



**CITY OF KINGSTON**  
**REPORT TO COUNCIL**

**Report No.: 13-239**

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**TO:** Mayor and Members of Council  
**FROM:** Hal Linscott, Director of Legal Services and City Solicitor  
**RESOURCE STAFF:** John Bolognone, City Clerk  
**DATE OF MEETING:** June 18, 2013  
**SUBJECT:** Review of Council Remuneration for 2014-2018 Term – Creation of a Citizen Committee to Review Council Remuneration

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**EXECUTIVE SUMMARY:**

In 2008, Council created a Citizen Committee to Review Council Remuneration that was tasked to review Council remuneration, and make recommendations to that Council, which if approved would be implemented for the 2010-2014 Council term. The committee worked independent of Council, and was comprised of members of the community, sector representatives, and a former member of Council. The committee met several times throughout 2009, and made a recommendation to Council at its meeting on November 17, 2009.

Council's 2008 decision also directed that staff undertake a review of Council remuneration each term of Council to ensure that the City's pay position is maintained. To conduct the proposed review and make recommendations for the 2014 – 2018 term of office, staff is recommending the continuation of the citizen committee model used in the previous term. The foregoing will be accomplished by reviewing the current compensation paid to the Mayor and Members of Council and the establishment of the percentile group as Kingston's target pay position, or an appropriate remuneration effective December 1, 2014.

**RECOMMENDATION:**

**THAT** Council approve the creation of a Citizen Committee to Review Council Remuneration for the 2014 -2018 term of Council, as outlined in Exhibit A to Report No. 13-239; and

**THAT** staff be directed to recruit persons interested in being considered as appointees to a Citizen Committee to Review Council Remuneration as outlined below:

- a) That staff be directed to contact the business community (Downtown Kingston! BIA), the healthcare community (University Hospitals Kingston), the non-profit sector (The United

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Way), the educational community (Queen’s University, St. Lawrence College, and Royal Military College), and the organized labour community (Kingston and District Labour Council) to request that each sector submit a name of a representative and an alternate to serve on the Citizen Committee to Review Council Remuneration, and that the names of the various sector representatives be provided to Council for ratification;

- b) That staff be directed to place a notice in the Kingston Whig Standard and on the City’s website seeking two interested members of the community to serve as members on the Citizen Committee to Review Council Remuneration;
- c) That staff be directed to contact previous members of Council who were elected after November 2003 to ascertain if they are interested in serving on the committee, and that Council confirms the list of George Beavis, Steve Garrison, Bittu George, Leonore Foster, Joyce MacLeod-Kane, Rob Matheson, Sara Meers, Beth Pater, Floyd Patterson, Harvey Rosen, Vicki Schmolka, Ed Smith, George Stoparczyk, and George Sutherland, as previous members of Council that would be contacted; and

**THAT** the appointed sector representatives be directed to review the applications received from the public interested in serving as community at large members and the expressions of interest submitted by former members of Council (elected after 2003), and recommend to Council the appointment of two members at large, and one former member of Council for ratification.

**AUTHORIZING SIGNATURES:**

ORIGINAL SIGNED BY DIRECTOR OF LEGAL SERVICES Hal Linscott, Director of Legal Services and City Solicitor
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Cynthia Beach, <i>Sustainability &amp; Growth</i>	N/R
Lanie Hurdle, <i>Community Services</i>	N/R
Denis Leger, <i>Transportation, Properties &amp; Emergency Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

***(N/R indicates consultation not required)***

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**OPTIONS/DISCUSSION:****Background**

On April 15, 2008, Council resolved that staff would undertake a review of Council remuneration each term of Council to ensure that the City's pay position is maintained.

**THAT** a Citizen Committee to Review Council Remuneration comprised of eight members, including one representative each from the business community, healthcare community, the non-profit sector, the educational community; the organized labour community, two representatives from the community-at-large, and a former Member of Council who was elected to Council after November 2000, be struck to review future compensation for the Mayor and Members of Council and to provide a report on the results of this review directly to Council for their consideration;

- and further -

**THAT** the Citizen Committee to Review Council Remuneration be directed to meet in 2009 and every four years thereafter during the last year of Council's term of office to ensure that the City's pay position is maintained;

- and further -

**THAT** staff be directed to place the necessary advertisement(s) and undertake the recruitment process to confirm the membership for the Citizen Committee to Review Council Remuneration;

- and further -

**THAT** staff be directed to report to Council with alternatives as to how the Citizen Committee to Review Council Remuneration may be filled.

On May 6, 2008 Council established a Citizen Committee to Review Council Remuneration; the committee was tasked to review the remuneration for members of Council for the 2010-2014 term. The committee met several times throughout 2009, making its final recommendations to Council on November 17, 2009.

To conduct the 2013 review on remuneration, staff has recommended using the citizen committee model used in the previous term. A draft terms of reference for the proposed "Citizen Committee to Review Council Remuneration" is attached as Exhibit A. It is anticipated that the committee will make its recommendations to Council during the fourth quarter of 2013. Upon the completion of their mandate the committee will disband.

Citizen Committee to Review Council Remuneration Terms of Reference

The mandate of the committee is to review the current compensation paid to the Mayor and Members of Council and to establish the percentile group as Kingston's target pay position, or

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an appropriate remuneration, in order to ensure that the City's pay position is maintained. The remuneration would commence effective December 1, 2014.

The composition of the Citizen Committee to Review Council Remuneration would be comprised of eight voting members, with five sector representatives, two community members at large, and one previous member of Council. In keeping with the previous appointment process, membership of the Committee will be presented directly by Council for ratification only, in order to afford greater autonomy and transparency. All recommended appointments will be forwarded to Council, either by way of a staff report or in the form of a committee report.

The City Clerk and the Director, Human Resources & Organization Development will attend Committee meetings to serve as staff resources to the committee. In addition, the Clerk's Department will provide legislative support to the Committee which will include the production and distribution of minutes and agendas, as well as research, compilation of data, and meeting logistics.

The proposed mandate of the Committee also includes guidelines for determining comparator Councils to evaluate remuneration best practices. The following criteria will be used in determining comparator Councils:

- utilize the Standing Committee or the Committee of the Whole model of governance;
- are similar in size in terms of population;
- operate as a single tier municipality; and
- has Councillors who are elected by districts/wards (the exception being Thunder Bay) and are considered part-time.

The Clerk's Department and the Human Resources & Organization Development Department are working collaboratively to develop a work plan for the Citizen Committee to Review Council Remuneration. It is anticipated that the work plan will be presented to the committee at their inaugural meeting.

**EXISTING POLICY/BY LAW:**

N/A

**NOTICE PROVISIONS:**

N/A

**ACCESSIBILITY CONSIDERATIONS:**

N/A

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**FINANCIAL CONSIDERATIONS:**

Recommendations from the Citizen Committee to Review Council Remuneration may result in change in remuneration for members of Council.

**CONTACTS:**

John Bolognone, City Clerk

613-546-4291 ext. 1247

Kevin Arjoon, Deputy City Clerk

613-546-4291 ext. 1262

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Patricia Burns, Director of Human Resources & Organization Development

**EXHIBITS ATTACHED:**

Exhibit A – Draft Terms of Reference for the Citizen Committee to Review Council Remuneration

## **CITIZEN COMMITTEE TO REVIEW COUNCIL REMUNERATION**

**MANDATE/TERMS OF REFERENCE:** To review the current compensation paid to the Mayor and Members of Council and to establish the percentile group as Kingston's target pay position or an appropriate remuneration, in order to ensure that the City's pay position is maintained. The recommended Council remuneration would be effective December 1, 2014.

The criteria to be used by the Citizen Committee to Review Council Remuneration in determining the comparator group of municipalities include municipalities that:

- utilize the Standing Committee or the Committee of the Whole model of governance;
- are similar in size in terms of population;
- operate as a single tier municipality; and
- has Councillors who are elected by districts/wards (the exception being Thunder Bay) and are considered part-time.

**REPORTING TO:** Council

### **MEMBERSHIP AND COMPOSITION:**

Eight (8) members in total, all members are to be considered voting members.

One (1) Sector Representative from each of the following five (5) areas:

The Business Community

The Healthcare Community

The Non-Profit Sector

The Educational Community

The Organized Labour Community

Two (2) Community members at large

One (1) Former Member of Council who was elected after November 2003

The Chair and Vice-Chair of the Committee shall be selected by the members.

### **STAFF AND OTHER RESOURCES MADE AVAILABLE TO THE COMMITTEE:**

City Clerk/ and or his designate

Director of Human Resources & Organization Development

Committee Clerk (Legislative Support)