



Meeting Date:	March 02, 2022
Contact:	Robert Tremblay, CAO rtremblay@whitewaterregion.ca 613-646-2282, Ext. 126

Title:

Proposed Council Remuneration - Effective 2022-2026

Recommendation:

That Council of the Township of Whitewater Region approve, for the purposes of a public meeting, minor changes to Council Remuneration for the 2022-2026 term.

Background:

Section 283 of the Municipal Act, 2001 S.O. 2001, c.25 as amended, provides that the council may establish by by-law the remuneration and expenses for members of council for attendance at meetings of council or for attendance at committee meetings and that such remuneration and expenses. Council is also expected to review the by-law at least once during the four-year term of office. The Treasurer undertook a review in late 2018 with By-law 19-03-1161 adopted in March 2019. The Treasurer is obligated to produce a statement of council remuneration on an annual basis.

At its meeting of December 3, 2021 Council agreed to change the composition of council for the next term with a Mayor, Deputy Mayor, and five Councillors.

At its meeting of December 15, 2021 Council approved a review of Council Remuneration with input from a community review panel comprised of Randi Keith, Art Jamieson, and Del O'Brien. The panel met on February 25, 2022.

Analysis:

Staff compiled information on the Township's remuneration, as well as other municipalities for the review panel. All municipalities within Renfrew County responded with the exception of Greater Madawaska and Brudenell, Lyndoch & Raglan. The City of Pembroke and Township of South Algonquin provided information. The review panel determined that the existing Council

Remuneration was generally fair and minor adjustments would be in order, specifically to address the new Deputy Mayor position.

The following is a summary of recommendations. For salary purposes, it is recommended that salaries be adjusted based on cost of living of either 1.5% or 2% for 2023. It is agreed that the Deputy Mayor should be adjusted to be the middle point between the Mayor and Councillors to reflect duties. A per meeting per diem is not recommended at this time, in keeping with existing remuneration.

	Current	Proposed	
Mileage	CRA Rate (\$0.61/km)	CRA Rate	
Cost of Living Adjustment	same as staff	same as staff	
Conferences and Education	\$4,000 \$100/day	\$4,000 \$100/day	
Expenses Allowance	\$700 Mayor \$500 Reeve \$500 Councillors	\$1,000 Mayor \$750 Deputy Mayor \$500 Councillors	
Technology	iPads - all cell phones - Mayor & Reeve	iPads and cell phones - all	
Meals	same as staff	same as staff	
Benefits	not provided	not provided	
OMERS	not provided	not provided	
	2022 (1.5%)	2023 (1.5%)	2023 (2.0%)
Salary	\$27,455 - Mayor \$19,853 - Reeve \$19,853 - Councillors	\$27,867 - Mayor \$24,009 - Deputy Mayor \$20,150 - Councillors	\$28,004 - Mayor \$24,125 - Deputy Mayor \$20,250 - Councillors

Strategic Plan Departmental Workplan:

This report is in keeping with the Township's strategic area of focus, being corporate performance.

Engagement Consultation:

The review panel is comprised of community members. A Public Meeting is scheduled for March 16, 2022.

Financial Implications:

According to the 2020 Statement of Council Remuneration, total expenses were \$174,838.67 for that year. The cost to include all members of Council on the cell phone/data plan is \$21.53 per month per phone or \$1,300 per year to add 5 members.

Should benefits be added similar to the staff plan (single coverage), it would represent an added cost of \$251.71 per month per person, but is not recommended at this time.

Next Steps:

The public meeting and by-law are scheduled for March 16, 2022. Changes will take effect beginning the 2022-2026 term.

Attachments:

Council Remuneration By-law as amended
Council Conference & Miscellaneous Expenses Policies as amended
Municipal Comparators as amended

Prepared by: Robert Tremblay, Chief Administrative Officer

The Corporation of the Township of Whitewater Region

By-law Number 22-03-14

A by-law to provide for the remuneration of members of the Council of the Township of Whitewater Region

Whereas, Section 283 of the *Municipal Act, 2001 S.O. 2001, c.25* as amended, provides that the council may establish by by-law the remuneration and expenses for members of Council for attendance at meetings of Council or for attendance at Committee meetings of Council and that such remuneration and expenses may be determined in any manner that Council considers advisable; and

Whereas, this by-law must be reviewed at a public meeting at least once during the four-year term of office after a regular election, which occurred on March ~~6~~16, 20~~19~~22; and

Now therefore Council of the Corporation of the Township of Whitewater Region enacts as follows:

1. That the Corporation of the Township of Whitewater Region shall pay on a bi-weekly basis to the members of the Council as follows for all Council and committee meetings:
 - a) Mayor shall receive an annual honorarium of ~~\$26,275~~\$28,004.00.
 - b) ~~Reeve Deputy Mayor~~ shall receive an annual honorarium of ~~\$18,986~~\$24,125.00.
 - c) Councillors shall receive an annual honorarium of ~~\$18,986~~\$20,250.00.
2. That annual honorarium described in Section 2 excludes any honorarium or expenses paid and determined by a local board, agency or commission for which a member of Council may be appointed to from time to time.
3. That each member of Council shall be entitled to the following accountable miscellaneous expenses allowance limit to be used at the member's discretion:

Mayor	\$700 <u>\$1,000</u> per annum
Reeve	\$500 <u>\$750</u> per annum
Councillor	\$500 per annum.
4. That, when on municipal business authorized by Council outside the Township of Whitewater Region, members of Council shall be reimbursed for expenses as per the ~~Employment By-law for Township Officers and staff~~Human Resources Policies applicable to staff, in force and effect.
5. That each Councillor, ~~Reeve~~Deputy Mayor, and Mayor be allocated \$4000 per year in expenses related to conferences and conventions or any other municipal business function; in addition, reimbursement of \$100 per day up to a maximum of four (4) days per year to attend the conference.
6. That mileage be granted to all members of Council and the mileage rate will be consistent with the Canada Revenue Agency (CRA) rates for travel from the elected official home to the municipal office or

designated destination for all approved meetings and committee meetings. The mileage for the month is to be itemized and submitted to the Treasurer or designate.

7. That each Councillor, Deputy Mayor, and Mayor be provided with an electronic device required to access email and electronic documents such as a laptop or tablet, as well as a cellular telephone on the Township's plan for the purposes of Township business. Devices shall become the property of the member following the four-year Council Term with the removal and retention of any records under the authority of the Township.

8. That the Township of Whitewater Region Council will ensure proper maintenance of the Council's remuneration model by providing an annual increase equal to the cost of living allowance as per ~~the Employment By-Law for Township Officers and Staff~~ Township Human Resources Policies applicable to staff, in force and effect.

98. That By-law ~~1819-03-1043161~~ is hereby repealed effective November 15, 2022.

109. This by-law shall come into force ~~as off~~ for the 2022-2026 Term of Council. January 1, 2019.

Read a first, second and third time and finally passed this ~~20th~~ 16th day of March, 2022~~19~~.

Michael Moore, Mayor

Carmen Miller, Clerk

Policy: Council Education Policy

Main Contact: Treasurer

Last Revision: ~~July 2019~~ March 2022

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Policy Statement

The Corporation of the Township of Whitewater Region allocates funding for Council Members to participate in professional development and education opportunities.

Purpose

The purpose of the policy is to provide guidance with regard to these expenses.

Definitions

“**Education**” means training, education and professional development opportunities available to Council members, including a municipal conference, such as those offered by the Association of Municipalities of Ontario, Rural Ontario Municipal Association, Federation of Canadian Municipalities, Ontario Small Urban Municipalities, and Ontario East Municipal Conference organized by Municipal Affairs and Housing.

Policy Requirements

1.0 Expenses

- 1.1 The Council Remuneration By-law ~~(19-03-1161)~~ provides for reimbursement for expenses and mileage. Admissible education expenses include registration, accommodation, per diems, transportation, parking, and meals not provided for in registration.

- 1.2 Expenses related to guests, including spouses, are not eligible for reimbursement.
- 1.3 The Remuneration By-law states that each Councillor, Reeve, and Mayor are allocated \$4,000 per year in expenses related to conferences and conventions or any other municipal business function; in addition, reimbursement of \$100 per day up to a maximum of four (4) days per year is permitted to attend.

2.0. Registration by Clerk

- 2.1 Arrangements for education and municipal conferences should be made with the Clerk, including registration, accommodation, and travel.

3.0 Annual Reporting by Treasurer

- 3.1 Education expenses are reflected in the statement of remuneration and expenses paid to each member of Council for the year prepared by the Treasurer in accordance with Section 284 of the *Municipal Act*.

4.0 Allocation Sharing

- 4.1 A member of Council may in writing to the Treasurer allocate part of their annual education allocation to another member of Council.

5.0 Submission of Receipts

- 5.1 Receipts are required and should be submitted to the Treasurer within 20 days of attending a conference.

Monitoring

The Chief Administrative Officer shall monitor compliance with the policy.

Authority

Section 283 of the *Municipal Act, 2001 S.O. 2001, c.25* as amended, provides that the council may establish by by-law the remuneration and expenses for members of Council and expenses may be determined in any manner that Council considers advisable.

Contact

Treasurer
P.O. Box 40, 44 Main Street
Cobden ON K0J 1K0
(613) 646-2282

Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Council Education Policy	July 1, 2019	New Policy	19-07-1196

	<u>November 15, 2022</u>	<u>Term review</u>	<u>22-03-XXXX</u>
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Policy: Council Miscellaneous Expenses Policy

Main Contact: Treasurer

Last Revision: ~~July 2019~~ March 2022

[Policy Statement](#)

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Policy Statement

The Corporation of the Township of Whitewater Region allocates an accountable miscellaneous expenses allowance limit to be used at each Council Member's discretion:

Purpose

The purpose of the policy is to provide guidance with regard to miscellaneous expenses resulting from Council business, including participation in community events.

Definitions

"Miscellaneous Expenses" means any donation, fee, advertisement, sponsorship or expense undertaken by a Member of Council and specifically excludes conference related costs and mileage.

Policy Requirements

1.0 Miscellaneous Expenses

1.1 The Council Remuneration By-law ~~(19-03-1161)~~ provides for an accountable miscellaneous expenses allowance limit to be used at the member's discretion:

Mayor ~~\$700~~ \$1000 per annum

~~Reeve-Deputy Mayor \$500~~ \$750 per annum

Councillor \$500 per annum.

2.0 Annual Reporting by Treasurer

2.1 Expenses are reflected in the statement of remuneration and expenses paid to each member of Council for the year prepared by the Treasurer in accordance with Section 284 of the *Municipal Act*.

3.0 Allocation Sharing

3.1 A member of Council cannot allocate part of their annual miscellaneous expense allocation limit to another member of Council.

3.2 Any unspent funds will not be carried forward.

4.0 Donations

4.1 Donations and similar expenses to charitable organizations should be paid by the Member and submitted for reimbursement to allow for a charitable receipt to be issued by the receiving organization.

5.0 Submission of Receipts

5.1 Receipts are required and should be submitted to the Treasurer for reimbursement or payment.

Monitoring

The Chief Administrative Officer shall monitor compliance with the policy.

Authority

Section 283 of the *Municipal Act, 2001 S.O. 2001, c.25* as amended, provides that the council may establish by by-law the remuneration and expenses for members of Council and expenses may be determined in any manner that Council considers advisable.

Contact

Treasurer
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Cobden ON K0J 1K0
(613) 646-2282

Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Council Miscellaneous Expenses Policy	July 1, 2019	New Policy	19-07-1196

	<u>November 15, 2022</u>	<u>Updated amounts</u>	<u>22-03-XXXX</u>
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	Petawawa	Pembroke	Renfrew	Arnprior	KHR	Laurentian Valley	Bonnechere Valley	Deep River	Mad Valley	WWR 2021	Mean	Median	50th	75th
Mayor														
Salary	\$ 48,483.12	\$ 42,454.00	\$ 39,171.60	\$ 36,695.88	\$ 18,000.00	\$ 32,504.95	\$ 18,996.00	\$ 23,112.00	\$ 28,316.40	\$ 27,069.00	\$ 31,480.30	\$ 36,695.88	\$ 36,695.88	\$ 38,552.67
Expense allowance	\$ 5,000.00	\$ 2,080.00		\$ 1,380.00		\$ 700.00	\$ 2,000.00		\$ 2,000.00	\$ 700.00				
Conferences		\$ 666.50				\$ 4,894.63	\$ 3,500.00		\$ 3,100.00	\$ 4,000.00				
Mileage	CRA RATE	CRA	\$ 0.59	CRA Rate, \$30/m	\$ 0.53	\$ 0.46	\$ 0.55	\$ 0.53	\$ 0.59	\$ 0.59				
COLA	CPI Oct.		same as staff		\$ 2,020.00		same as staff		same as staff	same as staff				
Honourarium	200/mth 180/day, 90/half		300+50/m	150/d \$75/half	\$150/mtg	223.03/d 111.53/half	290/4hr 158/2hr	125/half, 250/full		\$100/day				
Deputy Mayor														
Salary	\$ 30,684.30	\$ 23,412.00	\$ 20,800.00	\$ 18,602.76	\$ 8,400.00	\$ 24,211.75	\$ 12,672.00	\$ 12,868.00	\$ 20,466.12	\$ 19,560.00	\$ 19,167.69	\$ 20,800.00	\$ 20,800.00	\$ 22,759.00
Expense allowance	\$ 1,550.00	\$ 2,200.00				\$ 500.00	\$ 500.00		\$ 500.00	\$ 500.00				
Conferences		\$ 445.89				\$ 4,894.63	\$ 2,000.00		\$ 3,100.00	\$ 4,000.00				
Mileage	CRA RATE	CRA			\$ 0.53	\$ 0.46	\$ 0.55	\$ 0.53	\$ 0.59	\$ 0.59				
COLA	CPI Oct.		same as staff				same as staff		same as staff	same as staff				
Honourarium	180/day, 90/half		300+50/m		\$125/mtg	223.03/d 111.53/half	290/4hr 158/2hr	125/half, 250/full		\$100/day				
Councillor														
Salary	\$ 26,516.98	\$ 20,726.00	\$ 15,740.80	\$ 18,602.76	\$ 8,400.00	\$ 24,211.75	\$ 12,672.00	\$ 9,659.00	\$ 20,466.12	\$ 19,560.00	\$ 17,655.54	\$ 18,602.76	\$ 18,602.76	\$ 20,661.03
Expense allowance	\$ 1,550.00	\$ 1,700.00		\$ 1,380.00		\$ 500.00	\$ 500.00		\$ 500.00	\$ 500.00				
Conferences		\$ 775.55				\$ 4,894.63	\$ 2,000.00		\$ 3,100.00	\$ 4,000.00				
Mileage	CRA RATE	CRA			\$ 0.53	\$ 0.46	\$ 0.55	\$ 0.53	\$ 0.59	\$ 0.59				
COLA	CPI Oct.		same as staff				same as staff		same as staff	same as staff				
Honourarium	180/day, 90 half	1500/chair, 7	300+50/m		\$125/mtg	223.03/d 111.53/half	290/4hr 158/2hr	125/half, 250/full		\$100/day				

MUNICIPALITIES WITH WATER/WASTEWATER AND/OR ARENAS

	McNab/Braeside	Petawawa	Pembroke	Renfrew	Horton	South Algonquin	Admaston/Bromley	Arnprior	Greater Madawaska	Head Clara Maria	KHR	Laurentian Hills	Laurentian Valley	Bonnechere Valley	Deep River	Mad Valley	WWR 2021	Mean	Median	50th	75th	
Mayor																						
Salary	\$ 26,921.43	\$ 48,483.12	\$ 42,454.00	\$ 39,171.60	\$ 25,872.00	\$ 12,666.00	\$ 23,193.29	\$ 36,695.88		\$ 5,400.00	\$ 18,000.00	\$ 18,253.20	\$ 32,504.95	\$ 18,996.00	\$ 23,112.00	\$ 28,316.40	\$ 27,069.00	\$26,694.30	\$26,396.72	\$26,396.72	\$33,552.68	
Expense allowance	\$ 3,000.00	\$ 5,000.00	\$ 2,080.00					\$ 1,380.00		\$ 1,000.00			\$ 700.00	\$ 2,000.00		\$ 2,000.00	\$ 700.00					
Conferences	\$ 2,000.00		\$ 666.50		2 per year		\$ 6,000.00			\$ 3,000.00			\$ 4,894.63	\$ 3,500.00		\$ 3,100.00	\$ 4,000.00					
Mileage	\$ 0.59	CRA RATE	CRA	\$ 0.59	\$ 0.59		\$ 0.50	CRA Rate, \$30/m		\$ 400.00	\$ 0.53	\$ 0.59	\$ 0.46	\$ 0.55	\$ 0.53	\$ 0.59	\$ 0.59					
COLA		CPI Oct.		same as staff	same as staff		same as staff			\$ 2,020.00	1.50%		same as staff		same as staff	same as staff	same as staff					
Honourarium		200/mth 180/day, 90/half		300+50/m	160/day 80/half	75/mtg 100/4hr m	45/day outside	150/d \$75/half		\$150/mtg	\$150/mtg	\$115/mtg	223.03/d 111.53/half	290/4hr 158/2hr	125/half, 250/full		\$100/day					
Deputy Mayor																						
Salary	\$ 24,975.22	\$ 30,684.30	\$ 23,412.00	\$ 20,800.00	\$ 18,480.00	\$ 9,390.00	\$ 13,253.58	\$ 18,602.76		\$ 4,200.00	\$ 8,400.00	\$ 9,778.10	\$ 24,211.75	\$ 12,672.00	\$ 12,868.00	\$ 20,466.12	\$ 19,560.00	\$16,984.61	\$18,541.38	\$18,541.38	\$21,453.00	
Expense allowance		\$ 1,550.00	\$ 2,200.00							\$ 1,000.00			\$ 500.00	\$ 500.00		\$ 500.00	\$ 500.00					
Conferences	\$ 1,500.00		\$ 445.89		1 per year		\$ 3,000.00			\$ 3,000.00			\$ 4,894.63	\$ 2,000.00		\$ 3,100.00	\$ 4,000.00					
Mileage	\$ 0.59	CRA RATE	CRA	\$ 0.59	\$ 0.59		\$ 0.50			\$ 400.00	\$ 0.53	\$ 0.59	\$ 0.46	\$ 0.55	\$ 0.53	\$ 0.59	\$ 0.59					
COLA		CPI Oct.		same as staff	same as staff		same as staff					1.50%		same as staff		same as staff	same as staff					
Honourarium		180/day, 90/half		300+50/m	160/day 80/half	75/mtg 100/4hr m	45/day outside			\$150/mtg	\$125/mtg	\$115/mtg	223.03/d 111.53/half	290/4hr 158/2hr	125/half, 250/full		\$100/day					
Councillor																						
Salary	\$ 21,472.17	\$ 26,516.98	\$ 20,726.00	\$ 15,740.80	\$ 18,480.00	\$ 9,390.00	\$ 13,253.58	\$ 18,602.76		\$ 3,000.00	\$ 8,400.00	\$ 9,778.10	\$ 24,211.75	\$ 12,672.00	\$ 9,659.00	\$ 20,466.12	\$ 19,560.00	\$15,745.58	\$17,110.40	\$17,110.40	\$20,531.09	
Expense allowance		\$ 1,550.00	\$ 1,700.00					\$ 1,380.00		\$ 1,000.00			\$ 500.00	\$ 500.00		\$ 500.00	\$ 500.00					
Conferences	\$ 1,500.00		\$ 775.55		1 per year		6000 for all			\$ 3,000.00			\$ 4,894.63	\$ 2,000.00		\$ 3,100.00	\$ 4,000.00					
Mileage	\$ 0.59	CRA RATE	CRA	\$ 0.59	\$ 0.59		\$ 0.50			\$ 400.00	\$ 0.53	\$ 0.59	\$ 0.46	\$ 0.55	\$ 0.53	\$ 0.59	\$ 0.59					
COLA		CPI Oct.		same as staff	same as staff		same as staff					1.50%		same as staff		same as staff	same as staff					
Honourarium		180/day, 90 half	1500/chair, 7	300+50/m	160/day 80/half	75/mtg 100/4hr m	45/day outside			\$150/mtg	\$125/mtg	\$115/mtg	223.03/d 111.53/half	290/4hr 158/2hr	125/half, 250/full		\$100/day					

ALL MUNICIPALITIES