



## Council Remuneration Review Committee

### Terms of Reference

#### **Background**

The Council Remuneration Review Committee (the Committee) is a committee established by Council to review compensation paid to members of Council, and if required, recommend changes to Council remuneration.

#### **Committee Mandate**

The purpose of the Committee shall be to review and provide recommendation to the Town of Mahone Bay Council (Council) with respect to the Town of Mahone Bay Council Remuneration Policy.

The report must be complete and submitted to the Municipal Clerk no later than June 30th of the year of a general municipal election.

The report may include, but is not limited to, recommendations with respect to:

- (a) Establishing or altering a set of guide principles for council remuneration
- (b) Establishing the appropriate remuneration to be paid to the Council
- (c) Benefits offered
- (d) Allowances and expenses
- (e) Option for making periodic adjustments to established remuneration
- (f) Standards for remuneration review.

The Chairperson and/or another Committee member shall present the Committee's final recommendations to the Policy and Strategy Committee or at a Regular Council meeting at the discretion of Council.

The Committee will review all relevant legislation and survey data and practices and may conduct other reviews it feels are necessary to enable it to make recommendations.

The Committee will determine the meeting schedule with a minimum of one meeting per month for the duration of the term of the Committee.

## Committee Membership

- The Committee is composed of three (3) residents of the Town of Mahone Bay. Preference will be given to individuals with backgrounds or experience in human resources, finance, compensation methodology, or similar fields.
- Manager of Finance (non-voting)
- Deputy Chief Administrative Officer (non-voting)
- The Committee shall elect a chairperson at their first meeting.
- Members of the Committee will be appointed by Council directly, according to the Town of Mahone Bay *Committees Policy*.
- Members are eligible for reimbursement of expenses outlined in the Town of Mahone Bay *Expense Policy*.
- If a member resigns or is unable to service, a replacement may be appointed from the original list of applicants.
- A quorum is a majority of the committee membership.

## Term of Office

1. In the year prior to a general municipal election, the Committee is established as a temporary committee of Council.
2. The Committee shall terminate upon acceptance of the Committee's final report by Council, which shall be completed on or before July 31<sup>st</sup> of the year of a general municipal election.

