



TERMS OF REFERENCE

COUNCIL REMUNERATION TASK FORCE

PURPOSE:

The purpose of the Council Remuneration Task Force (Task Force) is to provide an impartial and objective review of the current Council Spending and Amenities Policy (the Policy) with a focus on Council remuneration and to help provide recommendations that would be effective January 2021.

The Task Force's purpose is to provide recommendations to Council on the following:

- Council remuneration
- Council Spending and Amenities Policy
- Annual and monthly expense allowance and indemnities
- Benefits
- Annual adjustment calculations
- other issues referred to the Task Force

These focus areas have been identified according to the following documents:

- Council Spending and Amenities Policy
- 2019 - 2022 Strategic Plan

The order and thus priority may change depending on changes to emerging issues as identified by the Committee.

MEMBERSHIP:

The membership of the Task Force will be not less than four (4) members and no more than six (6) members.

TERM:

The Task Force will exist for a limited period of time in correlation to the tasks identified in the Terms of Reference. It is envisioned the recommendations from the Task Force will be submitted by the fall of 2020. Upon completion of the mandate, the Task Force will cease.

ELIGIBILITY:

All residents are eligible to apply; however, an individual with the following skills and/or expertise may be given preference for membership on this Task Force:

- Management experience of a large or complex organization
- Business and/or legal experience
- Local government or other public sector experience
- Accounting or finance experience
- Human Resources and benefits experience

MEETING FREQUENCY:

In addition to regularly scheduled meetings, the Task Force will meet upon call of the Chair or the request of two Task Force Members.

STAFF SUPPORT:

The following City Staff may provide support to the Task Force in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Chief Administrative Officer
- Director, Human Resources
- Director, Legislative Services
- Other Staff as required