



Council Remuneration Task Force Terms of Reference

Purpose

The purpose of the Committee shall be to conduct research, review existing bylaws, policies, and practices of the District of Summerland and comparator municipalities in British Columbia, and provide an independent report with recommendations with respect to Council remuneration, benefits, and expenses for the next term of office.

The Task Force on Council Remuneration is an advisory committee of Council established in accordance with the *District of Summerland Council Procedures Bylaw*, as amended.

Objectives

The report may include, but is not limited to, recommendations with respect to:

- Guiding principles for council remuneration;
- Appropriate remuneration including base salary and per diem amounts;
- Benefits offered;
- Allowances and expenses;
- Options for making periodic adjustments to established remuneration; and
- Standards for remuneration review.

In developing its recommendations, the Committee may review a variety of information included but not limited to: Reimbursement of Expenses Policy 100.1; Council Travel and Attendance at Conferences Policy 100.6; Council Remuneration Policy 100.17; and remuneration and benefits and related policies/bylaws of comparable municipalities.

Membership

- The Committee will be comprised of three (3) members of the public. Previous experience with research, finance or government operations would be advantageous;
- Committee members will initially be sought through a notice in the newspaper, on the District website and the District's Facebook page;
- The CAO will consider public applications in his selection, but will ultimately select membership at his sole discretion to ensure appropriate and balanced representation of the committee;
- If a member resigns or is unable to serve, a replacement may be appointed from the original list of applicants; and
- Current District of Summerland employees will not be considered for Committee.

Meeting Schedule

- The Committee will determine the meeting schedule they require to complete their mandate (a minimum of 2-4 meetings is envisioned);
- At its first meeting, the Committee must establish a schedule of meetings;
- Meetings shall be held in Council Chambers/Committee Room at the Municipal Hall, 13211 Henry Avenue, or may be held electronically in accordance with the *Council Procedure Bylaw*; and
- All Committee meetings shall be open to the public.

Term/Reporting

The Committee is advisory in nature, making recommendations to Council by way of a report.

The Committee will report to Council by June 30, 2022. Upon receipt of its report by Council, the Committee will be disbanded.

Meeting Procedures

The role of the Committee is to review, research, consider and evaluate all aspects of remuneration and benefits that it believes to be relevant to making recommendations. When selecting municipalities in British Columbia as comparators for reviewing remuneration, the Task Force will consider the following factors:

- Population
- Tax revenue
- Revenue collected through fees
- Total revenue
- Total expenses
- Geographic location
- Geographic size

All Committee proceedings shall adhere to *Council Procedure Bylaw*, as amended.

Staff Support

Designated staff liaison and resources (non-voting members) shall include:

- Chief Administrative Officer;
- A member of the Corporate Services Department; and
- A member of the Human Resources Department.

Amending, Modifying or Varying the Terms of Reference

Any request for amendment, modification or variation to these Terms of Reference can be requested via the staff liaison to Council.