

Terms of Reference

Council Remuneration and Support Advisory Committee (CRSAC)

1. Name of Committee

- Council Remuneration and Support Advisory Committee (CRSAC)

2. Purpose and Mandate

The Council Remuneration and Support Advisory Committee (CRSAC) shall be struck in the third year of the term of Council to consider changes to the remuneration for Regional Council.

The mandate of the CRSAC is to undertake a review of the compensation and support provided to Regional Councillors including the following:

- a) Base compensation for the Regional Chair, Regional Councillors, and Standing Committee Chairs;
- b) Councillor benefits including extended health and dental coverage;
- c) Remuneration associated with all boards and committees of Council;
- d) The level of staff support provided to Councillors;
- e) Council expense related policies; and
- f) other compensation-related policies.

The scope of this work will include a review of the compensation and benefits programs of comparable municipalities and to:

- research best practices; and
- prepare a report with recommendations to the Council.

The review will include looking at the following issues:

- Analysis of Council remuneration in the context of current responsibilities and scope and scale of role.
- Determination of any significant changes or increases in the respective roles of Regional Councillors and/or the Regional Chair since the last review.
- Analysis of Waterloo Regional Council remuneration with municipal comparators.
- Determination of the need to explore options regarding the annual compensation adjustment mechanism. The formula is as follows:
 - Continue to adjust base compensation rates of the Regional Chair, Regional Councillors, and Standing Committee Chairs, effective January 1 each year in accordance **with the lesser of:**
 - The average annual change in the All-Items Consumer Price Index (CPI) for Ontario for the previous year; or

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- The increase approved for non-union Regional staff; or
- 3%.

3. Reporting

Recommendations made by the CRSAC will be presented to Regional Council through the Administration and Finance Committee. Regional Council will consider the CRSAC's recommendations before passing a by-law to establish the rate of remuneration for the next Regional Council.

4. Committee Membership

- The CRSAC shall consist of five to eight members of the public appointed by Regional Council. Preference will be given to members of the public who have backgrounds or experience in human resources, finance, compensation methodology or similar fields.
- Membership should reflect the diversity of the Region to encourage broad community participation and ensure that all residents have an equitable opportunity for democratic engagement. Membership shall, as much as possible, reflect the Region of Waterloo's diversity and demographics, for example in areas such as age, gender, language, geographic representation, race/ethnicity, religion, and abilities.
- Membership for the Committee will be advertised in the local newspapers, on the Region's website, and on social media channels.
- If a Committee member is unable or unwilling to complete the term, a new Committee member will be selected by the Regional Clerk from the applications received.

5. Terms of Office

The CRSAC shall be struck at the beginning of the third year of the term of Council and shall present its final report to Council prior to March 31st in an election year.

6. Meetings

Committee meetings shall generally be scheduled once per month or may be scheduled at the discretion of the Chair.

The Chair of the Committee will be chosen by the members at its first meeting.

Members of the Committee will undertake to attend each meeting as required and the Committee will remain in force until Council approves recommendations on these matters, or such time as the Committee is formally disbanded.

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The members of the Committee, including the Chair, shall serve in a volunteer capacity only, with no remuneration other than for reasonable expenses incurred by attending meetings.

7. Meeting Support

Staff from the Council and Administrative Services Division will act as the committee clerk and will provide administrative support to the Committee. Staff from the Finance and Human Resources Departments will liaise with the Committee and provide knowledge and technical support as requested by the Committee.

8. Delegations

The CRSAC may invite experts to address the Committee and participate in discussions on subjects before the Committee. Delegations from members of the public will not be heard by the Committee and will be directed by the Clerk to the appropriate Regional Council meeting.

9. Closed Meetings of Committees

All CRSAC meetings shall be open to the public in accordance with the Region's Procedural By-law and the *Municipal Act*.

A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the *Municipal Act*. For greater clarity the subject of Councillor remuneration, on its own, shall not be considered as personal matters about an identifiable individual.

10. Committee Procedures

In accordance with the Procedural By-law a quorum shall be a majority of the Committee Members.

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Committee Clerk shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

A question before the Committee will be put to a vote and each Committee Member will be entitled to one vote. A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

11. Remuneration

Members will be reimbursed if a submission is made for mileage and incidentals (parking, long distance telephone, bus fare, meals and snacks) as required.

12. Code of Conduct

All members shall adhere to the Code of Conduct for Citizen Appointments to Local Boards, Foundations and Advisory Committees. All members shall review and sign off on the code. Signature forms are to be returned to the Clerk.

13. Conflict of Interest

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interests could be in conflict with the interests of the Region is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.

If a pecuniary interest arises the member is required to declare the conflict including the reason for declaration.