



**Council Compensation Review Committee
2022 to 2026 Term of Council
Terms of Reference**

1. Purpose

The purpose of the committee shall be to review the remuneration and benefits to be paid to the City of Welland Council Members (the “council”) for the term of office November 15, 2022 to November 14, 2026.

2. Mandate

The mandate of the committee is to produce an independent report with recommendations for the level of total compensation for Council for the term of office commencing November 15, 2022.

3. Delegated Authority

The committee does not have any delegated authority except to direct staff to assist with administrative support including the gathering of information and resources materials to assist the committee with its review.

4. Committee Composition

The membership of the committee will be comprised as follows:

- five (5) citizen members, two (2) of which are business representatives from within the business community.

For the purposes of these Terms of Reference, “citizen member” means a member of the committee other than a member of council and “business representatives” means owners or operators of businesses operating in the City of Welland.

Each committee meeting will also be attended by the City Clerk and Manager of Human Resources, or their designate.

Only members of the committee may vote on any issue.

5. Appointment of Members to the Committee

All members of the committee will be interviewed and appointed by a staff panel consisting of the Director of Finance/Treasurer/CFO, Manager of Human Resources and the City Clerk. No appointments to the committee will be made by Members of Council.

6. Subcommittees

The committee may establish subcommittees, as needed, to consider specific issues and only members of the committee may be members of any subcommittee.

7. Term of Office

The committee shall terminate upon acceptance of the committee's final report by Council, which shall be completed before September 2022. If a member resigns or is unable to continue to serve, a replacement may be appointed.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, such vacancy may be dealt with by a staff panel consisting of the Director of Finance/Treasurer/CFO, Manager of Human Resources and the City Clerk.

8. Lead Department/Reporting Relationship

The lead department for the committee shall be the City Clerk.

9. Administration of the Committee

Members of the committee will serve without remuneration other than reimbursement of expenses approved by the Director of Finance/Treasurer/CFO or his/her designate incurred in the performance of committee duties. The committee will elect a Chairperson at its first meeting.

10. Quorum

Quorum shall be a majority of the members of the committee.

11. Meeting Schedule

The committee will meet at least monthly, with the specific dates and times for meetings to be determined by the committee at its first meeting. Additional meetings may be called by the Chairperson. The Chairperson can cancel any meeting.

Meetings of the committee shall not conflict with regular meetings of committee of the Whole and regular meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. In the event a member is unable to attend a meeting, the member must contact and advise the Chairperson in advance. If a member has been absent for three (3) consecutive regularly scheduled meetings and has failed to advise the Chairperson in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

12. Staff Resources

The staff liaison to the committee will be the City Clerk or their designate.

The City Clerk and the Manager of Human Resources of their designate must be present at all meetings of the Committee.

In the event a matter within the mandate of the committee arises between meetings, staff will consult with the Chairperson and the matter will be placed on the agenda for the next meeting for ratification.