

# Council Remuneration Advisory Committee

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## Terms of Reference

**Name:** Council Remuneration Advisory Committee (CRAC)  
**Support:** Finance, Human Resources and Clerk's Department  
**Type:** Advisory Committee (Term & Task)  
**TOR Approved by Council:** 2019-03-20

### Purpose:

The Council Remuneration Advisory Committee (CRAC) was established through Council resolution 2019-054 on February 6 2019 to review the Council Compensation By-law and provide recommendations to Council on Compensation and Benefits.

In achieving this purpose, the members of the committee shall ensure that the compensation provided:

- is fair and reasonable and will attract a diverse and representative pool of candidates from Grey Highlands residents wishing to seek election to Council but also be seen as fair by taxpayers;
- recognizes that the work of the mayor and council is demanding and important and as such they should be appropriately compensated;
- recognizes the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Council;
- is closely aligned to the 55th percentile (similar to the Municipality's employees) of the comparator group;
- applies an appropriate ratio between the roles of councillor and that of the mayor and deputy mayor;
- demonstrates fiscal responsibility.

### Mandate:

The Committee's mandate includes:

- Compensation adjustments requiring policy change
- Review of severance for Members of Council who leave or do not return to office
- Review and advise Council on Mayor and Council Member potential remuneration and benefits, including:

The Committee will conduct a review of Council's current compensation structure (including necessary benchmarking), with a report and recommendations to be presented to Council.

**Delegated Authority:**

The CRAC will have the authority to determine comparator Council for evaluation based on similarities in size, structure and location.

**Composition:**

The CRAC will consist of at least 3 and no more than 7 citizen appointees appointed by Council resolution. Citizen members will be appointed by Council to act until the final report is presented to Council. It is recommended that an odd number of members be appointed for voting purposes.

**Lead Department/Reporting Relationship:**

The CRAC shall report through the Director of Finance to council. Consultation with the Human Resources Manager will be sought when deemed necessary.

**Administration:**

The Clerk's Department will provide administrative support in the form of agendas and minutes only as required. The Finance and Human Resources departments will oversee the work of the Committee.

**Schedule/Location of Meetings:**

CRAC will meet as needed. Notice of CRAC meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

**Budget and Financial Report:**

This advisory committee does not have access to municipal funds. All members will serve on a voluntary basis.

**Special Considerations:**

Once the final report is presented to Council, the committee will be deemed to have met its obligations and the committee disbanded.

The Mayor shall have no ex-officio capacity on the Council remuneration committee.