



## **Ad-Hoc Citizen's Committee on Council Remuneration**

### **Terms of Reference**

#### **Background:**

On September 24, 2018, Council approved the establishment of an Ad-Hoc Citizen's Committee to review and provide recommendations on Mayor and Council remuneration, giving consideration to related benefits and pension.

By-law Number 20-98, which establishes remuneration for members of Council for the City of Stratford, was last revised in August 2007.

Stratford City Council is comprised of an elected Mayor and 10 elected Councillors, each of which are elected for a four year term. The Deputy Mayor position is appointed by Council at the Inaugural Council Meeting. The current population of Stratford is estimated at 31,465 residents.

#### **MANDATE:**

The Committee's mandate is to review and provide recommendations on Mayor and Council remuneration, giving consideration to related benefits and pension.

#### **SCHEDULE:**

It is anticipated that meetings would commence in early 2019.

#### **COMPOSITION:**

<b>Representative / Organization</b>	<b>Member(s)</b>
▪ Citizens	5
<b>TOTAL VOTING MEMBERS</b>	<b>5</b>

The members shall be appointed by City Council and in accordance with the "Policy on Council Appointed Advisory Committees" and any other policies or practices of the City of Stratford, with preference given to applicants with experience in Human Resources and those specialized in compensation. Staff representatives shall be non-voting members.

#### **STAFF RESOURCES:**

- As appointed by CAO
- Recording Secretary

## **QUORUM:**

Quorum for the conduct of business at Ad-Hoc Committee meetings shall be as determined by the 'Policy on Council Appointed Advisory Committees'. Non-voting positions on the Committee shall not be counted when determining quorum.

Quorum is the number of people required to be present at a meeting to validate the transaction of the Ad-Hoc Committee's business. Quorum is a majority of the whole number of members of the Committee (more than 50%) and is required whenever a vote, recommendation or other decision is taken by the committee. Official business of the Ad-Hoc Committee cannot be conducted when there is a lack of quorum.

## **MEETINGS:**

The Ad-Hoc Committee will hold regular meetings or as deemed necessary at the call of the Chair or Vice-Chair in the absence of the Chair. Meetings shall be open to the Public, except that a meeting or part of a meeting may be closed to the public (In-camera Session) if the subject matter being considered is prescribed under law as a matter that may be discussed at a closed meeting.

An Ad-Hoc Committee meeting may only be closed to the public to discuss one or more of the following items:

- *Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));*
- *Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f));*

The Ad-Hoc Committee will liaise and report to Council through the Finance and Labour Relations Sub-committee of Council and by forwarding the minutes and relevant documents to the City Clerk for distribution to Council.

## **ELECTION OF OFFICERS**

At the first meeting of the Ad-Hoc Committee, the members shall elect from among their voting members, a Chair and Vice-Chair and such other officers as deemed appropriate by the Ad-Hoc Committee.

## **REMUNERATION**

Ad-Hoc Committee members shall serve without remuneration.

## **ROLE OF AD-HOC COMMITTEE MEMBERS**

### Chair

- is the official spokesperson for the Ad-Hoc Committee and speaks on behalf of the Ad-Hoc Committee to the media, as necessary;
- understands the objectives of the meeting;
- ensures that the agenda is prepared and circulated prior to the meeting;
- is knowledgeable about parliamentary procedures;

- starts the meeting on time;
- introduces and welcomes all newcomers and guests;
- makes a clear statement of the issues to be discussed;
- assigns the floor to whomever wishes to speak in an appropriate manner;
- ensures that each side of an issue is fully and fairly stated;
- sees that no one dominates the discussion;
- interrupts a Committee member who is speaking out of order or inappropriately;
- makes frequent verbal summaries of the conclusions reached;
- restates all motions, amendments and the outcome of the voting;
- names the movers and seconders of motions
- conducts the meeting in accordance with Procedural By-law 216-2002.

#### Vice-Chair

- in the absence of the Chair, assumes the role of the Chair;
- at the request of the Chair, provides assistance in the conduct of the meeting;

#### Ad-Hoc Committee Members

- arrive on time;
- are prepared by reading the agenda and supporting documents beforehand and bringing them to the meeting;
- read the minutes of the previous meeting to ensure that they reflect the general discussion and the motions made;
- focus on the meeting;
- listen to all ideas;
- address all remarks through the Chair;
- ask questions if a statement is unclear;
- participate fully in discussions but not to dominate the discussion or allow others to dominate;
- look for the positive aspect of another's ideas;
- avoid personal comments and comments that are not related to the business of the committee;
- have all handouts photocopied before the meeting;
- advise the Chair in advance of the meeting if bringing up a new or controversial topic;
- inform the Chair in advance if leaving the meeting early;
- inform the Recording Secretary in advance if unable to attend the committee meeting;

#### Resource Staff

- at the direction of the Chair, prepare reports for consideration by the Ad-Hoc Committee that relate to the business of the Ad-Hoc Committee;
- respond to specific questions at the meetings;
- participate in the discussion at the Ad-Hoc Committee meeting, but not the voting;
- are not entitled to vote on motions or recommendations made at the meeting;

- where the preparation of a report or the undertaking of research will require a considerable amount of time, the approval of the CAO or the Director of the appropriate department is required before the work proceeds;
- updates the CAO and Directors on issues before the Ad-Hoc Committee, as deemed appropriate.