



Council Remuneration Committee

Terms of Reference

1. Committee Purpose

These Terms of Reference provide guidance to the work of the 2026-2030 Council Remuneration Committee (hereinafter referred to as “the Committee”).

2. Committee Mandate

The Committee is established to undertake a study of Council compensation for the Township of Georgian Bluffs. Upon completion, the Committee shall make recommendations to Council regarding suggested changes to the Council Remuneration Policy for the 2026-2030 Council term. The Committee’s review may address but is not limited to the following aspects of remuneration:

- Council honorarium
- Per diem meeting rates
- Travel allowances
- Mileage expenses
- Conference/seminar attendance and related expenses
- Attendance at special events
- Benefits
- Annual increases

In achieving this mandate, the Committee shall ensure that their recommendations to Council are consistent with the following principles:

- Compensation offered is fair, reasonable, and will attract a diverse and representative pool of candidates wishing to seek election to Council and seen as fair by taxpayers;
- Recognition that the work of Council is demanding and important and should be appropriately compensated;
- Recognition of the complexity, responsibilities, time commitments, and accountabilities associated with the role of Mayor and Council;
- Applies an appropriate ratio between the roles of Councillor and that of Mayor and Deputy Mayor; and
- Demonstrates fiscal responsibility.



3. Term

The Council Remuneration Committee's term begin with appointment in 2025 and shall conclude on December 31, 2025.

4. Composition of Committee

The Committee shall be comprised of between 3 and 5 public members identified as qualified and impartial. Wherever possible, citizen members should have experience and expertise in areas such as municipal government, human resources, and or finance. To be eligible, members must reside in the Township.

5. Committee Conduct

Members of the Committee shall be committed to acting in an ethical manner with the avoidance of conflict of interest as a body and as individuals, while meeting legislative requirements.

Members are expected to attend meetings as scheduled. In the event a member is unable to attend a meeting, the member must contact and advise the Chair and the committee administrator in advance. Those members who are absent for three consecutive meetings (without good cause) will be deemed to have resigned.

6. Meetings

Meetings of the Committee are subject to the open meeting requirements of the *Municipal Act, 2001*.

All meetings shall follow a written agenda with minutes kept of all decisions. A quorum comprised of more than 50% of appointed members must be present to hold a meeting. The Committee shall observe the requirements of Council's Procedure By-Law concerning debate where possible.

At the first meeting, the Committee shall appoint a Chair and Vice-Chair.

Meetings shall be held virtually via a virtual meeting platform at the Clerk's discretion.

Meeting agendas shall be posted to the municipal website at least one week in advance of each regularly scheduled meeting. Minutes shall be posted once



approved at subsequent meetings and will be included on the Council agenda for information.

7. Committee Objectives

The Committee shall meet as many times as deemed necessary to complete the following objectives and activities:

- 1) Create and circulate a compensation questionnaire for Township Council members to complete.
- 2) Complete personal interviews with Council members, as assigned, to gain an understanding of duties, workload and activities of members.
- 3) Compare duties of Georgian Bluffs Council members with those of surrounding and similar municipalities.
- 4) Compare honoraria, per diem meeting rates, allowances, expenses, benefits, etc., for Township Council members with those of surrounding and similar municipalities.
- 5) Consult with Township staff regarding policies and administrative processes to achieve efficiencies.
- 6) Prepare and present a report to Council making recommendations regarding remuneration.

8. Support to Committee

The Township Clerk and Treasurer (or their designates) will provide administrative support and make recommendations to the Committee as needed. Staff may assist in conducting remuneration research, summarizing Council questionnaire responses, arranging interviews, providing meeting support, and such other support as the Committee considers necessary in order to complete their objectives.

The Committee shall prepare their own recommendation report informed by the information requested by the Committee, however, staff may assist with formatting and editing to the satisfaction of the Committee to prepare for presentation to Council.

9. Compensation of Committee Members

Committee members shall be compensated for time spent in meetings and preparing the report in accordance with the 2022-2026 Council Remuneration Policy.



10. Report to Council

The Committee shall present their recommendation report to Council at a regularly scheduled meeting before October 31, 2025. A By-Law adopting the revised Policy shall be passed in advance of December 31, 2025.

The report shall be in an accessible template prepared by staff and provided to the Committee to ensure document accessibility.