



Council Compensation Review Committee (CCRC)

Terms of Reference

1. Purpose

The Council Compensation Review Committee is an advisory Committee of Council , established to complete a review of the current compensation for elected officials of the Township of Brock.

2. Mandate

With staff support the committee will;

- 2.1 Review the current compensation for elected officials;
- 2.2 Review expenditure allowances and reimbursement policies;
- 2.3 Compare compensation to other municipalities in Durham Region;
- 2.4 Compare compensation to similarly structured municipalities across Ontario;
- 2.5 Consider the duties of Council and legislative compensation requirements and;
- 2.6 Provide a formal recommendation with supporting data to Council on proposed Compensation rates by June 30, 2021.

3. Term

- 3.1 Membership on the CCRC will be for the length of time the Committee takes to complete their work.

4. Composition

- 4.1 Council shall attempt to ensure that the CRCC is comprised of seven (3) voting members, appointed by Council, consisting of
- Three (3) voting members who are residents of the Township of Brock
- 4.2 Depending on the level of interest expressed by individuals, Council may, at its discretion reduce or increase the number of Committee members.
- 4.3 Due to the nature of the Committee, no members of Council will serve on this Committee.

5. Staff Support

- 5.1 Township Staff have two principle functions in regard to the CRCC:
1. Committee Coordinator Role – organizing meetings, preparing agendas and minutes.
 2. Staff Liaison Role - providing content support and policy advice.
- 5.2 The CCRC will receive administrative support from the Clerk’s Department. This will include the recording of minutes, preparation of agenda, support necessary to convene a meeting and other support as may be necessary from time to time.

6. Membership Selection

- 6.1 Upon receipt of applications, Staff shall review all expressions of interest, and consider all candidates’ qualifications.
- 6.2 Staff will provide a report to Council with recommendations for appointments to the CRCC.
- 6.3 The Township of Brock Term Limits – Advisory Boards and Committees Policy shall be taken into consideration when selecting members to CRCC.
- 6.4 All persons appointed to the CRCC shall attended a mandatory Advisory Board and Committee Training prior to their first meeting.
- 6.5 All members appointed to the CRCC shall be required to adhere to the established by-laws, policies, and procedures of the Corporation of the Township of Brock that pertain to the committee.

7. Chair/Vice-Chair

- 7.1 A Chair, whose responsibility will be to chair the meetings in accordance with the Township's procedural by-law, shall be selected by the Committee at the start of the Committee.
- 7.2 A Vice-Chair shall also be selected for the same term as the Chair and shall act as Chair when the Chair is absent or unable to fulfill his/her duties.

8. Meetings of CCRC

- 8.1 The Committee shall hold as many meetings as required to complete its work. A schedule of meetings shall be established by staff and approved by the committee. Meetings shall be scheduled at a frequency established by the Committee that best addresses the workload and objectives of the Committee. In accordance with the requirements of the *Municipal Act*, notice of meetings shall be posted on the municipal website.
- 8.2 A member of the Clerk's Department shall act as recording secretary for the Committee and, in consultation with the Chair, be responsible for preparing the meeting agendas. Should a member of the Clerk's Department be unable to fulfill these duties, the Committee shall appoint an acting secretary.
- 8.3 All meetings of the Committee shall be open to members of the public.

9. Quorum

- 9.1 A quorum shall consist of a simple majority of appointed voting-members.
- 9.2 If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting will be cancelled and/or rescheduled.

10. Annual Work Plan/Budget

- 10.1 Council and the CRCC shall work jointly in developing an annual work plan. The allocation of fiscal resources necessary to implement the work plan shall be at the discretion of Council.
- 10.2 The CRCC shall attend as a delegation before Council to present its accomplishments and report in June of 2021.

11. Conflict of Interest

- 11.1 A conflict of interest may arise for Committee members when their personal business interests conflict with the duties and decisions of the Committee.

Municipal conflict of interest requirements as defined by the *Municipal Conflict of Interest Act* will apply to the Committee.

12. Reimbursement of Expenses

- 12.1 It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.
- 12.2 All Committee members are considered volunteer positions.

13. Attendance Policy

- 13.1 Each member of the CRCC shall assume an active role in the Committee's activities. After three (3) consecutive absences, the Chair or staff member shall follow-up with the absent member to determine the cause of the absences. Members who miss three (3) consecutive meetings without providing reasonable cause and/or who are not fulfilling their respective responsibilities, as determined by the Committee, will be deemed to have forfeited their membership.