


POLICY

	Policy:	Council and Committee Compensation Policy		
	Department:	Office of the Chief Administrative Officer		
	Division:	Clerk's Division	By-Law No.:	N/A
	Administered By:	Clerk	Approval Date:	Dec. 11, 2023
	Replaces:	Council Compensation and Travel – Sept. 22, 2014		
	Attachment(s):	N/A		

1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to providing appropriate compensation for Members of Council, Local Boards, and Committees while ensuring that transparency and accountability is maintained in the matter of compensation practices

2. PURPOSE

2.1. To policy provides standards to address financial provisions paid to Members of Council and Local Boards or Committees for the discharge of official duties.

3. SCOPE

3.1. This policy applies to all elected Members of Council during their term of Council.

3.2. This policy applies to all Members of Local Boards and Committees during their appointed term.

3.3. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO or designate.

4. DEFINITIONS

Common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

4.1. **Accountability** means, for the purpose of this policy, the obligation to answer to the general public, ratepayers and or Council for the type and level of expenses they incur.

4.2. **Conference/Seminar/Workshop** means, for the purpose of this policy, an event for training and gaining understanding as it relates to specific required competencies to undertake the attendee's role on behalf of the Town.

Common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

5. INTERPRETATIONS

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time

to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. MEMBERS OF COUNCIL

6.1. Compensation

6.1.1. Salary Market Compensation Review

At least once during each council term, The Town, in consultation with a third-party consultant, will conduct a comprehensive market analysis to compare the current Council compensation with that of comparator municipalities. This will ensure alignment with prevailing market standards and equitable remuneration practices for the upcoming term of Council.

6.1.2. Annual Remuneration

Members of Council will receive an annual remuneration in accordance with the approved Annual Operating Budget. Council compensation rates shall be indexed for an economic adjustment equivalent to that applied to the Non-Union Compensation grid, or as otherwise determined by Council in the annual budget.

6.1.3. Special Meetings

At times, a special meeting may be called during regular daytime business hours and as such a per diem is paid as calculated below:

- a. First 4 (four) hours or any portion thereof \$100.00
- b. Each additional hour at \$25.00 per hour, up to four hours.
- c. Inclusive of the above (a. and b.), a maximum total of \$200.00 will be paid per meeting.

6.1.4. A meeting that is scheduled just prior to a regular Council meeting is considered to be an extension of that Council meeting and a per diem will not be paid. Administration will track the actual hours of the Council Members in attendance at special meetings.

6.1.5. Other Meetings

Council members receive numerous invitations to meetings or networking events that are usually free of charge. Although considered important informational or networking opportunities, they are optional for members to attend and not eligible for a per diem provided by the Town of Amherstburg.

6.2. Pension

- 6.2.1. At the beginning of and for each term of Council, eligible members will have the option to participate in the Town's pension plan (OMERS). Alternatively, an eligible member may elect to instead have the equivalent amount directed to their individual Registered Retirement Savings Plan (RRSP) on their behalf.
- 6.2.2. Council Members ineligible for OMERS participation have the option to select a Pay in Lieu alternative. This alternative involves the Town making cash payments equivalent to what would be contributed if the Council Member were enrolled in OMERS.
- 6.2.3. Should the Council Members wish to arrange for Pay in Lieu amount to be directed into a Tax-Free Savings Account (TFSA), then Council Members must submit the direct deposit information to the Town. This option would only be available to the Council Members if they have not already contributed the maximum amounts to their TFSAs.

6.3. **Per Diem Wage Allowance**

- 6.3.1. A per diem wage allowance of \$200.00 for each day or part thereof may be claimed by members of Council attending a non-local conference/seminar/workshop.
- 6.3.2. The per diem shall include the first day and last day of the event; where 'day' may include a part day.

7. **MEMBERS OF LOCAL BOARDS AND COMMITTEES**

7.1. **Compensation for Eligible Committee Members**

- 7.1.1. The members of the **Amherstburg Accessibility Advisory Committee** receive a per-diem compensation for each meeting attended in a calendar year in the amount of \$50.00.
- 7.1.2. The members of the **Drainage Board** receive a per-diem compensation for each meeting attended in a calendar year in the amount of \$75.00.
- 7.1.3. The members of the **Committee of Adjustment** receive a per-diem compensation for each meeting attended in a calendar year in the amount of \$75.00.
- 7.1.4. The members of the **Licensing Committee** receive a per-diem compensation for each meeting attended in a calendar year in the amount of \$75.00.

8. **RESPONSIBILITIES**

- 8.1. **Council** has the authority and responsibility to:
 - 8.1.1. Adopt and adhere to the Council and Committee Compensation Policy.
 - 8.1.2. Approve compensation for local boards and committees.

- 8.2. The **CAO** has the authority and responsibility to:
 - 8.2.1. Ensure appropriate oversight is in place within respective areas of responsibility to ensure compliance with the policy.

- 8.3. The **Clerk** has the authority and responsibility to:
 - 8.3.1. Assess and provide recommendations to Council on fair and appropriate compensation for members of Local Boards and Committees through consideration of time commitment required, the complexity of the work, and the qualifications and expertise of the members.

- 8.4. The **Treasurer** has the authority and responsibility to:
 - 8.4.1. Ensure compensations are paid in accordance with the Council and Committee Compensation Policy.

- 8.5. The **Local Board or Committee Staff Liaison** has the authority and responsibility to:
 - 8.5.1. Track and report attendance to the Finance Division relative to meeting attendance compensation, where appropriate.

- 8.6. **Members of Local Boards or Committees** have the authority and responsibility to:
 - 8.6.1. Adhere to the Council and Committee Compensation Policy.

- 8.7. **Staff** have the authority and responsibility to:
 - 8.7.1. Ensure their understanding and compliance with the policy and seek clarification where needed to follow the policy expectations.

9. LEGISLATIVE REFERENCES

- 9.1. Municipal Act, 2001