

Council Remuneration Review Working Group Terms of Reference

Purpose

To establish a Council Remuneration Review Working Group (the “Group”) to review the remuneration, total rewards and support, including salary, group benefits, OMERS, staff support and financial/budgetary support (“remuneration and support”) provided to City of Burlington Council Members (the “Council”) for the term of office November 2026 - November 2030.

Mandate

To conduct research, review existing policies and practices, undertake research to compare similar sized municipalities and local area municipalities, and provide a report to Council with recommendations regarding Council remuneration and support, including salary, group benefits, OMERS, staff support and financial/budgetary support for the term of office commencing November 2026.

Delegated Authority

The Group does not have any delegated authority except to request staff assistance with gathering of information and resource materials and administrative and meeting support to assist the Group with its review.

Working Group Composition

The Council Remuneration Review Working Group will consist of seven members of the public. Appointments will be made outside of the public appointment policy with the list of selected members reviewed by the Chief Administrative Officer. Preference will be given to members of the public who have backgrounds or experience in compensation practices, finance or similar fields.

The chair of the Committee will be chosen by the members at the Group’s first meeting.

Term of Assignment

The Committee will be established by Jun. 2025 and will aim to make its recommendations regarding council remuneration, total rewards and support by Dec. 2025.

The Committee will remain active until Council considers the recommendations in its final report or such time as the Committee is formally disbanded by Council.

If a member resigns or is unable to continue to serve, a replacement may be appointed, at the discretion of the Chief Administrative Officer.

Meetings

The meeting frequency and meeting duration will be determined with the Group members and support staff at the first meeting, or at the discretion of the Chair. Monthly meetings are anticipated to complete the work within the time requirement.

Members are expected to attend all regularly scheduled meetings. In the event a member is unable to attend a meeting, they must advise the Chair in advance.

In accordance with the Code of Conduct for Local Boards and Committees, members of the Group will always conduct themselves with decorum and maintain proper control over meetings demonstrating respect for everyone who is involved in the meeting including each other, the public, and staff.

Quorum is not required.

Selection of Members

The City Clerk or designate will coordinate the recruitment and selection process for the Group's citizen members.

Budget

The members of the Group, including the chair, are volunteers with no remuneration other than for reasonable expenses incurred by attending meetings.

Meeting expenses for the Group will be managed within the Legislative Services budget.

If a consultant is required for the compensation review, it will be funded by the Human Resources budget.

All expenses must be authorized by the City Clerk and processed in accordance with corporate policies.

Staff Resources

The Group will be supported by Human Resources with additional support from Finance as required and meeting support from Legislative Services. Other city staff may be called upon as required to provide support and facilitate the Group's research and review activities.

Reporting

The Group will provide their final report to Council through Human Resources staff who will present a covering report of the recommendations from the Group.