

Memo



Date: February 15, 2011
File: 0615-20
To: City Manager
From: Deputy City Clerk
Subject: Council Remuneration Review Task Force

Recommendation:

THAT Council endorses the Terms of Reference for the Council Remuneration Review Task Force as attached to the report of the Deputy City Clerk dated February 15, 2011;

AND THAT Council appoints Shelley Gilmore, Lori Dickson, Len Pelland, Bruce Stevenson, and Lillian Moller as members of the Council Remuneration Review Task Force.

Purpose:

To endorse the Terms of Reference for the Council Remuneration Review Task Force, and appoint five members to the task force from the applications received.

Background:

Following Council direction from the January 10, 2011 meeting, a request for applications for Task Force committee members was placed in the local newspapers and on kelowna.ca. The application period was open until February 04, 2011 at which time five applications to the Office of the City Clerk were received.

The members recommended to the task force represent a diverse cross-section of the community and bring work experience in community organization, business, human resources, and finance, as well as volunteer experience as members of various boards and community event organizations.

The attached Council Remuneration Review Task Force Terms of Reference recommends the objective remain the same as indicated in the January 20, 2011 report, "To review Council remuneration, expenses and benefits and provide recommendations for the next elected Council taking office in December 2011," and recommends an increase in membership from three to five members based on the applications received.

The committee will undertake the review and prepare a final report with recommendations to Council no later than the end of May 2011.

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Legal/Statutory Authority:

Community Charter, section 104(1)(c) states that Council consideration of remuneration, expenses or benefits payable to one or more council members in relation to their duties as council members is an exception from the conflict restrictions contained in the *Community Charter*, sections 100-103.

Legal/Statutory Procedural Requirements:

Community Charter, section 168 requires the reporting, at least annually, of council remuneration, expenses and contracts

Existing Policy:

Council Remuneration and Expense Bylaw No.7547; Council Policy 287 Council Reimbursement of Out-of-Pocket Expenses for Attending Functions or Special Training within the Region; an Council Policy 337 Council Authorization to Attend Meetings and Conventions outside the Central Okanagan Regional District

Considerations not applicable to this report:

Internal Circulation:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Community & Media Relations Comments:

Alternate Recommendation:

Submitted by:



Karen Needham,
Deputy City Clerk

Approved for inclusion:



R. Mayne, Director Corporate Services

TERMS OF REFERENCE

Council Remuneration Review Task Force

INTRODUCTION

Following the 2008 Remuneration review, Council endorsed a recommendation from the 2008 Task Force that formalized this practice by directing the establishment of a Council Remuneration Task Force in the first quarter of the final year of the Council term.

The Council Remuneration Task Force has been established to provide a recommendation to Council on remuneration for the 2011-2014 Council Term.

OBJECTIVE

The objective(s) of the Task Force is to review Council remuneration, expenses and benefits and provide recommendations for the next elected Council taking office in December 2011.

SCOPE OF WORK

To achieve this objective, the Task Force will undertake to review the following:

- Annual indemnity;
- Vehicle allowance;
- Expense allowances and out-of-pocket expenses;
- Annual adjustment calculations; and
- Benefits

The Task Force will provide a report back to Council no later than May 31, 2011 with their recommendation so that any changes are in place in time for the newly elected Council taking office in December 2011.

MEMBERSHIP

In order to provide representation from the community, the membership of the committee is as follows:

- 5 Representatives of the community at large

APPOINTMENT AND TERM

Members shall be appointed by Council for the duration of the Task Force activities up to including May 2011.

Council may, at any time, remove any member of the Task Force and any member of the Task Force may resign at any time upon sending written notice to the Chairperson of the Committee.

Members of the Task Force shall serve without remuneration.

The Task Force may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Task Force. Any sub-committee so created will report to the Task Force.

CHAIR

The Task Force shall elect a Chairperson at their first meeting.

MEETING PROCEDURES

The Chairperson shall call meetings of the Task Force in order to deal with the business of the Task Force.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedures Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public. A majority of the Task Force shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be as set out in an agenda package to be provided to the Committee members in advance of the meeting date. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk three complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Task Force members have a responsibility to make decisions based on the best interests of the City-at-large.

Conflict of Interest

Task Force members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Task Force member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting

All members of the Task Force, including the Chair, vote on every question unless they have declared a conflict and left the meeting.

Any member who does not indicate their vote, or has left the meeting without declaring a conflict, is counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

Comments in Public or to the Media

When speaking in public or to the media on an issue, Task Force members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Task Force members need to convey the public interest and remember that they represent the City of Kelowna.

REPORTING TO COUNCIL

Recommendations of the Task Force must be adopted by a motion prior to presentation to Council.

The Task Force will provide a report to Council no later than May 31, 2011. This report should include a summary of the Review, a record of the work conducted, and the Task Force recommendation to Council.

The Task Force Chairperson, will, accompanied by the staff liaison, report to Council on behalf of the Committee.

The Office of the City Clerk will ensure the Task Force Agendas and Minutes are forwarded electronically for circulation to all Council members.

BUDGET

The routine operations and any special initiatives of the Task Force will be funded by allocations within the Corporate Services Department budget.

STAFF SUPPORT

The **Office of the City Clerk** shall provide support for the work of the Task Force including:

- in conjunction with the Task Force Chair, organizing and preparing the meeting agendas;
- distributing the agenda packages to Task Force members and posting the agenda as a public notice;
- taking and preparing draft minutes, and providing the final minutes for adoption by the Task Force;
- managing the records of the Task Force, as necessary; and
- maintaining a list of outstanding issues for Task Force action in accordance with the scope of work.

Endorsed by Council:

Revised: