Citizen Committee to review
Council’s Compensation, Expense Limits and Staffing Requirements
Terms of Reference

Mandate

To complete the necessary research and make recommendations to the Committee of the Whole Committee by November 2017 on the following matters impacting future City of Burlington councils:

- The compensation plan for council members;
- The expenditures budget for council members to meet their Council duties and responsibilities considering City, Region, local board and committee work;
- The annual administrative and technical support that should be provided to council members through the Councillors Office and Mayors Office;
- Any other matter arising during the review determined to be relevant to the tasks of the committee or an important consideration by the Committee (workload distribution, severance, etc.).

Reports to: Committee of the Whole

Established by: Clerks Report CL-04-17

Term of Assignment: The committee will complete their work with a report of their recommendations to be presented to Committee of the Whole by the end of November 2017.

Meeting Schedule: The meeting schedule for the committee will be developed with the committee members and staff at the first meeting. Monthly or bi-weekly meetings will be needed to complete the work within the time requirement.

Membership Composition

The committee membership will include seven members to match the size of Burlington’s council, with balanced representation from:

- City of Burlington’s bank
- a local board
- a citizen advisory committee member
- the Chamber of Commerce
- community social services organization e.g. Community Development Halton
- Two Burlington residents;

Selection:
• City Clerk or designate will approach all members of the previous citizens committee about their interest in being part of the proce and request representation from the appropriate organizations.
• Members of council are welcome to provide the City Clerk with names of individuals they feel are appropriate to the needs of the committee by March 1, 2017. The City Clerk will contact each person and update council on the committee membership once it is finalized.
• Due to the type of representation on this committee, it is not staff’s intention to recruit committee members through advertisement in any form.

Chair / Vice Chair: The Chair and Vice Chair are elected by the membership at the first meeting.

Quorum: Quorum is not required for this committee’s meetings.

Staff support

• City Manager or designate will participate in committee meetings as a non-voting member.
• City Clerk or designate guidance to the committee as a non-voting member.
• The Manager of Committee and Election Services will provide administrative support as a non-voting member.
• The Director of Human Resources or designate will provide support and guidance to the committee as a non-voting member,
• The Director of Finance or designate will be invited to specific meetings when requested by the committee.

Budget:

• All meeting expenses for the committee will be covered by the Clerks department committees cost centre.
• If a consultant is required for the compensation review, it will be funded by a Human Resources cost centre.
• All revenues and expenditures must be authorized through the City Clerk and processed in keeping with corporate policies.