

# TERMS OF REFERENCE

## ADVISORY COMMITTEE ON COUNCIL REMUNERATION

### 1. GENERAL INFORMATION

Advisory Committee Name:	Advisory Committee on Council Remuneration
Meeting Frequency:	As Needed
<p>The Advisory Committee on Council Remuneration is an advisory committee of Council established in accordance with the <i>Community Charter</i> and “<i>City of Prince George Council Procedures Bylaw No. 8388, 2011</i>”.</p>	

### 2. PURPOSE AND MANDATE

The Advisory Committee on Council Remuneration, hereafter referred to as the “Committee”, is to conduct a quadrennial review of Council remuneration, benefits, and expense reimbursement in comparison to peer municipalities by the 2<sup>nd</sup> quarter of the last year of Council’s term. The peer municipalities to be considered for the purposes of the review will include:

- a. City of Chilliwack;
- b. City of Coquitlam
- c. City of Kelowna;
- d. District of Saanich;
- e. Township of Langley;
- f. City of Delta;
- g. City of Kamloops;
- h. District of North Vancouver;
- i. City of Nanaimo; and
- j. City of Victoria.

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The Committee will provide a report to Council for inclusion on a regular Council meeting agenda, which includes recommendations concerning Council:

- Remuneration;
- Per Diem (in addition to the municipalities noted above, per diem research will include the Federal and BC Provincial governments);
- Expenses;
- Medical, Dental and Life Insurance Benefits; and
- Technology Allowance; and
- Other methods of establishing Council remuneration.

In developing its recommendations, the Committee may review a variety of information included but not limited to:

- City of Prince George Council Remuneration Bylaw No. 8414, 2012;
- Council Remuneration Committee Report dated June 27, 2022 titled “Proposed Amendments to City of Prince George Council Remuneration Bylaw No. 8414, 2012”;
- Research and review of current trends and approaches used to set Mayor and Councillors remuneration levels, benefits and related policies/bylaws of the aforementioned peer municipalities; and
- Discussions with City staff to gather technical information and data.

### 3. MEMBERSHIP AND COMPOSITION

#### 3.1 Composition

##### 3.1.1 Public Members

##### **Public Members**

The Committee membership shall be comprised of five (5) members with diverse backgrounds selected from the community.

##### **Committee Chairperson**

- Advisory committees are chaired by members of the public. One chairperson shall be elected from Committee members at the inaugural meeting of the committee to preside over meetings and committee business.

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## 3.1.2 Recruitment

- Members will be recruited through a notice on the City website and will be appointed by Council.
- Current City of Prince George employees will not be considered for Committee membership.
- If a member resigns or is unable to serve, a replacement may be appointed from the original list of applicants.

## 3.1.3 Staff and Council Members (Ex-Officio Members)

### Staff Liaison(s)

City staff member(s) will be appointed by the City Manager to serve as Staff Liaison(s). From time to time, other City staff may be required to attend to provide technical advice and assistance in an advisory capacity (i.e. a non-voting role).

### Legislative Services

The Corporate Officer will appoint a legislative support person to the Committee who will serve in an administrative support role.

## 3.2 Length of Term

The Committee will report to Council by the end of the second quarter of 2026. Upon Council's receipt of the committee's report containing its recommendations regarding Council Remuneration, the Committee will be dissolved.

## 4. OTHER GOVERNANCE

### 4.1 Review of Terms

The Corporate Officer will review the Advisory Committee on Council Remuneration Terms of Reference documents every four (4) years prior to the establishment of the committee. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose.

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## 4.2 Eligibility and Selection

Eligibility and selection for membership on advisory committees will be accepted in accordance with the *City of Prince George Committees, Commissions and Boards Procedures Manual*.

## 4.3 Decisions of the Committee

All acts and matters that come before the Committee must be done and decided by a majority of the members present at a duly constituted meeting with quorum present.

## 4.4 Budget

The Committee shall be responsible for the distribution or allocation of funding that may be available to the Committee and ensure that such allocation directly relates to the mandate of the Committee.

## 4.5 Governance

Meetings and operations of the Committee shall be governed by the provisions of the *City of Prince George Committees, Commissions and Boards Procedures Manual*. In case of conflict between the provisions of these Terms of Reference and the Procedures Manual, the provisions of the Procedures Manual shall prevail.