

APPENDIX “B”

DRAFT TERMS OF REFERENCE

2016 COUNCIL COMPENSATION REVIEW TASK FORCE

COMPOSITION:

Voting Members:

Nine members consisting of:

- 1 Representative of the London Chamber of Commerce
- 1 Alternate Representative of the London Chamber of Commerce, if requested
- 1 Representative of the Urban League of London
- 1 Alternate Representative of the Urban League of London, if requested
- 1 Representative of the London and District Labour Council
- 1 Alternate Representative of the London and District Labour Council, if requested
- 1 Member of the Human Resources Professionals London & District
- 1 Alternate Member of the Human Resources Professionals London & District, if requested
- 5 Citizens-at-Large (with preference for one of the members to be a former member of a municipal council, and one of the members to represent youth, either from the London Youth Advisory Council or as nominated by Western University and Fanshawe College)

TERM OF OFFICE:

The Council Compensation Review Task Force shall commence its work in early 2016 and be disbanded upon submission of its Final Report to the Strategic Priorities and Policy Committee by not later than December 31, 2016., which shall be in time for the Municipal Council to make its final decision on the Task Force recommendations by November 30 of the year prior to the year of the Municipal Election.

QUALIFICATIONS:

Citizens-at-Large must be a permanent resident of the City of London, of voting age, have the appropriate expertise, and can not have previously served on another committee, task force or working group of the Municipal Council.

APPOINTMENT POLICIES:

Through local newspaper advertisements and posting on the City of London website, qualified residents of the municipality will be invited to apply for appointment to the Council Compensation Review Task Force.

The London Chamber of Commerce, the Urban League of London, the London and District Labour Council and the Human Resources Professionals London & District will be invited to nominate one representative, and one alternate representative, from each of their respective organizations.

Municipal Council, on the recommendation of the Strategic Priorities and Policy Committee, shall approve the appointment of Voting Members.

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

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 Task Force Secretary.

DUTIES:

The Council Compensation Review Task Force reports 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 Council Member compensation, including:

- (a) review, consideration and continued work on the recommendations of the 2013 Council Compensation Review Task Force;
- (b) collection of and analysis of data from other legislative jurisdictions and positions of comparable responsibility within the public and private sectors with the assistance of neutral, independent and less human-resources focussed expertise;
- (c) seeking public input and input from Council Members, which would:
 - i) include more than one public participation meeting to be held at different times of day (e.g. morning and later in the evening) to provide greater opportunities for public input;
 - ii) provide for an enhanced public engagement process to ensure that members of the public are aware of the work of the Task Force and are provided with ample opportunity to provide input; ,
 - iii) provide for an enhanced communications program to assist in clarifying the role of the Municipal Council Members, including legislative responsibilities and day-to-day duties undertaken to fulfil the role; and,
 - iv) collection of public input with respect to expectations for the availability of the Members of Council to the public during core business hours and outside of core business hours;
- (d) reviewing and making recommendations with respect to:
 - (i) Mayor and Council Member annual stipend;
 - (ii) consideration of a stipend for Acting Mayor;
 - (iii) honoraria and agency, board and commission compensation
 - (iv) benefits available to Members of Council;
 - (v) continuation of 1/3 tax free allowance;
 - (vi) the process for future regular reviews of Council compensation;
- (e) possible creation of role descriptions for the Mayor and the Ward Councillors; and
- (f) development of guiding principles that address the concept of “full-time” or “part-time” roles within the context of “primary” and “secondary” work.

GUIDING PRINCIPLES:

1. No Council Member should 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.
2. The system of remuneration must be transparent, open and easily understandable.
3. Remuneration needs to be sensitive to local market conditions and to compensation levels in comparable municipalities.
4. Fair compensation should be offered in order to attract qualified and committed individuals.

VACANCIES:

The same procedure is followed as for the initial appointment of members to the Council Compensation Review Task Force.

REMUNERATION:

No remuneration is paid to the Council Compensation Review Task Force members.

CONTACT:

CHAIR:

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TASK FORCE SECRETARY:

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