



SUBJECT: Citizen Review Committee on council compensation, expense limits and resources

TO: Committee of the Whole

FROM: Clerks Department

Report Number: CL-17-17

Wards Affected: All

File Numbers: 130-01

Date to Committee: October 30, 2017

Date to Council: November 13, 2017

Recommendation:

Approve the recommendations from the Citizen Review Committee on council compensation, expense limits and resources attached as Appendix 'A' and;

Approve the Use of Corporate Resources Policy attached as Appendix 'B'.

Purpose:

An Engaging City

- Good Governance

Background and Discussion:

In February, Council approved the terms of reference and appointment for the Citizen Review Committee on Council compensation, expense limits and resources. The mandate of the citizen committee is to complete the necessary research and make recommendations to inform members of council about the options available to them on the following matters:

- The compensation plan for council members
- The expenditure budget for council members to meet their Council duties and responsibilities

- 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

The Committee was appointed and began meeting in May. They have met 5 times to discuss issues and prepare their report. They also met with Members of Council and the City Manager individually. The following individuals were appointed to the Committee:

John Chisholm (Co-Chair)

Ruta Stauskas (Co-Chair)

Brian Wrixon

Colleen Mulholland

Diana Tuszynski

Sharon Portelli

The committee was supported by the Clerk's office and the Director of Human Resources. The recommendations and report of the Committee is attached as Appendix A.

Use of Corporate Resources during an Election policy

As you are aware the Municipal Elections Act was recently amended. As part of those amendments, municipal council's are now required to approve a Use of Corporate Resources during an Election policy prior to every election. The policy currently used at the City of Burlington was approved in 2005 so it was in need of an update. Given the formation of this citizen committee and the expertise in the membership of this committee, staff felt that it would be appropriate to seek their advice and guidance on the update of this policy. The committee reviewed the original policy and suggested a number of updates including a change from the July 1st date in the original policy to May 1st which is the first day candidates can register. There are a number of items which provide further clarity to the description of corporate resources for example, the use of the corporate brand, photos and facilities. It is also recommended that the \$5,000 allocated to each ward councillor for ward events be administered by the Parks and Recreation department in an election year only. Staff also gathered policies from other municipalities to assist in the updating process. The revised policy is attached as Appendix B and has been recommended for approval by the committee.

Financial Matters:

The recommendations with a financial impact include the increase in expense budgets of \$1000 per member of council. This can be accommodated within the operating budget for 2019. The recommendation to change the Mayor's Assistant to a Councillor's Assistant would result in approximately \$27,000 annually in additional salary based on the change in salary grade from a Level 6 to a Level 9. Finally, is a recommendation to change the formula for calculation of the annual salary increase for members of Council.

Conclusion:

The Committee has spent a considerable amount of time reviewing all of the background information provided to them and analyzing information from comparator municipalities. The recommendations presented by the committee are intended to support good governance and fiscal accountability.

Respectfully submitted,

Angela Morgan

City Clerk

905-335-7600 ext 7702

Appendices:

- A. Report from Council Compensation Review Committee.
- B. Use of Corporate Resources Policy.

Report Approval:

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.

City of Burlington
Citizen Review Committee of Council Compensation,
Expense Limits and Staffing Requirements

Mandate

A citizen committee was established with a 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:

- **Primary** - 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;
- **Secondary** - The annual administrative and technical support that should be provided to council members through the Councillors' Office and Mayor's Office;
- **Other** - 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.).

Committee Recommendations

Based on its research and discussions, the committee has formulated the following recommendations:

Primary Recommendations

- **Cost of Living** – It is essential that high calibre individuals continue to be attracted to the role of council and that their compensation reflects the valued nature of the position. The committee feels that the current formula being used to determine salary increases for members of council is not truly reflective of actual increases in inflation and cost of living and is therefore contributing to a lowering of the city's competitive position in the marketplace and its ability to attract the right talent to the role. The committee's recommendation is that any salary increase for Mayor and Council be based on the consumer price index similar to the method used by the Region of Halton. This will be an automatic adjustment applied in January each year.

Recommendation: Replace the current formula used to determine the annual salary increase for members of Council with the average of the annual Consumer Price Index for Toronto and Ontario and apply this adjustment to salaries for Members of Council on an annual basis in January.

- **Expense Budget** – The committee is cognizant of the fact that the cost of goods and services as well as the general cost of doing business continues to rise. In view of the fact that the current expense budget levels were struck in 2010 and will remain in place until 2022, it is the committee's recommendation to increase Councillor's and Mayor's expense budgets by \$1,000 for the next term of office.

Recommendation: Increase the annual expense budget for Mayor and Council by \$1,000 for the 2018-2022 term of council.

Secondary recommendations

- **Role of Deputy Mayor** – The committee recognizes that the roles and responsibilities assigned to the Mayor and members of Council are many and varied, and that the current size of Council means that the city’s elected officials are extremely busy. The committee feels that the role of Deputy Mayor which is currently assigned to a member of Council on a rotational basis is one that could be explored and enhanced as a way of spreading out the work of Council to ease the burden on all. It recommends that early in the next term of Council, the Mayor work with the City Clerk to clearly outline the roles and responsibilities expected of the Deputy Mayor to ensure common understanding and transparency for the Councillors and constituents.

Recommendation: Direct the City Clerk to work with the Mayor to outline roles and responsibilities of the Deputy Mayor for the 2018-2022 term of Council.

- **Customer Relationship Management (CRM) System** – The implementation of a CRM system was raised by the last Council Compensation Review Committee as a way of improving the workflow and alleviating the workload of Council staff to allow them more time for other essential tasks. While progress is being made by the city in moving forward with the introduction of a CRM system, the current committee again raises the issue and recommends that the city pursue the matter strenuously and moves towards the implementation of a CRM system at the earliest possible date.

Recommendation: Move toward the implementation of a Customer Relationship Management System at the earliest possible date.

- **Mayor’s Office Staff** – The committee recognizes the challenges associated with attracting and retaining competent staff for the Mayor’s office, given the contract nature of the positions within that office. While an incoming Mayor may wish to appoint his/her own people to key senior roles within the office, the committee feels that there could be definite advantages to making the Administrative Assistant role in the office a full-time city employee position. Those advantages include providing an enhanced level of continuity for a newly elected Mayor, improving the working relationship between the Administrative Assistant in the Mayor’s office and the Councillors’ Assistants, as well as standardizing the level of service provided to the public. It is therefore the committee’s recommendation that the Administrative Assistant’s position in the Mayor’s office be changed to an additional full-time Councillor’s Assistant role and that the individual work for the Mayor and report to the Manager of Council and Committee Services. It is our further recommendation that the role be standardized with other administrative positions in the city and that the success of this recommendation be reviewed at the end of the term.

Recommendation: Replace the current Administrative Assistant to the Mayor position with an additional Councillor’s Assistant position reporting to the Manager of Council and Committee Services and assigned to the Mayor’s office.

Other Recommendations

- **Code of Conduct** – The committee feels that good governance and transparency are essential ingredients for creating a healthy, successful and vibrant city and that a Code of Conduct is one way of ensuring that outcome. While the committee has no issues or concerns with Council’s governance at this time, it does note that the development and implementation of a Code of Conduct was a topic noted in the last committee review and that Council has yet to complete such a code. It is this committee’s expectation that Council will meet or exceed timelines set out by the Municipal Act to complete the Code of Conduct and its recommendation is that Council move in an expeditious manner to indeed do so.

Recommendation: Approve a Code of Conduct for Council as soon as possible.

- **Use of Resources During an Election Year** – The committee was asked to review an updated use of corporate resources during an election year policy. It had been a number of years since this policy was updated and recent changes to legislation require approval of the policy prior to each election. There were a number of changes suggested to ensure that it provides clarity to staff and current members of council regarding activity during the election year. The committee is recommending that the \$5000 per year allocation for each ward Councillor be administered through the Community Development Fund in an election year. Adjustments were also made to reflect recent amendments to the Municipal Elections Act.

Recommendation: Approve the revised Use of Corporate Resources during an Election Year policy.

Corporate Policy

Council, Boards, Committees

Use of Corporate Resources during an Election

Approved by Council on:

Report Number: CL-17-17

Effective: January 1, 2018

Reviewed on: October 30, 2017

Next Review: October 2021

This policy provides guidance for the appropriate use of corporate resources and/or funding during a municipal election period.

Policy Statement:

The purpose of this policy is to clarify that all election candidates, including members of City Council are required to follow the provisions of the Municipal Elections Act, 1996 and that during *a campaign period*:

- 1) No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the City for any election campaign or campaign related activities, this includes City registered trademarks or City branding such as the logo or crest.
- 2) No candidate shall undertake campaign related activities on city property.
- 3) No candidate shall use the services of persons during hours in which those persons receive any compensation from the city *for election related purposes*.

Scope:

This policy applies to all candidates in a municipal election.

Objectives:

Corporate Policy

The objective of this policy is to ensure that all candidates in a municipal election have equal access to resources during their election campaign.

Principles:

- Corporate resources, assets and funding shall not be used for any election-related purposes, this includes use of City registered trademarks or City branding such as the logo or crest.
- Staff shall not canvass or actively work in support of a municipal candidate or party during normal working hours unless they are on a leave of absence without pay, flex time or vacation.
- Candidates shall not use any municipally provided facilities for any election-related purposes. Neither campaign related signs nor any other election related material will be displayed in any municipally-provided facilities.
- The municipality's voice mail systems shall not be used to record election related messages or the computer network (including the City's e-mail system) to distribute election related correspondence.
- The municipality's logo, crest, coat of arms, slogan etc. shall not be printed or distributed on any election materials or included on any election campaign related website, except in the case of a link to the City's website to obtain information about the municipal election.
- Photographs produced for and owned by the City of Burlington shall not be used for any election purposes.
- Distribution lists or contact lists developed utilizing corporate resources or through contact in a Member of Council's role shall not be utilized for election purposes.
- Photos/images of external city facilities are permitted. Photos/images of internal city facilities are not permitted.
- Corporate facilities/properties *can only be* used for any election related purpose ***if there is a*** rental fee established corporately and the rental is available to all candidates and third parties. No facility/property shall be rented or used for any municipal election related purpose during any day that voting is taking place on the property including set-up, hosting or take-down activities.

Corporate Policy

- The budgets for Members of Council for the period of January 1 to election day in a municipal election year will be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to election day:
 - i. New members of council be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and
 - ii. Re-elected members of council have available to them the balance of funds remaining as of Election Day.

From May 1 of a municipal election year until Election Day inclusive:

- Staff are expected to take extra care to ensure that they behave in a manner that residents, members of the existing City Council and potential candidates for election see as impartial, fair and unbiased.
- Staff are to consult with their Manager prior to agreeing to attend a ward meeting or similar function within any ward or combination of wards.
- Links to all social media, blogs and external websites will be removed from Council member pages.
- City Talk issues will not include information or messages from any member of council nor photographs of any member of council.
- Council communications expenditures will not be approved. Advertising of ward meetings and drop in sessions will be at the council member's/candidate's cost, not advertised in the City's update column within the Burlington Post. Printing and distribution of newsletters for members of council will be discontinued, unless approved by Council. Photographs of members of Burlington City Council will not appear in advertising placed by or paid for by the City of Burlington.
Communication expenditures will be permitted with the approval of the City Clerk in the case of emergency situations, as part of a pre-approved communications plan or an urgent neighbourhood issue that requires a timely response.
- Council's biographies, speeches by members of council, ward meetings, links and 'news from your ward councillor' will be removed from the Mayor and Council web pages of the city's web site, leaving only the name and photo of the elected representative, their contact information including staff support, their ward map, and a list of their current representation on local boards and citizen committees.

Corporate Policy

- If staff are hosting a public meeting of any kind, all municipal council members and candidates (who have submitted nomination forms for that municipal election) present at the meeting will be introduced. All candidates must advise the organizer/host of the event of their presence in order to ensure they are recognized.
- Assistants to Councillors will not attend ward advisory or ward open house meetings.
- Expenditures for gifts and donations from council members will be limited to those boards, projects and committees that the council member was appointed to by council.
- Ordering of office furniture and furnishings, except those of an emergency nature, will be discontinued for the Councillors Office and Mayor's Office.

Community Event Funding in Councillor's Budget

- ***Each year five thousand dollars is allocated per ward for support of community events, during an election year this funding will be administered by the Manager of Community Development in the Parks & Recreation Department. In non-election years, the funds will once again be administered by the Ward Councillors. In both election and non-election years the expenses will be reported on annually as part of the council expense reporting.***

Work of a Political Nature

To avoid any perceived conflict of interest, staff are discouraged from assisting with municipal election campaigns in Burlington, including posting election signs on their property, phone and e-mail solicitation, distribution of brochures and wearing candidate buttons.

Public Information

Election information will be available through the local media and on the City's web site at www.burlington.ca. The names of candidates will be posted as soon as possible following receipt in the Clerks office of the required fees and paperwork.

Corporate Policy

Special Events

Staff will continue to invite all members of Council to the City's special events throughout an election year. The City Clerk will ensure that the dates, locations and times of major public special events known to the City Clerk are also communicated to all candidates.

References:

Municipal Elections Act, 1996

Roles:

Accountable:

City Clerk

Responsible:

City Clerk