



COUNCIL COMPENSATION REVIEW COMMITTEE Terms of Reference

1. Mandate

The mandate of the Council Compensation Review Committee is to undertake an examination of Council compensation, including the following topics:

- a. Mayor and Council base compensation and benefits;
- b. Options and recommendations for benefits plan changes as presented by City staff;
- c. Expense account amounts and allocation of expenses including communication related matters;
- d. Remuneration associated with all boards and committees of Council
- e. Council expense related policies; and
- f. Such other compensation-related matters as determined by the Committee.

2. Composition

The Council Compensation Review Committee shall be composed of 5 citizen representatives. All Committee members shall be selected by City Council. If a Committee member is unable to complete the term as set out in Section 3 below, a new Committee member will be selected by City Council.

3. Term

The term of the Council Compensation Committee will be May 2021 to November 2022.

4. Frequency of Meetings

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

All meetings shall be open to the public in accordance with the City of Barrie'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*.

The following are currently included as subject matters in Section 239 that may be discussed during a closed meeting:

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- a) The security of the property of the City or local board;
- b) Personal matters about an identifiable individual, including municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the municipality or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board;

- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a Council, board, committee or other body may hold a closed meeting under another Act;
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other criteria

- (3) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,
 - (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - (b) an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

Educational or training sessions

- (3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
 - (a) The meeting is held for the purpose of educating or training the members.
 - (b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

5. Selection of the Chair and Vice-Chair

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting.

6. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

7. Roles and Responsibilities of Members

Committee Members shall:

- a. Attend and actively participate in all meetings;
- b. Work with other members to attempt to reach consensus on decisions before the Committee; and
- c. Adhere to these terms of reference, the City of Barrie's Procedural By-law, Purchasing Bylaw, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

8. Rules Governing the Proceedings of Committees

The business of the Council Compensation Review Committee shall be conducted in accordance with the City of Barrie's Procedural By-law.

9. Quorum

In accordance with the City of Barrie's 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 Support Clerk shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

10. Voting

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

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. Resources

Staff from the Legislative and Court Services Department will act as recording secretary and provide administrative support to the Committee. Staff from the Finance and Human Resources Departments will provide support and review all of the Committee's recommendations.

12. Application of the Code of Conduct

The Committee shall, at all times follow the policies and procedures set out in the City of Barrie's Council/Committee Code of Conduct.