

Appendix B

Terms of Reference

Citizen Review Committee for Council Renumeration

Purpose

The Province of Ontario through the *Municipal Act, 2001* delegates City Council the authority to set its remuneration. Each term of Council, a Citizen Committee for Council Compensation is established to act as an independent body charged with reviewing and bringing forward recommended changes on remuneration, benefits and expenses for members of Council as well as any other additional policies for the offices of Mayor and Council.

Recommendations made by the Committee are applied to the incoming term of Council.

This Terms of Reference will guide the Committee in their role to advise Council on their findings and recommendations for remuneration for performing duties of their office and reimbursement of expenses that they incur in fulfilling their responsibilities for the City of Cambridge.

Mandate

The Citizen Committee will be supported by staff from Human Resources, Finance and Clerk and will provide recommendations to City Council regarding remuneration, benefits and expenses for Members of Council as well as any other additional policies for the offices of Mayor and Council.

The Citizen Committee will complete a review of these areas and research best practices and make recommendations to inform the term of Council being 2022-2026.

Goals and Objectives

The role of the Committee is to review, research, consider and evaluate all aspects of compensation that it believes to be relevant to making recommendations. The Committee is asked to specifically consider the following:

- Review the matter of compensation as it relates to public office by meeting with each current Member of Council
- Review of a draft Mayor and Council expense policy for the roles and commitment required of Mayor and Council; and the City's corporate objective to be fiscally responsible in allocation City resources;
- Review the compensation package supported by market data and comparable municipalities in terms of scope, size and nature of work
- Review the functions and responsibilities of Mayor and Council, the level of community engagement and time commitment required of individuals holding

municipal office, including, but not limited to meetings, events, preparation time, and communication with the public;

- Review the current Acting Mayor structure, the appointment of a Deputy Mayor and provide recommendations based on staff research and legislation related to the role of Acting or Deputy Mayor as well as by meeting with the current Members of Council
- Oversee preparation and presentation of a final report and recommendations to Council for approval

Committee Composition

The Committee will consist of five members of the public appointed by City Council.

- one member of the business community,
- one member of the healthcare community,
- one member of the non-profit sector,
- one member of the educational community,
- one member of the organized labour community,

The Clerk's Office will advertise through the Cambridge Times, City website and invite expressions of interest and provide Council with a report for recommendations of appointment to the Committee.

The Chair of the Committee will be chosen by the members at its first meeting. Members of the Committee will undertake to attend each meeting as required and the Committee will remain in force until Council approves recommendations on these matters, or such time as the Committee is formally disbanded.

In the event a member is unable or unwilling to continue to serve, a replacement will be appointed by the City Clerk from the expressions of interest previously received. The members of the Committee, including the Chair, shall serve in a volunteer capacity only with no remuneration other than for reasonable expenses incurred by attending meetings.

Preference will be given to members of the public who have backgrounds or experience in human resources, finance, compensation methodology or similar fields.

Term

The Committee will be established in the year of the election or earlier and will attempt to make its recommendations in respect of compensation for Council. The Committee will remain in force until City Council approves recommendations on City Council remuneration or such time as the Committee is formally disbanded by City Council.

Reporting

The Committee will report to City Council through the City Clerk who will present a covering report of the recommendations from the Committee. All agenda and minutes of the Committee will be posted on Cambridge.ca.

Meetings

The Committee will meet a minimum of 4 times. Meetings will be called by the Clerk in consultation with the Chair.

Staff Resources

The Chief Financial Officer or designate, the City Clerk, Administrative Assistant to the City Clerk and the Director of Human Resources or designate will act as support for the Committee.