



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Special Committee to Review Council Remuneration		NO. ADMIN – 58		
PURPOSE The purpose of the Special Committee to Review Council Remuneration is to: <ul style="list-style-type: none">• Review the current remuneration paid Township of Esquimalt Mayor and Members of Council and recommend an appropriate remuneration structure for implementation in December of that year.				
MANDATE The Special Committee will, consistent with the purpose described above, undertake the following: <ul style="list-style-type: none">• Review the alternative to the current remuneration structure based on comparison with other South Vancouver Island municipalities and adjustment in accordance with the change in the Victoria Consumer Price Index [CPI].• Consider the functions and responsibilities of the Mayor and Council, the level of community engagement and time commitment required for all duties including meetings, events, preparation time, and communication with the public.• Consider in particular whether the Mayor's position should be considered full-time or part-time and the relationship between the Mayor and Councillor duties.• Consider public expectations of the roles and commitment required of Mayor and Councillors and public acceptance of any new remuneration recommendations.• Explore alternative formulas to replace the current remuneration structure. The Committee may consider alternative costing formulas used by other public bodies, a formula establishing remuneration equivalent to per hour compensation based on average wages, or any other formula it deems appropriate which respects the need for transparency.• Consider when making their recommendations the full remuneration package for Mayor and Councillors including the tax free expense allowance, CRD compensation, payments for extraordinary meetings, travel expenses, and any other benefits or perks received.• Follow the process and criteria set out in Council Policy No. ADMIN-62 Remuneration for Elected Officials.				
EFFECTIVE DATE: April 15, 2013	APPROVED BY: Council	REF: Staff Report ADM-13-014	AMENDS NO. 1. Apr. 15, 2013	PAGE 1 OF 2

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The Special Committee will submit to Council a report with recommendations by the end of September.

MEMBERSHIP

The Committee will consist of five (5) members, four (4) representing the Township of Esquimalt and one (1) being the Chief Administrative Officer, or designate, as a non-voting member. The appointment process will be consistent with Council Policy ADMIN – 40 as follows:

- Staff publish an advertisement in the Victoria News outlining the appointment opportunity available. Applicants are required to submit an application along with a detailed resume outlining qualifications and volunteer experience.
- Staff prepare a report to Council including copies of all applications submitted and any accompanying documentation. Council will review all applications and collectively determine a short-list of applicants for interviewing.
- Interviews to be conducted (10 minutes each) with each of the short-listed applicants at an *In Camera* meeting of Council.
- Council ratifies appointments at an *In Camera* meeting and rises and reports on the appointments at a subsequent open meeting.
- A person who is a Municipal employee is not eligible to be appointed.

TERM

The term of appointment of the Special Committee will conclude when Council is satisfied that a report with recommendations is completed.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Remuneration for Elected Officials		NO. ADMIN – 62	
<u>PURPOSE</u>			
To outline the process for calculating the remuneration to be paid to the elected positions of Mayor and Councillor, and the process for providing for an annual increase.			
<u>PROCESS</u>			
1. At the beginning of the last year of a Council term (i.e., January of the third year), Council will initiate a study to compare remuneration in Esquimalt to the remuneration paid in comparable communities in British Columbia using pre-determined selection criteria. The study information will be used to assist in decision making regarding any further adjustment of Council remuneration.			
2. (a) Council remuneration will be based on the median level of remuneration as the most objective and fair measurement for this process.			
(b) In the event the median values decrease, the current remuneration will remain unchanged.			
3. The remuneration established in the last year of a Council term will be paid to the newly elected Council members commencing in the month of their inaugural meeting [i.e., December to December – year one].			
4. Annual adjustments in Council remuneration during the term of Council will be in accordance with Council Remuneration Bylaw, 2011, No. 2778.			
5. Council will appoint five (5) members of the community to a Select Committee to review Council remuneration, similar to the recent Council Remuneration Committee.			
<u>SELECTION CRITERIA FOR COMPARISON STUDY</u>			
1. Factors to be considered in establishing a sample grouping are the selection of municipalities that are:			
• similar in population,			
• similar in activities/functions as indicated by their total expenditures and total number of employees,			
• geographic area			
• both local (i.e. Vancouver Island south of Nanaimo) as well as provincial representation (i.e., Vancouver Island north of Nanaimo and outside of the Lower Mainland).			
EFFECTIVE DATE: October 24, 2011	APPROVED BY: Council	REFERENCE See Bylaw 2778	REPEALS NO. ADMIN - 31
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<p>2. (a) The sources used to collect market data for the comparison study will be:</p> <ul style="list-style-type: none"> • the CIVICINFOBC survey data [civicinfo.bc.ca], • the British Columbia Municipal RedBook [published by Reed Construction Data] which are updated on an annual basis and report detailed financial, personnel and geographic data for all municipal government offices in British Columbia. <p> (b) Where this information is not current, updated information shall be gathered by telephone or written survey of the selected municipalities.</p> <p>3. The Primary Data to be used in selecting the comparable municipalities for the Market Study shall include the following criteria:</p> <p> Population: between 10,000 and 24,999</p> <p> Total Expenditures: 30% + / - Esquimalt's total expenditures</p> <p> Geographic Area: minimum of 10 municipalities that meet the criteria for data selection, of which 4 are located outside the Lower Mainland and Vancouver Island north of Nanaimo</p> <p>4. The Secondary Data to be used in selecting the comparable municipalities for the Market Study shall include the following criteria:</p> <p> Total Employees 100 – 300 range</p>	

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