

TOWN OF LUNENBURG

COUNCIL SUCCESSION DEVELOPMENT SUB-COMMITTEE

TERMS OF REFERENCE

**Approved by Council on March 26, 2019.*

1.0 DEFINITIONS

“Town” means the Town of Lunenburg.

“Council” means the Council of the Town of Lunenburg.

“Sub-Committee” means the Council Succession Development Sub-Committee, an advisory body reporting to the General Government Committee.

2.0 PURPOSE

The purpose of the Sub-Committee is to conduct an independent review of the current annual remuneration paid to the Town of Lunenburg’s Mayor, Deputy Mayor, and Council, and recommend an appropriate remuneration structure for implementation after the October 2020 election. The Sub-Committee will also examine issues related to the removal of potential barrier for candidates seeking municipal elected office and strategies for newly elected Council member municipal government and governance orientation.

3.0 RESPONSIBILITIES

3.1 The responsibilities of the Sub-Committee will be to:

- a. Establish the criteria for comparison between Council responsibilities and other municipalities.
- b. Assess and make recommendations to the Town’s General Government Committee including but not limited to such matters as:
 - The compensation required to attract a diverse and representative pool of candidates for public office.
 - The responsibilities, time commitments, and accountability associated with municipal Council elected positions.
 - The public expectation of the roles and commitment required of the Mayor and members of Council and public acceptance of any new remuneration recommendations.

- The complexity and importance of issues brought before Council for consideration.
 - The compensation provided to equivalent positions in other jurisdictions across the province.
 - Comparison criteria to other jurisdictions may include physical size, permanent and seasonal population, average income, tax base, municipal services and utilities, special responsibilities, e.g., heritage, electric and water utilities, etc.
 - The full remuneration package for the Mayor, Deputy Mayor, and Council, including honourariums, allowances, benefits, cost of living increases, metrics as they relate to Town Policy #56 Council and Committee Member Honourarium and other relevant references.
 - Potential barriers for candidates seeking municipal elected office and strategies to address this.
 - Opportunities for newly elected Council municipal government and governance orientation programming.
- c. Recommend the procedure and/or timing for future remuneration reviews.
- d. Review the Town's current Procedural Policy #56 Council and Committee Member Honourarium Policy and advise on possible revisions.
- e. Consult with the Town's Finance Director on budgetary impact prior to making budget recommendations in its report.
- 3.2 The Sub-Committee may consult with Town staff, Council and stakeholders as necessary.
- 3.3 The Sub-Committee may seek outside expertise as necessary.

4.0 MEMBERSHIP

- 4.1 The members of the Sub-Committee shall consist of five (5) members: at least three (3) Town citizens; and two (2) former members of Council or such other combination as Council determines by motion from time to time.
- 4.2 The Chief Administrative Officer, or designate, shall attend Sub-Committee meetings in a supporting role to take meeting minutes and provide advisory services.
- 4.3 The Sub-Committee shall select a chair from among its appointed members.

- 4.4 Members of the Sub-Committee are appointed until such time as the Sub-Committee has fulfilled its mandate or has been terminated by motion of Council.
- 4.5 No member of Council shall be a member of the Sub-Committee or attempt to influence its recommendations. Nothing in this section shall prevent the Sub-Committee from consulting with the current Mayor and members of Council.

5.0 MEETINGS

- 5.1 The time and schedule of Sub-Committee meetings shall be determined by the Chair in consultation with the Sub-Committee members.
- 5.2 A quorum of the Sub-Committee shall consist of a majority of its members.
- 5.3 All meetings of the Sub-Committee shall be held in public.
- 5.4 The Sub-Committee shall operate in accordance with the procedures provided in the Municipal Government Act and Roberts Rules of Order.

6.0 FINAL REPORT

- 6.1 The Sub-Committee shall submit a written report to Council outlining its findings and recommendations by January 2020 for consideration by the General Government Committee which shall in turn make recommendations to Council.
- 6.2 The Sub-Committee's report shall be a public document and will contain reasons and justification for all recommendations.