

Governance Working Group

Report

Special 12th Meeting of the Governance Working Group
August 15, 2024

PRESENT: Councillors S. Lewis (Chair), H. McAlister, P. Cuddy, J. Pribil, S. Trosow, C. Rahman, S. Franke, D. Ferreira

ABSENT: S. Stevenson, A. Hopkins, S. Hillier

ALSO PRESENT: S. Datars Bere, E. Skalski

Remote Attendance: A. Bush, E. Hunt, C. McCreery

The meeting is called to order at 9:33 AM; it being noted that Councillors P. Cuddy and C. Rahman were in remote attendance.

1. Call to Order

1.1 Disclosures of Pecuniary Interest

That it be NOTED that no pecuniary interests were disclosed.

2. Consent Items

2.1 Councillor Role Descriptions - City Manager Review

Moved by: S. Franke

Seconded by: D. Ferreira

That the Councillor Role Description, as amended and attached, BE APPROVED.

Motion Passed

3. Items for Discussion

3.1 Council Resourcing Review Task Force - Draft Terms of Reference

That, on the recommendation of the City Clerk, the following actions be taken with respect to the Council Resourcing Review Task Force – Draft Terms of Reference:

a) the Draft Terms of Reference for a Council Resourcing Review Task Force, as amended and attached to the staff report dated August 15, 2024 BE APPROVED;

b) the Civic Administration BE DIRECTED to bring forward a by-law to a future meeting of Council to create a Council Resourcing Review Task Force;

c) upon creation of the Task Force, the Civic Administration BE DIRECTED to take the necessary actions to advertise for the Council Resourcing Review Task Force applications; and

d) the City Clerk BE DIRECTED to select the membership of the Council Resourcing Review Task Force and bring forward the successful names to a future meeting of City Council for ratification.

ADDITIONAL VOTES:

Moved by: S. Franke
Seconded by: D. Ferreira

That the Appointment Process of the Draft Terms of Reference for the Council Resourcing Review Task Force BE AMENDED to direct the City Clerk to select the members of the Council Resourcing Review Task Force and bring the names forward to City Council for ratification.

Motion Passed

Moved by: S. Franke
Seconded by: S. Trosow

That section 1.8 of the Draft Terms of Reference for the Council Resourcing Review Task Force BE AMENDED to provide for a stipend of \$100.00 per meeting to Task Force members.

Motion Passed

Moved by: S. Lewis
Seconded by: J. Pribil

That section 1.7 e) of the Draft Terms of Reference for the Council Resourcing Review Task Force BE AMENDED to read as follows:

e) the task force will consider equity issues and apply an equity lens with a view to how Councillors are supported in elected office.

Motion Failed

Moved by: S. Lewis
Seconded by: P. Cuddy

That section 1.7 e) of the Draft Terms of Reference for the Council Resourcing Review Task Force BE AMENDED to read as follows:

e) the task force will **consider** equity issues and apply an equity lens with a view to expanding the pool of candidates wishing to run for office.

Motion Passed

Moved by: P. Cuddy
Seconded by: S. Franke

That the motion, as amended, BE APPROVED.

Motion Passed

4. Deferred Matters/Additional Business

None.

5. Adjournment

Moved by: S. Franke
Seconded by: H. McAlister

That the meeting BE ADJOURNED.

Motion Passed

The meeting adjourned at 10:22 AM.

As Amended, June 24, 2024

Role Description

A councillor has three main roles to play in the municipality over the four year term of office: a representative accountable to the public, a policy-maker supporting the municipality, and a good steward of all city resources.

Decisions should be made for the long-term health and welfare of the community, with consideration given to the City's strategic plan and budget.

Areas of Responsibility

Representation of Ward Interests, Citizens, and City-wide Issues

- Engage with ward residents and civic administration to gain familiarity with local projects, issues, and concerns.
- Keep up-to-date with ward issues, needs and concerns, and communicate Council decisions concerning services/programs/issues to ward residents. Liaise between constituents and civic administration in order to provide assistance, direction and information to ward residents on access or use of City services and other community services as appropriate.
- Direct citizens to their appropriate MP, MPP, or school Trustee, for federal, provincial, or school related issues.
- Obtain the assistance of City services in resolving and addressing issues or concerns raised by ward residents.
- Communicate and follow up with residents as appropriate.

Develop and Support City Policy and Service Delivery

- Host/attend public consultation meetings to explain and obtain feedback on service proposals and directions affecting City of London citizens.
- Direct broad planning and service provision for the current and future needs of the City of London by developing the Strategic Plan.
- Engage in City budget deliberations which determine service fees and tax levels as well as service/program delivery.
- Develop positions and motions to influence the direction of policy/programs/services; refine proposals and present and justify these at Committees of Council and Council meetings.

Representation on Committees of Council/Boards

- Serve on Standing Committees of Council (Civic Works, Community & Protective Services, Corporate Services, Planning and Environment, and Audit), with an expectation that a councillor is ready, willing and able to serve on each of these committees during their term.
- Serve on the Strategic Priorities and Policy Committee (committee of the whole) and attend both committee & Council meetings.
- Serve as a Council representative on the City's external Agencies, Boards, and Commissions and be available to assume a fair proportion of the workload with

Council colleagues, noting these take place on a variety of times and days at a variety of locations.

- Allocate time to read & review meeting agendas for Council, committees, agencies, boards, and commissions, on a wide range of local programs and issues.
- Review, evaluate staff proposals, studies and recommendations concerning City services/programs with regard to both citizen and financial impacts.

Other Duties

- Be aware of and adhere to Council's Code of Conduct and the City of London's Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination).
- Respond to and accurately represent issues before council with media.
- Have or develop an understanding of the Council Procedure By-law, including Rules of Order for standing committees and council meetings
- Maintain confidentiality as directed by the City Clerk or City Solicitor on matters of a confidential nature before council.
- Participate in all Council orientation sessions, corporate training, and other ongoing training where required with the City, its Agencies, Boards, and Commissions, local indigenous communities, and diverse community groups.
- In the event of an emergency, assist in communicating clear, consistent messaging developed by the Mayor & Emergency Operations Centre leads.
- Participate in intergovernmental relations and advocacy.
- Represent the City at community events as required.

Compensation:

Current Annual Stipend: Effective Jan 1, 2024 is \$65,137 which is based on the median full-time income for Londoners as identified in the most recent Census, adjusted annually by the average annual variation in median full-time employment income for Londoners determined from published Census data.

Spending account of \$13,500 annually towards work related expenses including transportation allowance etc.

Benefit eligibility and coverage options for Elected Officials is provided in accordance with the terms of the Policy of Insurance

Additional Details:

4 year term

Mix of remote and in-person working environments

An expectation to be widely and flexibly available

Opportunity to attend provincial and national conferences

This document should be reviewed each Council term for accuracy to current conditions.

DRAFT TERMS OF REFERENCE

2025 COUNCIL RESOURCING REVIEW TASK FORCE

1.1 Term

The Council Resourcing Review Task Force shall commence its work as soon as possible and be disbanded upon receipt of its Final Report by the Strategic Priorities and Policy Committee, by no later than October, 2025.

1.2 Meetings

The first meeting shall be called by the City Clerk. Subsequent meetings shall be at the call of the Chair, in consultation with the City Clerk.

1.3 Composition

Voting Members: Five (5) members to be chosen by the City Clerk and subject to ratification by Municipal Council.

The Chair and Vice-Chair are elected by the Task Force from among its Members, at its first meeting.

1.4 Appointment Process

All applicants will be required to submit a summary of their qualifications and experience for consideration of the City Clerk. Any vacancies which arise during the term of the Task Force shall follow the same procedure as the initial appointment of members.

Members of the Task Force will be selected by the City Clerk, subject to ratification by Municipal Council, and be reflective of the relevant principles of the Strategic Plan. Candidates will be reviewed through an equity lens. Within these parameters, the City Clerk will have full discretion over the selection process, subject to ratification by Municipal Council, including the determination and assessment of qualifications.

Representation shall be sought based on the following:

- a) proven analytical and decision-making skills;
- b) experience working on a committee, administrative tribunal, task force or similar;
- c) availability and willingness to attend meetings;
- d) oral and written communication skills;
- e) lived experience as part of an equity-denied group;
- f) lived experience in a political role;
- g) academic expertise in municipal governance; and
- h) experience in human resources.

1.5 Eligibility for Appointment

The following persons are not eligible for appointment:

- a) a current member of the Municipal Council;
- b) a current member of the Civic Administration;
- c) a current member of a Community Advisory Committee;
- d) a current member of a local agency, board, or commission of Council;
- e) individual running for or seeking appointment to any elected office; and
- f) any individual who is not of legal voting age in the Province of Ontario.

1.6 Duties

The Task Force shall report to the Municipal Council, through the Strategic Priorities and Policy Committee.

The Task Force shall be responsible for reviewing and providing recommendations with respect to the Councillors' resourcing, including:

- a) the Council Policy: *Remuneration for Elected Officials and Appointed Citizen Members Policy*;
- b) base compensation for members of Council and the Mayor;
- c) supplementary compensation and funding source for additional work, such as stipends for board and committee service;
- d) councillor workload; including minimum workload expectation, balancing workloads across Council;
- e) councillor severance pay;
- f) councillor role description;
- g) the Council Member's Expense Account Policy;
- h) a role preview document.

1.7 Guiding Principles

- a) individuals should not seek to serve in public office solely for financial gain. The key motivation should be to serve and improve the well-being of the citizens of London.
- b) the remuneration mechanism must be transparent, open and easy to understand.
- c) remuneration needs to be sensitive to local market conditions, and to compensation levels in comparable municipalities, recognizing that the role of a Councillor is neither full-time nor part-time, but rather a unique role.
- d) fair compensation that is reflective of the legislative responsibilities and day-to-day duties undertaken to fulfil the role of a municipal councillor should be offered in order to attract qualified and committed individuals.
- e) the Task Force will consider equity issues and apply an equity lens with a view to expanding the pool of candidates wishing to run for office.
- f) the basic performance metric for elected officials is the election.

1.8 Remuneration

Task Force members will receive a stipend of \$100 per meeting.

1.9 Conduct of Members

Members of the Task Force shall comply and conduct themselves in accordance with the City of London's *Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination)*.

1.10 Resourcing

The City Clerk or designate shall provide administrative and procedural support to the Task Force.

The Civic Administration shall support the work of the Task Force.

1.11 Administrative Practices and Procedures

With respect to any responsibilities and practices not clearly identified within these Terms of Reference, the City Clerk may establish additional administrative practices and procedures for the Task Force at any time.