The Corporation of the Town of South Bruce Peninsula

By-Law Number 7-2014

Being a By-Law to Amend By-Law Number 44-2009 Being a By-Law to Adopt the Manual Governing the Policies and Procedures for the Corporation of the Town of South Bruce Peninsula (Remuneration)

Whereas Section 8 of the Municipal Act, 2001, c.25, as amended, provides that the powers of a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Section 11 of the Municipal Act, 2001, c.25, as amended authorizes municipalities to pass by-laws regarding the accountability and transparency of the municipality and its operations;

And whereas Section 270 (1) 5 of the Municipal Act, 2001, c.25, as amended authorizes the municipality to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

And whereas the Council of the Corporation of the Town of South Bruce Peninsula adopted a Municipal Policy Manual and desires to amend said by-law by making changes to the policy regarding Council remuneration.

Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enact as follows:

1) That Policy CO.10.1 Remuneration be amended as attached hereto and shall form part of the Municipal Policy Manual.

2) That all by-laws and policies inconsistent with this by-law are hereby repealed and replaced with this by-law.

3) That this by-law shall come into full force and effect upon the final passing thereof.

Read a first and second time this 21st day of January, 2014,

[Signatures]

Mayor

Clerk
Read a third time and finally passed this 21st day of January, 2014.

Mayor

Clerk
## Remuneration

**Purpose:**

To provide a methodology for determining fair and responsible Council remuneration.

**Policy:**

1. A review of Council remuneration shall be undertaken in each regular election year.

2.1 Notwithstanding the foregoing Council at any period within their mandate, may, for any reason, deemed by a resolution and supported by a two-thirds majority of Council, cause a review of Council remuneration.

2.2 A consultant third party agency, an ad hoc Remuneration Review Committee or Town staff shall conduct the remuneration review. Council will chose the remuneration method by resolution supported by two-thirds majority vote of Council.

2.3 Where an ad hoc Remuneration Review Committee is the chosen remuneration review method, Town staff will advertise and choose three Town of South Bruce Peninsula residents to serve on the Committee.

2.4 The ad hoc Remuneration Review Committee will function in accordance with the established terms of reference and any other relevant by-laws and legislation.

2.5 Council will place such money in the budget or fund such expenses as are required to perform the remuneration review.

3.1 Regardless of the remuneration method, there shall be no consideration or influences related to budget requirements as a result of the remuneration.

3.2 There shall be no influence by Council with respect to the remuneration review.

3.3 Where staff are not performing the review, staff shall provide information as requested by the consultant or Remuneration Review Committee, subject to the contract or terms of reference and budget provided for the review.
4.1 Where a Remuneration Review Committee or Town staff are performing the review, the following procedures shall apply:

4.2 A review of a comparator group of municipalities of sufficient size to provide a meaningful sample shall be used.

4.3 The 75th percentile rate from the comparator group shall be used as a guiding principle together with any other factors determined relevant and applicable to be used for the review.

5.1 After the presentation of the remuneration review, Council will consider a by-law to adjust the Council remuneration, should that be the recommendation presented to Council.

5.2 Where a by-law is adopted by Council, the remuneration as adopted by by-law will be effective January 1st of the year following the regular election.

6. The terms of reference for the Remuneration Review Committee are attached to and forms part of the Remuneration Policy.
Remuneration Review Committee

Terms of Reference

1. Mandate

1.1 To research and review the remuneration of comparable municipal Council members.

1.2 To make recommendations to Council with respect to changes to the South Bruce Peninsula Council member remuneration.

2. Committee Composition

2.1 The Committee will have three voting members who will be residents of the Town of South Bruce Peninsula.

2.2 As outlined in the Town Procedural By-Law and the Municipal Act, a quorum shall be the majority of the whole number of members required to constitute the Committee.

2.3 Members will be recruited by advertisement on the Town website and in at least one local newspaper having a weekly circulation. Members will be appointed by the staff of the Town of South Bruce Peninsula.

2.4 No members of Council will be appointed to the Committee and the Mayor will not be an ex-officio member of the Committee.

2.5 A municipal staff member will be assigned to the Committee to act as recording secretary. The staff member shall not be a voting member.

2.6 Other representation not specifically listed herein may be invited to practice full participation in the Committee meetings but shall not exercise voting rights and privileges. Participation shall be at the discretion of the Chair and voting members of the Committee.

2.7 The Committee will be an ad hoc Committee. Once the final recommendation with respect to Council remuneration is presented to Council, the Committee will cease and members will be dismissed from duty.

2.8 Members appointed to the Committee will be volunteers. No remuneration will be paid to volunteers for their work on the Committee.
3. **Management**

3.1 The chair and vice-chair will be chosen at the first meeting of the Committee by vote of members present.

3.2 The Committee will meet at the call of the Chair and in such frequency that the mandate can be met.

3.3 The Committee makes non-binding recommendations to Council.

3.4 The Committee abides by Town policies and procedures.