b) Consult with the current Members of Council and others as they deem appropriate;
 - c) Other investigative or analytical initiatives as may be required;
 - d) Submit their report to Council.
3. The following principles are intended to guide the review process of Councillor compensation:
- a) In adopting a theme emphasized by the Province of Ontario with the enactment of the **Municipal Act, 2001**, Members of Council must be held accountable for the expenditures of all public monies, including the establishment of, or adjustments to, their own compensation;
 - b) The Mayor's position is a fulltime position at the City of Peterborough. A Councillor is a part-time position in the City of Peterborough;
 - c) Members of Council should not incur out-of-pocket expenses to perform the duties of their office;
 - d) An arms length process for the recommendation of Council compensation ensures impartiality and neutrality;
 - e) The process should be transparent and open;
 - f) The process should take into account the desirability of a result that is fiscally reasonable and responsible;
 - g) The recommended compensation should bear some relationship to the average earnings in the community;

- h) The recommended compensation should take into account the desirability of attracting and retaining a diverse and representative pool of qualified candidates;
- i) The recommended compensation should reflect both the demanding nature and responsibilities of the positions;
- j) The recommended compensation should reflect the public expectations of the positions of the Mayor and of City Councillor, as well as the statutory responsibilities and other duties associated with local public office.

Support for the Compensation Committee

Administrative support (including research, meeting coordination and liaising with staff) for the Compensation Committee will be provided by the City Clerk's Office and meetings shall be held at City Hall.

The members of the Compensation Committee shall serve in a volunteer capacity.

Meetings

The Compensation Committee shall conduct its meetings in accordance with the open meeting provisions of the **Municipal Act, 2001**.

The rules and regulations of the City of Peterborough Procedure By-law shall govern all proceedings of the Compensation Committee.