

## Staff Reports

### Council Remuneration Review (CL-2017-18)

5. Moved by Councillor Kidd  
Seconded by Mayor Williams

**That CL-2017-18, Council Remuneration Review, dated September 22, 2017, be received;**

**And that Council confirm that the resolutions approved by Council on November 25, 2013 continue to apply for the 2018-2022 term of Council;**

**And that Council direct staff to report to Council by the end of 2019 to seek direction for the review of Council remuneration for the 2022-2026 term of Council.**

Mayor Williams requested a recorded vote.

Mayor Williams	Yes	Councillor Kidd	Yes
Councillor Wilson	Yes	Councillor Garisto	No
Councillor Bradley	No	Deputy Mayor Maycock	Yes
Councillor Campbell	Yes		

**Carried.**

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**Subject:** Council Remuneration Review  
**Department:** Clerks  
**Report #:** CL-2017-18  
**Meeting Date:** September 11, 2017

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**Priority Area:** Orangeville Forward – Strategic Plan  
**Objective:** Strong Governance  
Financial responsibility, transparent and fair decision-making processes

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## **Recommendations**

**That CL-2017-18, Council Remuneration Review, dated September 22, 2017, be received;**

**And that Council confirm that the resolutions approved by Council on November 25, 2013 continue to apply for the 2018-2022 term of Council;**

**And that Council direct staff to report to Council by the end of 2019 to seek direction for the review of Council remuneration for the 2022-2026 term of Council.**

## **Background and Analysis**

Pursuant to Boards and Committees By-law No. 2015-25, a Council Remuneration Review Committee is to be established in the year preceding a municipal election “to review Council remuneration and, if necessary, recommend changes to be implemented for the next term of Council.”

The Committee is to be composed of three members of the public, supported by staff from Human Resources and the Clerk’s Office.

Staff began seeking applicants for this Committee in March 2017. Advertisements were published on the Town page in the Orangeville Citizen on March 16, 23, 30 and April 6. One application was received in response to that series of ads. Council directed staff inform the applicant that his appointment would be confirmed at a future public meeting, and to re-advertise.

A second series of advertisements was published in the Orangeville Citizen on May 11, 18 and 25. One more application was received and staff were again directed to inform the applicant that his appointment would be confirmed at a future public meeting, and to re-advertise.

A third series of advertisements was published in the Orangeville Citizen on June 23, 30 and July 6 but no further applications were received, and one of the previous candidates withdrew his application.

Despite advertisements spanning a period of almost five months, we have been unsuccessful in attracting enough applicants to form a committee. Staff can continue to advertise, however, it is doubtful that a committee can be formed, investigate and review the issues and report to Council by the end of 2017.

On November 25, 2013, after considering the report of the 2013 Council Remuneration Review Committee, Council approved the following:

**That the report from the Council Remuneration Review Committee, dated November 12, 2013, with respect to the 2013 Compensation Review, be received;**

**And that the Council salary continues to be subject to annual cost of living adjustments equivalent to the percentage increase which the Town staff receives as compensation;**

**And that members of Council be provided with a monthly allowance in the amount of \$180 to cover their operational expenses (\$100 for home office expenses; \$50 internet costs; \$30 cell phone costs), an increase of \$130. This allowance in whole or in part can be refused by the members of Council;**

**And that in the event a member of Council accepts cell phone reimbursement, the Town will have the right to publish their cell phone number on the Town website and any Town publications that include Council contact information;**

**And that members of Council be provided with coverage under the Workers Safety Insurance Board (WSIB);**

**And that members of Council be provided with a Town-purchased laptop at the beginning of their tenure;**

**And that in the event a member of Council prefers a laptop of his/her choice, the member will be responsible for providing support and maintenance for the laptop. The Town will reimburse the cost of one laptop per term to the value of the Town-purchased laptop. The laptop must be purchased within the first twelve months of the Council term to which the member is elected;**

**And that at the end of the term of Council, members be permitted to retain the laptops provided by the Town. Hard drives must be destroyed for confidentiality purposes and replaced with new hard drives containing only members' personal data. This work to be completed by the Town's Information Technology staff;**

**And that no change be made to the expense policy for attending events;**

**And that members of Council be issued a T2200 form (Declaration of Conditions of Employment) to enable them to claim expenses that are allowed in accordance with the Income Tax Act;**

**And that council investigate the role of the Mayor becoming full-time, and retain an outside consultant to review the increase in salary.**

A copy of the report, 2013 Compensation Review, submitted by the then Council Remuneration Review Committee, is attached.

#### **Options:**

Council may wish to consider one of the following options:

- 1) direct staff to advertise again and continue to seek applications from the public to serve on the Council Remuneration Review Committee;
- 2) amend the membership of the Committee to include one public member and members of Council, with staff support;
- 3) refer the issue to the General By-law Committee;
- 4) confirm that the resolutions approved by Council on November 25, 2013 continue to apply for the 2018-2022 term of Council and direct staff to report to Council by the end of 2019 to seek direction for the review of Council remuneration for the 2022-2026 term of Council.

#### **Financial Impact**

As part of the 2017 federal budget, the one-third tax free exemption for local elected officials was eliminated, effective in 2019. There is no financial impact unless salaries for members of Council are increased to off-set the loss of the tax-free exemption.

Respectfully submitted

Susan Greatrix, Clerk

Attachment 1: 2013 Compensation Review

## **The Corporation of the Town of Orangeville**

### **Report to Council**



**To:** Mayor Adams and Members of Council

**From:** Council Remuneration Review Committee

**Date:** November 12, 2013

**Subject: 2013 COMPENSATION REVIEW**

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#### **PURPOSE**

The purpose of this report is to review Council's compensation in accordance with the Council Remuneration Review Policy adopted in February 2009.

#### **BACKGROUND AND DISCUSSION**

Orangeville is a quaint town located on the edge of the Greater Toronto Area (GTA), and within the outer ring of the Great Golden Horseshoe. Orangeville is not only a place to work and play, but home to a population approaching 29,000 citizens. Its motto is "Historic Charm - Dynamic Future". Forecasts in the Dufferin County Growth Management Study indicate the Town is expected to develop 3,300 housing units, and create about 2,500 jobs by 2031.

While Orangeville is a town, it functions like a city in terms of providing many of the services delegated to the upper tier in a regional system of government. In addition to the extensive lower tier services, the Town is responsible for building inspection, planning, police, sewage and water works. In addition, the Town owns Orangeville Hydro and Orangeville Railway Development Corporation. These are all achieved with an operating budget of \$ 57.1 Million.

The Town Council, comprising a Mayor, Deputy Mayor and five Councillors is elected every four years. The next election is scheduled for October 2014. It is considered essential to attract the widest possible cross section of qualified individuals from the community. While election to Council fulfills an important public service, it also involves significant, personal and time commitments. Therefore, the Town needs to establish and maintain adequate remuneration that neither creates incentives nor constructs barriers.

Council appointed the Council Remuneration Review Ad Hoc Committee Members on May 27, 2013, with instructions to conduct a review in accordance with its Remuneration Review Process Policy adopted in February 2009 and to present a report back to Council. The Committee met on eight occasions between May 21 to October 29, 2013 to develop a draft report and its recommendations. Seven meetings were held in the lower Committee Room of the Town Hall and one meeting was held in the Council Chambers. A public information session was held on October 29 to provide the public with information on the review process and receive input. One member of the public was in attendance. All meetings were open to the public. The times and dates for the meetings were advertised in local newspapers and on the Town website. Meeting agendas included an allowance for comments from the public.

In accordance with the Town's 2009 Review Policy:

- The total compensation package was reviewed;
- A survey of eight comparable municipalities was completed;
- An On-Line Survey of present members of Council received responses from four persons who provided valuable insight;
- Two members of Council attended a Committee meeting and provided input;
- The Committee meetings and documents were open to the public and transparent.

### **COUNCIL REMUNERATION REVIEW - 2013**

The scope of compensation was discussed in detail. The information collected was to provide a detailed understanding to help make an informed decision. These areas included:

- Base salaries, tax-free remuneration, inflation on salaries, and payroll taxes such as CPP, EHT;
- Benefits such as group insurance, and retirement benefits (such as OMERS pension);
- Items provided to Councillors such as laptops and expenses directly related to Council business;
- Mileage reimbursement and reimbursement such as home office, cell phone and internet expenses;
- Other areas which have an in-direct impact to compensation, such as WSIB (Workplace Safety and Insurance Liability); T2200 form (Declaration of Conditions of Employment) to enable them to claim expenses that are allowed in accordance with the Income Tax Act;
- Other items pertinent to the Mayor's role and compensation, such as a full time or part time arrangement.

We are thankful for a dedicated volunteer committee and dedicated support from Senior Town Staff. The town staff included Ms. Susan Lankheit, Deputy Clerk – who went above board and was very effective as Committee Secretary. Human Resources manager Jennifer Gohn was a valuable asset, with her knowledge of Human Resources management in helping the committee with timely advice. Ms. Gohn completed and documented the Committee's surveys. We as a committee cannot thank these two enough for their on-going support during the process.

### **COMPARABLE MUNICIPALITIES SURVEY**

The Committee concluded that 8 Southern Ontario municipalities appeared to exhibit similar size and functional characteristics as the Town of Orangeville for the conduct of a market survey. Attached as Appendix "A" is the complete survey.

#### **Town of Bradford West Gwillimbury:**

An area municipality in the County of Simcoe, comprising the former Town of Bradford; parts of the Townships of Tecumseth and West Gwillimbury; and several settlement areas including Bond Head, Dunkerron and Newton Robinson. A Mayor, Deputy Mayor and 7 Councillors govern a population of 28,077 with an annual budget of \$ 33 million. The Town shares police services with the County and Simcoe County is responsible for waste management.

### Woodstock

Woodstock is the “Dairy Capital of Canada” and is a lower tier small city located in the heart of Southwestern Ontario. It boasts a friendly small town atmosphere, industrial development and vibrant business community. A Mayor, Deputy Mayor and 5 Councillors govern a population of 39,000 with an annual budget of \$ 97 million.

The Town has a police service and the Mayor chose not to take remuneration (even though entitled to it). In Woodstock benefits are optional, and should Councillors choose not to accept them – they receive 12.25% of their remuneration in lieu of it. Lastly, Woodstock is responsible for paramedic services.

### Town of Midland

Midland is a town located on Georgian Bay in Simcoe County. A Mayor, Deputy Mayor and seven Councillors govern a population of 16,600 with an annual budget of \$ 18.7 Million. Midland is responsible for police services and the County of Simcoe is responsible for waste management.

### Town of New Tecumseth

New Tecumseth is an amalgamated town in the County of Simcoe made up of the communities of Alliston, Beeton and Tottenham. A Mayor, Deputy Mayor and eight Councillors govern a population of 32,000 with an annual budget of \$ 53.4 Million. Nottawasaga OPP provides police services for the Town of New Tecumseth, and the County of Simcoe is responsible for waste management.

### City Of Orillia

Orillia is a city located in Simcoe County between Lake Couchiching and Lake Simcoe. A Mayor and eight Councillors govern a population of 32,000 with an annual budget of \$49.5 Million. Policing in Orillia is supplied by the Ontario Provincial Police. The city is responsible for waste management.

### City of St. Thomas

St. Thomas is a city located in Southwestern Ontario and is the county seat for Elgin County. A Mayor and seven Councillors govern a population of 38,000 with an annual budget of \$108.4 million. St. Thomas is responsible for police services and waste management.

### City of Stratford

Stratford is an urban city with a population of 31,000 and a budget of \$114.6 Million. Eleven Council members, including a deputy and part time mayor run this city. Remuneration increase is based on the Consumer Price Index. Members of Council do not received any benefits.

### **Key findings to the Municipal Comparator include:**

- Council remuneration is competitive compared to other municipalities.
- Cost of living increases are keeping Council wages current.
- Consider compensation for out of pocket expenses to make the job more attractive.
- Compensation should be fair, rather than generous – which would streamline and attract quality candidates to the position.
- Look at WSIB coverage for members of Council – concerns re: liability and cost to Town if coverage is not provided.

## **COUNCIL REMUNERATION SURVEY QUESTIONNAIRE**

### **Survey of Present Mayor, Deputy Mayor, and Councillors**

The goal of this exercise is to discover the essential elements of work required from elected officials in Orangeville and what level of effort is required to perform the tasks associated with their positions. The committee's primary purpose is to explore the work and recommend an appropriate level of compensation.

Comments from members of Council were considered essential to the committee's understanding of this topic. The committee would like to thank everyone who provided input.

The questionnaire was in the form of an email. Council comments have been consolidated on a summary sheet and names have not been identified, to keep the responses anonymous. The summary of all responses will become part of the committee's public record.

### **Remuneration Questions:**

1. In one or two sentences, please describe the overall purpose and objectives of your position.
2. Please describe the major activities you do in this role.
3. In your role how much time do you spend monthly on the following:
  - a. Preparing for meetings
  - b. Attending board meetings if applicable to your role
  - c. Attending town sponsored events
  - d. Attending business events
  - e. Responding to constituents
4. Did you attend any conferences or training events during 2012? If so, please describe the nature of the event and when. Please list all that apply.
5. Given the current way that the Mayor, Deputy Mayor, and Councillors are compensated, i.e., a base rate, taxable benefits and some expense reimbursements: Is the current level of compensation appropriate for Mayor; Deputy Mayor; and Councillors?
6. What do you personally feel is the best way to compensate elected officials?
7. Are there other items that should be included in your total compensation package, e.g., enhanced benefits, per diems for attending other functions/events, tickets for those events, a flat fee for a home office, etc.?
8. Are the group health benefits of value to you? If offered, what additional benefits would you be interested in?
9. Would you be interested in opting out of the Health Benefits Plan in exchange for reimbursement?  
  
If so, what percentage of the Town's costs should be reimbursed?

Would you be interested in having WSIB coverage?



10. Did you receive a Town provided laptop? Cell phone? Is this a benefit? Should it be returned at the end of your tenure?
11. Do you feel you are fairly compensated for your role? Please explain why or why not? If not, what is your expectation?
12. Should the Mayor of Orangeville position be full time? Why?
13. Please provide any further comments you may feel may be relevant to this subject.

Attached as Appendix “B” is the Council Remuneration Survey with responses received.

### 2013 Council Total Compensation Statement

The following summary of Council’s current remuneration, including health and CPP benefits, EHT costs and payments to the Mayor and Deputy Mayor for their participation on Police Services may provide a helpful reference:

	<u>Base Rate</u>	<u>Mileage Rate</u>	<u>Internet</u>	<u>Police Service Board</u>	<u>Health Benefits</u>	<u>CPP</u>	<u>EHT</u>	<u>Total Costs</u>
<b>Mayor</b>	\$44,019	Mileage – CRA Rate (\$0.54/km)	\$600	\$3740 plus \$100/per meeting	\$5,798.28 family coverage	\$2,006	\$858	\$57,021.28
<b>Deputy Mayor</b>	\$26,202	Mileage – CRA Rate (\$0.54/km)	\$600	\$3740 plus \$100/per meeting	\$5,798.28 family coverage	\$1,124	\$511	\$37,975.28
<b>Councillors</b>	\$23,686	Mileage – CRA Rate (\$0.54/km)	\$600	N/A	\$5,798.28 family coverage	\$999	\$462	\$31,545.28

Notes:

Base rate includes non-taxable portion of salary.

Councillors are covered by the Town’s General Liability insurance at a cost of \$1,514.16.

In addition the Mayor and Deputy Mayor receive \$8,734 per year as Directors of Orangeville Hydro and \$16,115 as Members of County Council.

Mileage expense is paid at the Canada Revenue Agency (CRA) published rate.

Police Service Board meeting per diems are an additional amount dependent on the number of additional meetings per year.

The Town provided a laptop to Councillors at the beginning of the term at an estimated cost of \$1,500.

The Mayor and Deputy Mayor had their laptops provided by the County of Dufferin.

The average annual reimbursement for conference expenses is approximately \$2,000.

### **WSIB (Workplace Safety and Insurance Board) Coverage**

Within our findings, we identified a concern as it relates to WSIB coverage. Currently, members of Council do not have any disability insurance within their respective group plan provided by the Town of Orangeville.

Further, Councillors do not have Workplace Safety and Insurance (WSIB) coverage as it pertains to their position with Council. WSIB coverage provides no-fault collective liability insurance to employers, and loss of earnings benefits, health care coverage for workers.

Both the worker and employer collectively benefit from WSIB through support (financially, training and so forth) after a work related injury, and by helping the individual get back to work following an injury. Currently, should a member be on Council related business and an injury was to happen – the Town of Orangeville may be exposed to a degree of risk. Depending on the severity of the injury and duration, at the current situation, this could become a costly matter. This is due to the fact that the Town could potentially be required to pay for both any full time position a Councillor may hold plus his current role with the Town. To help circumvent this risk, we recommend that Council consider some form of protection, such as WSIB.

Human Resources advised that the cost associated with adding WSIB, at the 2013 rates, will be at a total cost of \$ 4,225.79 for all member of Council.

### **T2200 Rationale**

The Canada Revenue Agency may allow personal income tax deductions for part of the cost of a home office, car and other expenses in relation to their position with the Town. To claim the deduction, either the Town's HR Manager or Treasurer will complete a form entitled T2200, Declaration of Conditions of Employment.

This form will identify the amount of remuneration you have received relative to the various categories indicated on the form and allow Council to claim expenses over and above these amounts. These forms should be provided to Council no later than the last day of February prior to the year. The Committee recognizes that each member's specific tax situation may be different and recommends each individual Council member to consult with their professional tax advisor, as it pertains to their situation.

### **Full Time Mayor**

The committee considered the issue of whether the Town's Mayor should be a full-time position.

As the Chief Executive Officer, the Mayor is involved in numerous, often daily activities and should play a major role in promoting economic development while managing relations with Dufferin County. This appears to warrant a time commitment beyond what a part-time Mayor can be expected to provide.

The committee recommends that Council consider the role and commitment of a full-time Mayor. The committee also recommends that should Council determine the position to be changed to full-time, that Council determine if the change were to happen prior to the beginning of the 2014 election nomination period and how to move the process forward.

The committee feels this issue is beyond the scope of this committee, and if it were considered, a consultant be retained to address the remuneration for a full time Mayor.

**RECOMMENDATIONS:**

**THAT the report from the Council Remuneration Review Committee, dated November 12, 2013, with respect to recommendation from the Council Remuneration Review Committee, be received;**

**AND THAT the following recommendations be presented to Council for consideration.**

- **That the Council salary continues to be subject to annual cost of living adjustments equivalent to the percentage increase which the Town staff receives as compensation.**
- **That members of Council be provided with a monthly allowance in the amount of \$180 to cover their operational expenses (\$100 for home office expenses; \$50 internet costs; \$30 cell phone costs), an increase of \$130. This allowance in whole or in part can be refused by the members of Council.**
- **That in the event a member of Council accepts cell phone reimbursement, the Town will have the right to publish their cell phone number on the Town website and any Town publications that include Council contact information.**
- **That members of Council be provided with coverage under the Workers Safety Insurance Board (WSIB).**
- **Council members will be given a Town purchased laptop at the beginning of their tenure. In the event a member of Council prefers a laptop of their choice, the Town will reimburse its cost for one laptop per term to the value of the Town purchased laptop. A receipt is to be provided for an equivalent laptop purchased since January 2014.**
- **That at the end of the term of Council, members be permitted to retain their laptops provided by the Town; and that hard drives be destroyed for confidentiality purposes and replaced with new hard drives containing only their personal data. This work to be completed by the Town's Information Technology staff.**
- **That no change in the expense policy for attending events be recommended.**
- **That members of Council be issued a T2200 form (Declaration of Conditions of Employment) to enable them to claim expenses that are allowed in accordance with the *Income Tax Act*.**
- **That council investigate the role of the Mayor becoming full-time, and retain an outside consultant to review the increase in salary. The committee feels this issue is beyond its scope, and if it were considered, the consultant would be able to address the remuneration of a full time mayor.**

Respectfully submitted,

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Ken Krakar, Chair

## COUNCIL REMUNERATION SURVEY

## APPENDIX A

	ORANGEVILLE	BRADFORD/ WEST GUILMBURY	WOODSTOCK	MIDLAND	NEW TECUMSETH	ORILLIA	OWEN SOUND	ST. THOMAS	STRATFORD
Economic Structure	Small Urban	Urban	Urban	Rural	Combination	Urban	Rural	Urban	Urban
Upper or Lower Tier	Lower	Lower	Lower	Lower	Lower	Lower	Lower	Single	Single
Population:									
2012	28,441	28,077	38,000	16,600	30,000	32,000	21,688	38,000	31,000
2013	28,962	28,077	39,000	16,600	32,000	32,000	21,688	38,000	31,000
Budget: Rounded									
2012	\$53.9 Mill.	\$24.6 Mill.	\$92.4 Mill.	\$18.2 Mill.		\$48 Mill.		\$104.8 Mill.	\$114.7 Mill.
2013	\$57.1 Mill.	\$33.3 Mill.	\$97.1 Mill.	\$18.7 Mill.	\$53.4 Mill.	\$49.5 Mill.	\$43.3 Mill.	\$108.4 Mill.	\$114.6 Mill.
Council Size:									
2012	7	9	7	9	10	9	8	8	11
2013	7	9	7	9	10	9	8	8	11
Departments & Services									
Public Works	✓	✓	✓	✓	✓	✓	✓	✓	✓
Water	✓	✓	✓	✓	✓	✓	✓	Distribution Only	✓
Sewage	✓	✓	✓	✓	✓	✓	✓	✓	✓
Roads	✓	✓	✓	✓	✓	✓	✓	✓	✓
Parks & Rec	✓	✓	✓	✓	✓ + Culture	✓ + Culture	✓	✓	✓
Arenas (#)	2	2	2	1. 2 ice pads	4	2, 1 twin pad	1	2 arenas, 3 ice pads	3
Pools (#)									
Indoor/Out	2	1	2	Privately run by YMCA	1 Outdoor	0	1	1 Outdoor	1 Outdoor
Recreation Programs	Swimming, skating, fitness, seniors, camps and youth nights	Swimming, skating, fitness	Skating, Aquatics and Camps	Not run directly through the municipality		Many	55+, Minor Sports, Skating	Skating, Arts, Sports, Day Camps	Swimming, day camp, senior programs
Administration	✓	✓	✓	✓	✓ + Clerk's	✓	✓	✓	✓
Economic Dev	✓	✓	✓	No	✓ + Communications	✓	✓	Stand Alone Corp.	✓
Small Bus. Enterprise	✓	No	✓	No	No	No	✓	No	✓
Treasury	✓	✓	✓	✓	✓	✓	✓	✓	✓
Planning	✓	✓	No	✓	✓	✓	✓	✓	✓
Fire	✓	✓	✓	✓	✓ + Emergency Services	✓	✓	✓ Full-time	✓
Library	✓	✓	✓	✓	✓ (3 branches)	✓	✓	Stand Alone Board	✓
Police	✓	Joint with Innisfil	✓	✓	No (OPP Contract)	Contracted	✓	Stand Alone Board	✓
Building & By-Law	✓	✓	✓	✓	✓ Municipal Law Enf.	✓	✓	✓	✓
Clerk's	✓	✓	✓	✓	✓ (Part of Admin.)	✓	✓	✓	✓
IT	✓	✓	✓	✓	✓ (Part of ED and Com)	✓	✓	✓ Part of Treasury	✓
Human Resources	✓	✓	✓	✓	✓	✓	✓	✓	✓

# COUNCIL REMUNERATION SURVEY

	ORANGEVILLE	BRADFORD/ WEST GWILLIMBURY	WOODSTOCK	MIDLAND	NEW TECUMSETH	ORILLIA	OWEN SOUND	ST. THOMAS	STRATFORD
Other Dept. or Services	Crossing Guards Cemetery Transit		Museum, Art Galleries and Theatre	N/A	No	Facilities & Property Management	Special Events	Ontario Works, Long Term Care Facility	Municipal Airport
If Applicable, Does Upper Tier provide Any of These Services on Your Behalf?									
Public Works	No	No	No	No	No	No	No	N/A	N/A
Water	No	No	No	No	No	No	No	N/A	N/A
Sewage	No	No	No	No	No	No	No	N/A	N/A
Roads	No	No	No	No	No	No	No	N/A	N/A
Parks & Rec	No	No	No	No	No	No	No	N/A	N/A
Administration	No	No	No	No	No	No	No	N/A	N/A
Economic Dev	No	No	No	No	No	No	No	N/A	N/A
Small Bus. Enterprise	No	No	No	No	No	No	No	N/A	N/A
Treasury	No	No	No	No	No	No	No	N/A	N/A
Planning	No	No	Yes	No	No	No	No	N/A	N/A
Fire	No	No	No	No	No	No	No	N/A	N/A
Library	No	No	No	No	No	No	No	N/A	N/A
Police	No	Shared	No	No	No	No	No	N/A	N/A
Building & By-Law	No	No	No	No	No	No	No	N/A	N/A
Clerk's	No	No	No	No	No	No	No	N/A	N/A
IT	No	No	No	No	No	No	No	N/A	N/A
Human Resources	No	No	No	No	No	No	No	N/A	N/A
Other	Waste Management and Composting Program	Waste Management	Paramedic	No	N/A	No	No	N/A	N/A
COUNCIL:									
What is Composition?									
Mayor	✓	✓	✓	✓	✓	✓	✓	✓	✓
Deputy Mayor	✓	✓	✓	✓	✓	N/A	No, but yes in 2014	N/A	✓
Councillors	Councillors (5)	Councillors (7)	Councillors (5)	Councillors (7)	Councillors (8)	Councillors (8)	Councillors (7)	Councillors (7)	Councillors (9)
Elections: By Ward or At Large?	At Large	Ward	At Large	Ward	Mayor/Deputy Mayor At Large Councillors by Ward	Ward	At Large	At Large	At Large
Council Meetings/Year	Approx. 23	22	Approx -27	12 plus general committee mtgs.	Approx - 40	2012 - 85 2013 to date - 40	23	Approx -32	28
Mayor Full or Part Time	Part-Time	Part-Time	Part-Time	Part-Time	Part-Time	Part-time	Part-time	Part-Time	Part-Time



# COUNCIL REMUNERATION SURVEY

	ORANGEVILLE	BRADFORD/ WEST GWILLIMBURY	WOODSTOCK	MIDLAND	NEW TECUMSETH	ORILLIA	OWEN SOUND	ST. THOMAS	STRATFORD
<b>BASE REMUNERATION:</b>									
Mayor - 2012/2013	\$42,945 \$44,018.63	\$33,602 \$34,274	\$52,953 \$53,880	\$38,817	\$34,496 \$34,496	\$60,395 \$65,887	\$35,833	\$49,059.74 \$50,044.62	\$60,000 \$61,092
Deputy Mayor-2012/2013	\$25,562.50 \$26,201.56	\$22,322 \$22,768	\$25,240 \$25,684.04	\$26,064	\$25,990 \$25,990	N/A	N/A	N/A	\$12,437 \$12,663
Councillors - 2012/2013	\$23,108.50 \$23,686.21	\$17,107 \$17,449	\$23,156 \$23,561.04	\$17,747	\$20,163 \$20,163	\$27,467.20 \$30,259.45	\$14,800	\$20,263.81 \$20,670.61	\$10,895 \$11,093
Does Council Receive 1/3 of their Honorarium Tax Free?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Is Mayor/Deputy Mayor Required to sit on any Boards?	Yes	Yes	Yes	Yes - members of Council are appointed	Yes	Yes	Yes	Yes	Yes
Board Name	Police Services Hydro ORDC Board	Police Services Board HMDSJMSB (*)	Police Services	Police Services, Committee of Adjustment	Police Services		Police Service, Hydro	Police Services, Hydro	Police Services, Festival Hydro and Festival Hydro Services Inc.
Is there Remuneration for sitting on boards?	Yes	Yes	Yes - Mayor choose not to take remuneration	Yes	Yes	No	Yes	No	Yes
Amount	Hydro - \$8,734/year Police - \$3740/year \$100/extra meetings	Police - \$1,650 HMDSJMSB - \$700 + \$100/mtg	Police - \$5,340.06 (2013) Deputy Mayor is being remunerated	Police Services: Mayor - \$300 Dep. Mayor - \$1,700 Councillor - \$2,200 Committee of Adj. \$1,495 - total for 3 members of council	Police-\$55	N/A	Same as meeting per diem. Full day \$125 and half day \$75	N/A	Police Services: Chair - \$3,329 and Members \$2,906; Festival Hydro: Chair \$4,000, Member \$3,000 plus per diems for special meetings \$60/\$90 over 3 hours; Festival Hydro Services Inc.: Chair \$500, Members per diems for meeting attended

# COUNCIL REMUNERATION SURVEY

	ORANGEVILLE	BRADFORD/ WEST GWILLIMBURY	WOODSTOCK	MIDLAND	NEW TECUMSETH	ORILLIA	OWEN SOUND	ST. THOMAS	STRATFORD
If Lower Tier Municipality - which members sit on the upper tier County/Regional Council?	Mayor Deputy Mayor	Mayor Deputy Mayor	Mayor and 2 Councillors	Mayor Deputy Mayor	Mayor Deputy Mayor	N/A	City/County Councillor	N/A	N/A
Are they Remunerated and Amount?	Mayor and Deputy Mayor - \$16,115	Yes - Unknown	2012 - \$23,673 2013 - \$24,625	Receive per diems	Yes - Unknown	N/A	Yes. Meeting allowance. Full day \$125 and Half Day \$75	N/A	N/A
Process for Council Pay Increases	Council Remuneration Committee	Annual cost of living adjustment on base remuneration	Increase is tied to the administrative salary increase	Increases based on what is given to administration staff	Based on employee pay increases unless Council decides differently	Council votes annually on Cost of Living Increases***	Council must initiate and pass any increases at the council level	Same as Non-Union Employee group which usually follows the inside workers	The whole CPI is applied from the previous year, effective Dec. 1st each year for remuneration only
Does Council Receive Cost of Living Increases during the council term?	Yes	Yes	No	Yes	Yes - may decline as a group	Yes	Not Automatic	Yes	Yes
If so, what were the increases in percentages?									
2010	3%	1.5%	0%	3%	0.5%	0.00%	N/A	3%	0.30%
2011	2%	1.5%	0%	3%	1.5%	2.40%	N/A	1.50%	frozen
2012	2.25%	1.6%	0%	2%	2%	1%	N/A	2%	frozen
2013	2.50%	2%	0%	2.50%	0%	1.80%	N/A	2%	1.82%
Does Council receive mileage/what rate?	.54/km for out of Town travel only	.54/km	.49/km. for out of town, in town is covered by car allowance	.44/km	.43/km or \$600 car allowance if they choose instead	.50/km	.44/km	Car Allowance: Mayor - \$5,000/yr Aldermen - \$1,000/yr	.49/km
<b>BENEFITS:</b> Mayor/Deputy & Councillors									
Extended Health	✓	✓	No	✓	✓	✓	✓	✓	No
Life Insurance	No	\$10,000	No	✓	✓ \$30,000 max	No	✓	✓	No
AD&D	No	No	No	✓	✓	No	✓	✓	No
Dental	✓	✓	No	✓	✓	✓	✓	✓	No
LTD	No	No	No	✓	No	No	✓	✓	No
OMERS Pension	No	No	No	✓	No	No	✓	No	No

# COUNCIL REMUNERATION SURVEY

	ORANGEVILLE	BRADFORD/ WEST GWILLIMBURY	WOODSTOCK	MIDLAND	NEW TECUMSETH	ORILLIA	OWEN SOUND	ST. THOMAS	STRATFORD
Are Benefits Mandatory/Optional?	Optional	Optional extended health and dental	Optional	Optional	Optional	Optional for Council to Purchase	Optional	Optional	No Benefits are Offered
Who pays for Benefits? Municipality Council Members Shared	Municipality	Shared	Municipality	Municipality	Municipality	Mayor or Councillor Themselves	Shared 50-50 except the Mayor who receives benefits 100% paid by the municipality and Life Insurance is paid 100% by the municipality	Municipality	N/A
If benefits are optional, is there additional pay in lieu of benefits to Council Members. If yes, how much?	No	No	They receive 12.25% of their remuneration in lieu of benefits 2012 - \$2,837 2013 - \$2,887	No	Yes, paid cost of premiums	No		\$2,000/year	N/A
If shared, what is percentage?	N/A	50%	N/A	N/A	N/A	N/A	50/50	N/A	N/A



# COUNCIL REMUNERATION SURVEY

	ORANGEVILLE	BRADFORD/ WEST GWILLIMBURY	WOODSTOCK	MIDLAND	NEW TECUMSETH	ORILLIA	OWEN SOUND	ST. THOMAS	STRATFORD
Do Council Members receive any other benefits or remuneration not listed? If so, include remuneration amount	Conferences paid if attending, laptops for Councillors, cell phone for Mayor and Deputy Mayor and internet connectivity for Councillors \$50/month	Internet Connectivity - \$540/year; Professional Development Daily and meal per diems for conference attendance; Automobile allowance - Mayor: \$3,000/year, Deputy Mayor and Councillors: \$1,500/year; Special Meeting Allowance - \$100 per meeting for meetings in addition to regular scheduled meetings.	Car allowance: Mayor - \$5,556/year Councillors - \$1,608/year		\$55. for Special Council Meeting; \$100 per day at Conferences and Conventions; \$100 per Public Meeting; \$100 per Working Session; \$20 per Cemetery Board Meeting; \$20 per Meeting for Accessibility Advisory Committee; \$55 per Property Standards Meeting; \$100 for a Business Meeting that is 6 hours or more; \$55 for a Business Meeting less than 6 hours.	No	Per Diems - \$75/session; \$125 if over 3.5 hours	N/A	Council's base remuneration amounts above, excluding the Mayor, Councillors receive \$60 or \$90 for over 3 hours while attending eligible meetings of local boards and committees other than Council, Standing Committees or Sub-Committees of Council. Some examples of meetings would be Council Advisory Committees, Parks Board, Health Unit and conferences. Councillors are not paid for events such as public meetings, open houses or

## Council Remuneration Review Committee

### COUNCIL REMUNERATION SURVEY QUESTIONNAIRE

#### Survey of Present Mayor, Deputy Mayor, and Councillors

The goal of this exercise is to discover the essential elements of work required from elected officials in Orangeville and what level of effort is required to perform the tasks associated with their positions. The committee's primary purpose is to explore the work and recommend an appropriate level of compensation.

Comments from members of Council are considered essential to the committee's understanding of this topic. Thank you in advance for your input. A reply by July 12, to enable the committee to meet its timetable would be very much appreciated.

The questionnaire is in the form of an email. We would be grateful if you would insert your comments below each question. Your reply should be sent to Susan Lankheit, Deputy Clerk. Your comments will be consolidated on a summary sheet and your names will not be identified in an effort to keep your responses anonymous. The summary of all responses will become part of the committee's public record.

#### 2013 Council Total Compensation Statement

The following summary of Council's current remuneration, including benefits and payments to the Mayor and Deputy Mayor for their participation on County Council, Police Services and Orangeville Hydro may provide a helpful reference:

	Base Rate	Mileage Rate	Internet	Police Service Board	Health Benefits	CPP	EHT	Total
Mayor	\$44,019	Mileage – CRA Rate (\$0.54/km)	\$600	\$3740 plus \$100/per meeting	\$5,798.28 family coverage	\$2,006	\$858	\$57,021.28
Deputy Mayor	\$26,202	Mileage – CRA Rate (\$0.54/km)	\$600	\$3740 plus \$100/per meeting	\$5,798.28 family coverage	\$1,124	\$511	\$37,975.28
Councillors	\$23,686	Mileage – CRA Rate (\$0.54/km)	\$600	N/A	\$5,798.28 family coverage	\$999	\$462	\$31,545.28

#### \*\*Notes

Base rate includes non-taxable portion of salary  
Total excludes Hydro/County compensation

Mileage expenses would depend on the amount submitted each year and the additional Police Service Board meetings would also be an additional amount dependent on the number of additional meetings per year.

The Town provided a laptop to council at the beginning of the term at an estimated cost of \$1,500. The Mayor and Deputy Mayor have their laptop provided by the County of Dufferin.

The average 2012 reimbursement for conference expenses was approximately \$2,000.

### **Remuneration Questions:**

1. In one or two sentences, please describe the overall purpose and objectives of your position.
  - Represent residents, ensure services provided are adequate and affordable, carry out responsibilities of portfolio, work towards budget and tax increase that is responsible and accountable.
  - Act similar to the Board of Directors in the private sector, manage town by approving budget, passing by-laws and overseeing operations, objective is to manage town in a fiscally responsible manner taking into consideration the needs and wants of the community.
  - Represent constituents and make the best decisions for the entire community
  - Objective is to make decisions that spend taxpayers' dollars wisely to make Orangeville the best that we can afford.
2. Please describe the major activities you do in this role.
  - Attend council/committee meetings, fulfill duties on 6 committees and boards, meet with residents as requested, answer numerous e-mails in timely manner, attend openings of new businesses, serve on Ad Hoc committees, answer phone calls, attend public information centres, attend chamber of Commerce and BIA meetings and events, speak at public events, fundraise, collect items and sponsorships for celebrations, sit on hiring committees and attend tender openings, help select consultants for studies, help organize annual events.
  - Pass budgets, monitor expenses throughout year, approve requests for expenditures, approve policy and procedures, enact by-laws, hold position of director on ORDC, represent town as shareholder on Orangeville Hydro, chair a number of committees of council.

- Attend council and committee meetings, represent the Town at events and conferences.
- Read and learn about all sides of issues to make informed decisions for the betterment of Orangeville. Attend all necessary meetings (council/committee) and other community events to support the town and its people.

3. In your role how much time do you spend monthly on the following:

a. Preparing for meetings

- Depends on number of meetings and complexity of meeting, 2-3 hours per portfolio, 3-4 hours for council package – approx. 26 hours
- 15/20 meetings/month – 1-5 hours per meeting plus time spent at meeting
- 6 hours for council – 3 hours for committees and boards
- 25+ hours monthly depending on issues (more time during budget discussions)

b. Attending board meetings if applicable to your role

- Some board meetings – approx. 12 hours
- ORDC meetings every 3 month – preparation and attendance 3-4 hours
- 7 hours
- CVC Board 2.5 hour meetings monthly (3 hours preparation) with extra meetings approximately every 2 months – OSUM 1-2 hours monthly

c. Attending town sponsored events

- Difficult to determine, depending on events, 2-15 hours weekly
- At least 1 per month
- One event per month
- Attend as many town sponsored events as possible

d. Attending business events

- Average 2-3 hours per month
- At least 1 per month
- One event per month
- Attend business events when invited

e. Responding to constituents

- Several hours per week
- Approximately 15-20 hours per month

- 10 enquiries per month
  - Including research to problems, staff questions, etc – 3-4 hours weekly
4. Did you attend any conferences or training events during 2012? If so, please describe the nature of the event and when. Please list all that apply.
- AMO (provincial conference for Ontario municipalities) - August
  - OSUM conference - May, Urban Forest Conference - October
  - AMO conference – August, FCM - May/June
  - Attended two out of town meetings and one conference (helped organize it) – attended AMO – represent Mayor in emergency preparedness mock disaster exercises – attended computer training with staff
5. Given the current way that the Mayor, Deputy Mayor, and Councillors are compensated, i.e., a base rate, taxable benefits and some expense reimbursements: Is the current level of compensation appropriate for Mayor; Deputy Mayor; and Councillors?
- Councillor's compensation is adequate, Mayor and Deputy Mayor should be increased.
  - Council needs to be compensated fairly to encourage residents to become involved in local politics. Province should set the rates for council based on population and areas of responsibility. Hard to determine if compensation is fair – don't know who we measure against. Orangeville has responsibility for water/sewer/police/fire/railway/hydro – most towns same size do not have same responsibilities because their upper tier levels of government look after them. For that reason, Orangeville council should be compensated at a higher rate than another town that does not have these responsibilities.
  - Yes, but needs regular review.
  - The way compensation is given is appropriate. Councillors should be given a per diem for half and full day meetings.
6. What do you personally feel is the best way to compensate elected officials?
- Present method is fine
  - See above
  - Present method is best
  - Present method is good
7. Are there other items that should be included in your total compensation package, e.g., enhanced benefits, per diems for attending other functions/events, tickets for those events, a flat fee for a home office, etc.?

- Would be nice to receive home office expense.
- Cell phone is a necessity since business can be conducted from anywhere. Still perform council duties when out of town and on vacation.  
Flat fee to compensate for home office would be appropriate – supply own phones, both landline and cell, own printers and paper, filing storage, etc. – all are necessary to perform duties yet none are provided.
- No
- Per diems and tickets for events that Council is expected to attend. Should not have personal out of pocket expenses for events that councilors are expected to attend.

8. Are the group health benefits of value to you? If offered, what additional benefits would you be interested in?

- Benefits are of value
- Satisfied with benefits
- Yes, of value to me
- Benefits are of value, satisfied with coverage

9. Would you be interested in opting out of the Health Benefits Plan in exchange for reimbursement?

- No
- No
- No
- No

If so, what percentage of the Town's costs should be reimbursed?

10. Would you be interested in having WSIB coverage?

- Not particularly
- Yes
- No
- Yes in the event of injury while performing duties

11. Did you receive a Town provided laptop? Cell phone? Is this a benefit? Should it be returned at the end of your tenure?

- Received laptop – use it regularly during the day to respond to constituents and staff - after 4 years not of use of anyone, would be outdated. Use own

blackberry for replying to staff/residents during day. Purchased own router, do not need for personal use.

- Received laptop, no cell phone. Both should be provided, neither have value after 4 years, no need to return, lucky to have them still operational after 4 years.
- Received laptop, no cell phone. Return laptop at end of tenure if of value to the Town.
- Received laptop, no cell phone. Beneficial as almost all material is electronic. Will be outdated at the end of term but could be returned. A printer should also be provided.

12. Do you feel you are fairly compensated for your role? Please explain why or why not?

- Fairly compensated – for most part love work some days can't pay enough.
- Satisfied with compensation, not doing this work for the money, if I were dependent on the income for a living would probably find the compensation lacking.
- Yes
- Compensation should be at the very least mid-range for communities same size in the GTA.

If not what is your expectation?

- Should receive per diems for extended meetings. Usually the only one not being paid when attending conferences or out of town meetings.

13. Should the Mayor of Orangeville's position be full time? Why?

- Absolutely should be full time. Orangeville has expanded and manufacturing jobs are scarce, Mayor should be engaged on daily basis pursuing economic development and job creation
- Town has grown, should have proactive Mayor who would work for the betterment of the community. Can only be done if Mayor were full time and ambitious. Currently Mayor only has time to be reactive. Risk is having a full time Mayor who would put in minimal effort and be paid full time salary for part time hours.
- Not sure calling the position full time or part time would change the amount of time dedicated to the role by the Mayor.

- Yes, the community has an expectation that the Mayor is available to solve problems and represent the town at events. There are too many issues for a part time mayor to address.

14. Please provide any further comments you feel may be relevant to this subject.

- Not a 5 day per week job, often involves weekend work
- Would like to see committee send a letter to Sylvia Jones, MPP, asking the government to regulate salaries for elected officials. That would be the only way to achieve equity.
- Survey failed to ask questions about amount of time spent on committee/subcommittee work. Some councillors put in a tremendous effort and time while others perform only essential duties. Attending meetings is only small part of what some councillors do. Many hours are often spent on community involvement and hands on active type work outside of meetings. Also other committees involve spending many hours out in community working with businesses/property owners. This type of involvement has not been reflected in the questions.
- This is the only job that one has to pay for to obtain (election expenses).