

**The Corporation of the Municipality of Grey Highlands**

**By-law No. 2022-029**

**A By-law to Adopt Policy A09-C-02 Council  
Remuneration Policy updated 2022**

**Whereas,** Council passed By-law 2009-111 which adopted the Council Remuneration Policy currently in effect which was further amended by By-laws 2020-041 and 2021-106; and

**Whereas,** Council established a Council Remuneration Advisory Committee made up of citizen members during the 2018-2022 term of Council to review and compare remuneration provided to members of Council; and

**Whereas,** the Council Remuneration Committee provided a report to Council with its findings and recommendations; and

**Whereas,** Council reviewed the Council Remuneration Advisory Committee recommendations at subsequent Committee of the Whole and Council meetings and directed staff to bring forward an updated policy based on the recommendations of the Committee and associated amendments provided by resolution of Council;

**Now Therefore the Council of the Municipality of Grey Highlands hereby enacts as follows:**

1. That Grey Highlands Policy A09-C-02 - Council Remuneration Policy is hereby adopted in substantially the same form as attached hereto; and
2. That all previous by-laws inconsistent with this by-law are hereby repealed upon this by-law taking effect; and
3. That previous versions of Policy A09-C-02 are hereby repealed upon this by-law taking effect; and
4. That this by-law shall not come into force and effect until the completion of the 2018-2022 Council Term.

Read a first, second and third time, and finally passed on April 20 2022.

The Corporation of the  
Municipality of Grey Highlands

Original Signed By

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Paul McQueen, Mayor

Original Signed By

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Raylene Martell, Municipal Clerk

Status: Passed

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# Municipality of Grey Highlands

## Corporate Policy

### A09-C-02 – Council Remuneration Policy

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Approved by Council: 2009.11.23  
Amended by Council: 2020.05.20  
Amended by Council: 2021-10-20  
New Policy Passed: 2022-04-20  
Passed by By-law 2022-029

## Council Remuneration Policy

### Purpose

To address all financial provisions paid to Members of Council for the discharge of official duties.

### Scope

This procedure applies to all Members of the Council of the Corporation of Grey Highlands.

### Definitions

**Annual Base Salary** – the base salary provided to a member of Council to compensate for the work of the member in order to discharge official duties including but not limited to attendance at meetings related to Departmental Liaison duties; up to 60 meetings inclusive of Council, Committee of the Whole, Special Council, Public Planning Hearings; optional special events, engagements, functions; constituent meetings; and invited attendee meetings. The annual base salary for the Mayor and Deputy Mayor are higher than that of Council to compensate for additional duties and attendances that frequently occur for those positions outside of required and regular meetings.

**Council Meeting** – a meeting scheduled where all members of Council are invited to attend to conduct the business of Council.

**Committee of the Whole Meeting** – a meeting scheduled where all members of Council are invited to discuss the business of Council in a more informal manner than that of Council.

**Committee/Task Force Meeting** – a meeting of a body created by Council to discuss the business as per the approved in the Terms of Reference for such body.

**Comparator Group** – a group of Municipalities similar in size and structure to Grey Highlands to permit a meaningful comparison in Council remuneration.

**Departmental Liaison Duties** – duties required as per appointment as a liaison to a specific department as indicated in Policy A09-C-10 – Council Liaison Policy, section 7 – Accountabilities of the internal Council Liaison.

**External Organizations or Committees** – any body not created by Council, but for which Council has appointed a Council Member to be a voting member of such body.

**Invited Attendee Meetings** – any meeting, event or function where a member of Council is invited to attend but where they are not a voting member.

**Meetings** – where members of a body (Council, Committee, task force, etc) come together for the purpose of conducting the business of such body that requires a quorum of members to be in attendance.

**Meeting Pay** – Per meeting payment for attendance at boards, committees, task forces external organization meetings or committees and additional meetings scheduled above the allocated amount in the annual base salary for which the member is appointed. Members must submit such timesheets to finance for payment.

**Optional Special Events, Engagements and Functions** – community events, fund raising events, ceremonies, sponsorship opportunities, photo opportunities, flag raisings, ribbon cuttings, grand openings, celebrations and any other such engagements members of Council may be invited to.

**Public Planning Hearings** – a meeting scheduled as per the Planning Act with all members invited to hear information related to Planning applications.

**Qualifying Address** – the address of the property that qualifies the Member for office.

**Regularly Scheduled** – the regular annual schedule of meetings as per the approved terms of reference, by-law or resolution of the body or the generally accepted regular meeting dates of such if no annual schedule is available.

**Required Meeting** – regular and special meetings called for Council, Committee of the Whole, Special Council, or Public Planning Hearings.

**Required Special Events, Engagements and Functions** – community events, fund raising events, ceremonies, sponsorship opportunities, photo opportunities, flag raisings, ribbon cuttings, grand openings, celebrations and any other such engagements that a member is required to attend according to Policy, By-law or Resolution.

**Special meeting** – Any additional meeting called of a body outside of the regular annual schedule of meetings.

**Time Sensitive Special Requests** – Any request for a member of Council to attend the office due to a time sensitive item that is required within 24 hours notice. i.e.: signing documents. This does not include regular recurring attendance/signing requirements that generally occur or is scheduled on a regular basis such as cheque and by-law signing which

usually occurs within 2 days of a regular Council meeting, unless such item is required with immediate time sensitivity.

## Policy

### 1. Term Review of Compensation

- 1.1. A review shall be undertaken in the year preceding each regular election year to determine the remuneration rates for the upcoming newly elected Council;
- 1.2. A review of a comparator group of municipalities of sufficient size to provide a meaningful sample shall be used to undertake such a review;
- 1.3. Amounts recommended as a result of the comparator group review, and adopted by the current Council, will be effective upon commencement of the new term of Council.

### 2. Annual Base Salary

- 2.1. For the 2022-2026 Council term, the Mayor shall receive an annual base salary of \$39,500.
- 2.2. For the 2022-2026 Council term, the Deputy Mayor shall receive an annual base salary of \$29,500.
- 2.3. For the 2022-2026 Council term, Members of Council shall receive an annual base salary of \$22,500.

### 3. Meeting Pay

- 3.1. In addition to the annual base salary, Meeting Pay shall be paid to members appointed to external organizations and committees or to Grey Highlands Boards, Committees and Task Forces at a rate equal to \$150 for attendance at the meeting plus mileage upon submission of timesheets.
- 3.2. In addition to the annual base salary, Meeting Pay shall be paid to members at a rate equal to \$150 plus mileage for attendance at Council, Committee of the Whole, Special Council, or Public Planning Hearings held after the 60 meeting threshold in the base salary has been met.
- 3.3. Despite subsection 3.1, compensation requests shall not be submitted by any member who receives such compensation directly from the external organization or committee.
- 3.4. Council members wishing to represent the Municipality by holding a position on Municipal Associations or Associations through their Boards or Committees shall receive Council support by resolution. The Member shall submit a request to Council including a general overview of the position, information on time commitment, any financial implications and budget consideration and any benefits to the Municipality or the Member prior to consideration by Council.
  - 3.4.1. Compensation for such representations shall be allocated in accordance with Section 3.1 and 3.3 of this Policy and based on the information provided in the report to Council for support.

#### 4. Cost of Living Increase

- 4.1. Annual Base Salary and Meeting Pay for all Members of Council will be adjusted at the same rate as the approved Cost of Living amount provided to staff during the annual budget deliberations. The Cost of Living Increase shall be calculated based on the prior year approved amount and rounded up to the nearest dollar.

#### 5. General

- 5.1. The amounts determined in each regular election year will be maintained and monitored by the Human Resource and Finance departments.
- 5.2. The Annual Base Salary and Internet allowance will be paid to Members of Council on the first pay of the month with no submission of timesheet required.
- 5.3. Any Member that takes a leave of absence from Council for any circumstance shall not receive any compensation during that time, unless approved through another Policy that may be established (i.e.: Parental Leave)
- 5.4. Additional remuneration will be paid out as soon as possible after receipt of the Council timesheet/expense sheet in accordance with payroll timelines.
- 5.5. No member shall receive any additional remuneration outside of what is explicitly provided for in this policy without Council approval in open session.

#### 6. Benefits:

##### 6.1. Employee Health Benefit Plan

- 6.1.1. Upon taking office, each Member of Council may elect to enroll in the Employee Health Benefit Plan at the same level of coverage provided to staff for extended health and dental, enrollment in the employee assistance program, and a flat rate of \$25,000 for life insurance and dependant life. Such coverage shall be paid by the Municipality.
- 6.1.2. The Employee Health Benefit Plan shall cease at the time the Council Member is no longer a Member of Council.

- 6.2. **Paid Absences:** Members shall be permitted to miss up to 4 regularly scheduled Council, Committee of the Whole, Special Council, or Public Planning Hearings without loss of earnings in a calendar year. Any absence by a member at any required meeting referenced above beyond the 4 paid absences allowed, will incur a payroll deduction of \$150 per regularly scheduled Council, Committee of the Whole, Special Council, or Public Planning Hearings missed.

- 6.3. **RRSP:** The Municipality shall contribute an amount equal to 9% of each Council Member's annual base salary to the Member's own Registered Retirement Savings Plan (RRSP). Members are responsible for providing the required information to the Finance Department to facilitate this contribution directly to the provider. Should any member of Council be ineligible to contribute to an RRSP, the contribution amount shall be provided as a payment in lieu to the ineligible member.

#### 7. General expenses

- 7.1. **Provision of office equipment and materials:** In order to effectively discharge their duties and responsibilities, an allowance of \$50 per month will be provided to

Members of Council for home internet access. The Municipality shall also provide Members (with the exception of the Mayor and Deputy Mayor who receive provisions from the County) with the following for use during the term of office:

7.1.1. A personal computer or tablet with appropriate software necessary to discharge their duties based on municipal standards; and

7.1.2. A smartphone with internet access based on municipal standards.

**7.2. Mileage allowance:**

7.2.1. Mileage shall be calculated in accordance with CRA Rates by the finance department.

7.2.2. Mileage shall be calculated from the closer of the Member's home, starting point (if embarking from a location other than their home or qualifying address) or qualifying address to the meeting location.

7.2.3. Mileage may be claimed for travel to and from all Council, Committee of the Whole, Special Council, Public Planning Hearings, committees, boards, task forces and external appointment to which the member has been appointed; travel to properties for site inspections required as part of Committee of Adjustment appointments; and required special events, engagements or functions.

7.2.4. Mileage may not be claimed for optional special events, engagements, functions; constituent meetings; invited attendee meetings; meeting preparation activities or any other duties not listed in 7.2.3.

7.2.5. Mileage may be claimed for attendance to the office for Time Sensitive Special Requests required within 24 hours notice.

## **8. Approval and Review**

8.1. Members shall submit their timesheets to Finance on a monthly basis.

8.2. The Finance department shall review the submissions for consistency with the relevant policy and budget and note any questions or discrepancies on the timesheet prior to submitting to the relevant approver.

8.3. The Mayor shall review the Deputy Mayor and Councillor timesheets and any associated notes from finance and obtain clarity from the Member on any questions or discrepancies prior to approving. Once approved, the Mayor shall submit the final approved timesheets to Finance for processing. Any discrepancies left outstanding shall be considered by Council in open session.

8.4. The Deputy Mayor shall review the Mayor's timesheets and any associated notes from finance and obtain clarity from the Member on any questions or discrepancies prior to approving. Once approved, the Deputy Mayor shall submit the final approved timesheets to Finance for processing. Any discrepancies left outstanding shall be considered by Council in open session.

8.5. Corporate and Legislative Services will pull the Member attendance report for the approvers and Finance upon request to assist in verification of submissions.

8.6. All timesheets will be available for inspection by any person at any time and may be posted on the municipal website.

## 9. Responsibilities

- 9.1. The Finance department, is responsible for reviewing timesheets against the relevant policies prior to submission to the appropriate approver. Any questions or discrepancies noted will be brought to the attention of the approver who shall obtain clarity from the member.
- 9.2. Corporate and Legislative Services are required to track Member attendance at Grey Highlands hosted meetings through the agenda management system and shall pull the report for submission to Finance as may be required.
- 9.3. Members of Council are responsible for submitting Timesheets and Expense Forms on a monthly basis. Timesheet format will be provided by finance to the members for completion in the required manner for processing.
- 9.4. Members of Council are responsible for exercising good judgment while incurring all expenses.
- 9.5. As required under the Municipal Act 284 (1), The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year