

Advisory Committee Terms of Reference



Advisory Committee

City Council Remuneration and Support Advisory Committee Terms of Reference

Effective Date

June 23, 2021

Revision Date

Click or tap to enter a date.

Purpose

To appoint a Council Remuneration and Support Advisory Committee to review and establish Council's remuneration and support.

Mandate

Supported by staff from Human Resources, the City Council Remuneration and Support Advisory Committee (the Committee) will provide recommendations to City Council regarding City Council remuneration and support, including salary, benefits, staff support and financial/budgetary support.

Goals and Objectives

- Respect the approved recommendations of the Council Compensation and Ward Boundary Review
- Reflect on the [Guiding Principles for Council Remuneration](#)
- Reflect on fiscal and corporate objectives as outlined in the compensation report for non-union City staff
- Review the matter of compensation as it relates to public office
- Enable compensation and support adjustments supported by market data and comparable municipalities in terms of scope, size and nature of work
- Review data and proposals submitted by staff from Human Resources
- Review the matter of staff support as it relates to workload and workflow
- Oversee preparation and presentation of a final report and recommendations to Council for approval

Committee Composition

The Committee will consist of five members of the public appointed by City Council. Preference will be given to members of the public who have backgrounds or experience in human resources, finance, compensation methodology or similar fields.

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

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.

Term

The Committee will be established by November, 2021 and will attempt to make its recommendations in respect of compensation for Council by April, 2022.

The Committee will remain in force until City Council approves recommendations on City Council remuneration and support or such time as the Committee is formally disbanded by City Council.

Reporting

The Committee will report to City Council through Human Resources staff. All agenda and minutes of the Committee will be posted on Guelph.ca.

Meetings

The Committee will meet a minimum of 3 times prior to February 28, 2022. Meetings will be called by the staff liaison in consultation with the chair.

Staff Resources

The General Manager, Human Resources is the staff liaison for the Committee.