

**CANADIAN SUPERIOR COURT JUDGES ASSOCIATION
COMPENSATION COMMITTEE
TERMS OF REFERENCE**

1. PREAMBLE

In these Terms of Reference:

“Association” or “CSCJA” means the Canadian Superior Court Judges’ Association

“Board” means the Board of Directors of the CSCJA

“Chair” means the person or persons appointed to chair or co-chair the Committee

“Committee” means the Compensation Committee

“Council” means the Council of the CSCJA

“Executive” means the Executive of the Board

“Judge” or “CSCJ” means Canadian Superior Court Judge

“Judges’ Compensation Package” includes the salary, benefits, pensions, and incidental allowance paid to CSCJ’s.

“Membership” means members of the CSCJA.

“Quadcomm” means the Quadrennial Commission on Judicial Compensation and Benefits

2. PURPOSE

The Committee shall Advise and assist the Association on issues relating to the judges’ compensation package, including issues relating to salaries, benefits, pensions, incidental allowance, and the annual adjustment to these items.

3. COMPOSITION

The Committee is composed of a minimum of 16 and a maximum of 22 members of the Association, all of whom shall be selected and appointed by the Board. The Board shall appoint a Chair and/or Co-chairs of the Committee from the members appointed to the Committee.

The President, the Past President and the Executive Director of the Association are members of the Committee as a function of their office.

All members of the Committee are voting members except the Executive Director.

4. TERM

Members of the Committee shall be appointed for a term of up to four (4) years. Terms are renewable but no member shall serve more than four consecutive (4) terms.

5. QUORUM

A majority of the members of the Committee (50%+1) constitutes a quorum.

6. CHAIR OF THE COMMITTEE

The Chair and co-chair are jointly responsible for the following:

- a. convening Committee meetings and designating the times and places of such meetings;
- b. developing agendas and related materials for the Committee meetings, with the assistance of CSCJA staff;
- c. ensuring Committee meetings are conducted in an efficient, effective and focused manner;
- d. ensuring the Committee has sufficient information allowing it to make proper decisions when decisions are required;
- e. providing leadership to the Committee and assisting it in the oversight of its responsibilities and compliance with its terms of reference; and
- f. Reporting to the Executive and the Board on the deliberations and recommendations of the Committee.

7. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

The Committee shall:

- a. Monitor judicial compensation package practices and trends, and identify opportunities, to ensure that the CSCJA compensation package is adequate.
- b. Interact with Membership to solicit and gather proposals for future changes to the judges' compensation package.
- c. Gather data and information in a timely matter as needed to assist the Association in advancing its position to the Quadcomm.
- d. With appropriate direction from the Executive, advise and instruct the legal counsel retained by the Association to advance its position to the Quadcomm.
- e. With the assistance of counsel, prepare the Association's submission to the Quadcomm.
- f. Communicate with the Membership and provide regular updates regarding matters related to the work of the Committee, including the status of submissions made to the Quadcomm.

- g. Consider and recommend to the Board any new committees or subcommittees considered appropriate by the Committee.
- h. Assume any other related responsibilities assigned to the Committee by the Board or the Executive.

8. MEETINGS

The Committee shall convene at such times and places designated by its Chair or whenever a meeting is requested by a member of the Committee.

Members of the Committee may participate in a meeting of the Committee by means of teleconference or other means of electronic communication permitting all persons participating in the meeting to communicate adequately with each other. A member participating in any meeting by any such means is deemed to be present at the meeting.

In the absence of the Chair, or at the request of the Chair, a meeting shall be chaired by a member designated by the Chair in advance of such meeting or, absent such delegation, by such person as may be agreed at the meeting.

9. DECISION-MAKING

The Committee shall make all reasonable efforts to render decisions on a consensus basis. Where a consensus cannot be reached, decisions shall be taken by majority vote. If there is a tie vote at the Committee, the matter shall be forwarded to the Board for debate and resolution.

10. MINUTES

Considering the nature of the Committee's mandate and work, minutes of the Committee's meetings are not required but may be taken at the direction of the Chair. Any minutes taken will be made available to the Board once approved by the Committee.

11. ACCOUNTABILITY

The Committee will be accountable to the Board through the Chair of the Committee.

12. RESOURCES

The Committee shall receive financial and administrative resources to fulfill its mandate as approved by the Board.

If and when considered necessary by the Chair for achieving the Committee's mandate, the Committee may establish one or more subcommittees or task groups with specific mandates and timelines and appoint thereto members of the Association.

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