



## **City of Richmond Hill**

### **Council Compensation Review Committee 2022 to 2026 Term of Council Terms of Reference**

#### **Name**

This committee shall be known as the Council Compensation Review Committee (the “Committee”).

#### **Purpose**

The purpose of the Committee shall be to review the remuneration and benefits to be paid to the City of Richmond Hill Council Members (the “Council”) for the term of office November 15, 2022 to November 14, 2026.

#### **Mandate**

The mandate of the Committee is to produce an independent report with recommendations for the level of total compensation for the Council for the term of office commencing November 15, 2022.

#### **Delegated Authority**

The Committee does not have any delegated authority except to direct staff to assist with administrative support including the gathering of information and resources materials to assist the Committee with its review.

#### **Committee Composition**

The membership of the Committee will be comprised as follows:

- five (5) citizen members, two (2) of which are business representatives from within the business community

For the purposes of these Terms of Reference, “citizen member” means a member of the Committee other than a member of Council and “business representatives” means owners or operators of businesses operating in the City.

Each Committee meeting will also be attended by the Commissioner of Corporate and Financial Services, the Director of Human Resources and the City Clerk.

Only members of the Committee may vote on any issue.

### **Appointment**

All members of the Committee will be interviewed and appointed by a staff panel consisting of the Commissioner of Corporate and Financial Services, the Director of Human Resources and the City Clerk. No appointments to the Committee will be made by Members of Council.

### **Subcommittees**

The Committee may establish subcommittees, as needed, to consider specific issues and only members of the Committee may be members of any subcommittee.

### **Term of Office**

The Committee shall terminate upon acceptance of the Committee's final report by Council, which report shall be completed on or before March 31, 2022. If a member resigns or is unable to continue to serve, a replacement may be appointed.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, such vacancy may be dealt with by a staff panel consisting of the Commissioner of Corporate and Financial Services, the Director of Human Resources and the City Clerk.

### **Lead Department/Reporting Relationship**

The lead department for the Committee shall be the Corporate and Financial Services Department.

Staff from the Office of the Commissioner of Corporate and Financial Services, Office of the Clerk and Human Resources Office will attend meetings of the Committee to provide support and facilitate the review.

### **Administration of the Committee**

Members of the Committee will serve without remuneration other than reimbursement of expenses approved by the Commissioner of Corporate and Financial Services or his/her designate incurred in the performance of Committee duties

The Committee will elect a Chairperson at its first meeting.

### **Quorum/Meeting Prerequisites**

Quorum shall be a majority of the members of the Committee.

The Commissioner of Corporate and Financial Services or his/her designate must be present at all meetings of the Committee for the meeting to take place.

**Meeting Schedule**

The Committee will meet at least monthly, with the specific dates and times for meetings to be determined by the Committee at its first meeting. Additional meetings may be called by the Chairperson. The Chairperson can cancel any meeting.

Meetings of the Committee shall not conflict with regular meetings of Committee of the Whole and regular meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. In the event a member is unable to attend a meeting, the member must contact and advise the Chairperson in advance. If a member has been absent for three (3) consecutive regularly scheduled meetings and has failed to advise the Chairperson in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

**Staff Resources**

Secretariat assistance to the Committee will be provided by the Office of the Clerk.

The Commissioner of Corporate and Financial Services or his/her designate must be present at all meetings of the Committee.

In the event a matter within the mandate of the Committee arises between meetings, staff will consult with the Chairperson and the matter will be placed on the agenda for the next meeting for ratification.

**Miscellaneous**

These Terms of Reference for the Committee are established by Council and can only be altered by Council.

Date of Adoption by Council: July 13, 2009

Date of Amendment: April 8, 2021