

CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 76-2016

Being a by-law to provide for the remuneration of Members of the Council of the Town of Renfrew for the years 2015 through 2019 and to repeal By-Law No. 39-2012.

WHEREAS Section 283 of the Municipal Act, 2001, S. O. 2001, and its amendments, 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 the Council of the Corporation of the Town of Renfrew passed By-Law No. 39-2012 on October 22, 2012 establishing an annual remuneration for Members of Council for the years 2011 through 2014; and

WHEREAS in the Summer of 2016, a Council Remuneration Review Panel, comprised of volunteer ratepayers of the Town of Renfrew, performed a review respecting Council remuneration practices referencing like communities in the County of Renfrew and Eastern Ontario; and

WHEREAS the Panel's *Report on Council Remuneration* (a copy of which is attached to this By-Law as Appendix B), as amended, was approved by Council on October 25, 2016; and


WHEREAS the Council of the Corporation of the Town of Renfrew is desirable to establish an updated remuneration policy.

NOW THEREFORE the Council of the Corporation of the Town of Renfrew enacts as follows:

1. **THAT** the remuneration levels for Members of Renfrew Town Council shall be in accordance with *Appendix A* (Town Council Salary Grid) attached hereto.
2. **THAT** this By-Law shall continue in force and effect beyond 2019, until otherwise amended or repealed, and that in 2020 and subsequent years, the salaries in Appendix # A shall be increased by an adjustments that are consistent with the annual cost of living adjustment for non-union staff.
3. **THAT**, subject to budget approvals, the annual Training and Development budget allocation for expenses associated with attendance and participation at Conferences, Conventions or Training Workshops, by members of Council shall be \$12,000 for the years 2015 and 2016; \$15,000 for 2017; \$18,000 for 2018; and indexed annually thereafter using the same percentage adjustment as is applied to other operating expenditures.
4. **THAT** members of Renfrew Town Council continue to receive the same corporate mileage and accommodation/meal allowances as per Town policies, as amended from time to time.
5. **THAT** By-Law No. 39-2012 be hereby repealed in its entirety.
6. **THAT** this by-law shall come into force and take effect upon the passing thereof and have retroactivity to January 1, 2015, as applicable.

READ a first and second time this 25th day of October 2016.

READ a third time and passed this 25th day of October 2016.



Don Eady, Mayor,



Kim R. Bulmer, Clerk

**TOWN OF RENFREW
COUNCIL REMUNERATION
2015 – 2019**

SALARIES

	2015	2016	2017	2018	2019
MAYOR	28,787	32,219	33,783	34,459	35,148
REEVE	15,926	17,298	17,601	17,953	18,312
COUNCILLORS	14,087	14,298	14,548	14,839	15,136

Note 1 Due to the introduction of extended health care, dental and life insurance benefit coverage for members of Council effective July 1st, 2015, the salaries were increased by 1.5%, but Council was paid at the 2014 rates for 2015 and there is no retroactivity related to the adjustment to the salary grid for 2015.

REMUNERATION FOR COMMITTEE CHAIRS

To recognize the additional workload associated with being the Chair of a Standing Committee of Council, effective January 1, 2017, the Chair of each Standing Committee of Council shall be paid an honorarium of \$300 per year plus an additional amount of \$50 per meeting chaired.

For clarity, the Standing Committees of Council, per Schedule E of the Town of Renfrew Procedural By-Law (No. 34-2011), are:

- (i) Finance & Administration Committee;
- (ii) Development & Works Committee;
- (iii) Planning Advisory Committee;
- (iv) Committee of Adjustment/Property Standards Committee;
- (v) Parks & Recreation Committee;
- (vi) Fire Committee;
- (vii) Labour Relations and Human Resources Committee; and
- (viii) Economic Development & Tourism Committee.

Appendix B



REPORT ON COUNCIL REMUNERATION

SEPTEMBER 2016

**REPORT ON COUNCIL REMUNERATION
PREPARED FOR
THE CORPORATION OF THE TOWN OF RENFREW**

MAYOR DON EADY
REEVE PETER EMON
COUNCILLOR MIKE COULAS
COUNCILLOR ANDREW EVANS
COUNCILLOR ARLENE JAMIESON
COUNCILLOR TOM SIDNEY
COUNCILLOR KATE WINDLE

A. INTRODUCTION

The Council of the Corporation of the Town of Renfrew sought, by way of a public advertisement, ratepayers of the Town to serve voluntarily on a Panel to *“conduct a review and make recommendations to the Town Council regarding the remuneration practices for elected officials”*.

The mandate of the Panel was to review current compensation practices for the Town’s elected officials, including existing by-laws, and survey data pertaining to Council’s remuneration, benefits and out of pocket expenses incurred in discharging their elected responsibilities.

The Panel was established, with its members being Douglas Sidock and Merv Beckstead.

Bruce Beakley, Director of Human Resources for the County of Renfrew, assisted in the screening and selection of the Panel, and provided guidance to the Panel in its review of background materials and in the preparation of this report.

Administrative support and financial analysis was provided by Town of Renfrew Treasurer Keray O’Reilly.

Thank you for the opportunity to prepare this report.

Respectfully submitted,



Merv Beckstead



Douglas Sidock

B. BACKGROUND – MUNICIPAL CONFLICT OF INTEREST ACT and MUNICIPAL ACT

The ability of elected officials to review their own compensation is set out in the *Municipal Conflict of Interest Act* under Section 4(i) and the *Municipal Act* under section 283.

Council has authority under the exemptions provided under the *Municipal Conflict of Interest Act*, Section 4(i):

4. *Section 5 does not apply to a pecuniary interest in any matter that a member may have, ...*
 - (i) *in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which the member may be entitled by reason of being a member or as a member of a volunteer fire brigade, as the case may be;*

Section 5

- 5.(1) *Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,*
 - (a) *shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;*
 - (b) *shall not take part in the discussion of, or vote on any question in respect of the matter; and*
 - (c) *shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.*

Municipal Act, Section 283

- 283.(1) *A municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board.*
- (2) *Despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,*
 - (a) *the expenses are actually incurred; or*
 - (b) *the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred.*

C. PROCESS

At the Panel's introductory meeting on June 24th, the Panel members were provided with background materials and data including, but not limited to:

- the County of Renfrew's 2016 Municipal Elected Officials Remuneration Survey (based on 2015 salary and expenses), which included data from all 17 municipalities in the County (attached as APPENDIX 1 to this report);
- the County of Renfrew's 2016 Municipal Elected Officials Remuneration and Compensation Survey, which included data from all 17 municipalities in the County (attached as APPENDIX 2 to this report);
- the Town of Renfrew's current Council remuneration by-law # 39-2012 (attached as APPENDIX 3 to this report).
- the Town of Renfrew's corporate policies for *Travel and Accommodations* (APPENDIX 4) and *Attendance at Conferences and Conventions by Members of Council* (APPENDIX 5)

To supplement the County of Renfrew compensation survey data, the Panel requested that Town staff conduct a brief survey of municipalities in Eastern Ontario of similar population as the Town of Renfrew, with the same range of services: urban, water treatment and distribution, wastewater collection and treatment, landfill, road and sidewalk construction and maintenance, and other services generally found in urban areas. Nine of the twelve municipalities surveyed provided responses. A summary of the survey responses is included as APPENDIX 6. The respondent municipalities were located in the counties of: Hastings, Lanark, Leeds & Grenville, Prescott & Russell, and Stormont, Dundas & Glengarry.

It should be noted that the scope of the Panel's review did not include a detailed comparison of the services provided by each municipality.

Members of Council were invited to provide feedback by means of a survey prepared by Mr. Beakley and distributed by Town staff. It is noteworthy that all seven members of Council submitted responses to the survey.

Subsequently, six members of Council attended interviews with the Panel in order to clarify their responses to the survey and/or provide additional input to the process. The seventh member of Council provided written responses to the interview questions.

The Panel recognizes that the compensation for serving as a member of Council should be fair, equitable and transparent to ratepayers and consistent with the level of responsibility associated with the position and the demands of serving. The panel also recognizes that it is not a full-time job.

D. RECOMMENDATIONS and CONSIDERATIONS

The Council of the Corporation of the Town of Renfrew is comprised of a mayor, a reeve and five councillors. Although these three positions are, for the most part, similar in their roles and responsibilities, it was acknowledged throughout the surveys and interviews that there are additional responsibilities for the positions of mayor and reeve, which warrant special consideration when it comes to remuneration. As such, the Panel considered each of the positions separately in its review and deliberations.

1. Annual Adjustments

Town of Renfrew By-Law No. 39-2012, enacted October 22, 2012, established the remuneration for the elected officials for the years 2011 through 2014 and provided that in 2015 and subsequent years the remuneration be increased by 2% annually.

The Panel noted that the provision for salary adjustments in 2015 was not implemented due to the introduction of extended health care, dental and life insurance benefit coverage for members of Council effective July 1st, 2015.

Recommendation 1:

The Panel recommends that By-Law No. 39-2012 be repealed and replaced by a new by-law that provides for annual salary grid adjustments that are consistent with the annual cost of living adjustment for non-union staff.

Recommendation 2:

The Panel recommends that the salary grid adjustments in Recommendation 1 be implemented prior to any other recommended adjustments.

Recommendation 3:

The Panel recommends that, in light of the introduction of extended health care, dental and life insurance benefit coverage for members of Council effective July 1st, 2015, there be no retroactivity related to the adjustment to the salary grid for 2015.

2. Mayor's Remuneration

The Panel has concluded that the Mayor's current salary of \$28,362 is not commensurate with the responsibilities of the position and is not comparable with his peer group in the County and other Mayors in Eastern Ontario.

The Mayor serves as the Chief Executive Officer (CEO) of the municipal corporation and must compete with other municipal leaders to improve the economy of the Town through development, attracting job-creating businesses, and ensuring that Renfrew receives its fair

share of senior government funding. Other Mayors, both within the County and beyond, share the same responsibility to compete for these initiatives as well for their ratepayers. Hence, the Mayor's salary should be at a level similar to that of his peers.

Recommendation 4:

The Panel recommends the following adjustments to the Mayor's salary:

- a) \$3,000 increase effective January 1, 2016,*
- b) \$1,000 increase effective January 1, 2017.*

3. Reeve's Remuneration

The position of Reeve is unique in that the position carries with it the responsibility to be the Town's official representative on County Council in addition to serving on Town Council.

In practice, the Reeve is the de facto Deputy Mayor and is elected in a single constituency. The Reeve's currently salary is \$15,691 per annum. The Panel feels that the Reeve's position should be compensated at a rate of \$3,000 above that of a Councillor.

Recommendation 5:

The Panel recommends a one-time adjustment to the Reeve's salary effective January 1, 2016, so that the Reeve's salary, after applying the cost of living adjustment for 2016, is \$3,000 higher than that of a Councillor.

4. Councillors' Remuneration

Although the Councillors' annual salary of \$13, 879 is lower than some municipalities in jurisdictions of a similar size in Eastern Ontario, many members of Council expressed satisfaction with the current level of compensation. The consensus of the members of Council was that the introduction of extended health care, dental and life insurance benefit coverage represented a significant improvement in the Council compensation package.

Notwithstanding, it is the Panel's opinion that **Recommendation 1** should be implemented in to compensate Councillors for the responsibilities of the position.

5. Committee Chairs

The level of effort involved in chairing a committee of Council varies by committee. While all committee Chairs accept the responsibility to be knowledgeable of their portfolio, the number of meetings required and subsequent reporting of its activities to Council are

similar. Although all committee Chairs are appointed by the Mayor, all Councillors have the opportunity to pursue the Chairmanship of any committee which interests them.

The Panel is of the opinion that each committee Chair should receive a base honorarium plus a per diem payment following each committee report to Council.

Recommendation 6:

In an effort to recognize the additional workload associated with being the Chair of a Standing Committee of Council, the Panel recommends that effective January 1, 2017, the Chair of each Standing Committee of Council be paid an honorarium of \$300 per year plus an additional amount of \$50 per meeting chaired.

For clarity, the Standing Committees of Council, per Schedule E of the Town of Renfrew Procedural By-Law (No. 34-2011), are:

- (i) Finance & Administration Committee;***
- (ii) Development & Works Committee;***
- (iii) Planning Advisory Committee;***
- (iv) Committee of Adjustment/Property Standards Committee;***
- (v) Parks & Recreation Committee;***
- (vi) Fire Committee;***
- (vii) Labour Relations and Human Resources Committee; and***
- (viii) Economic Development & Tourism Committee.***

The cost to implement this recommendation will vary due to the frequency of meetings but should be in the range of \$6,400 annually.

6. Conferences and Conventions

Due to constant changes in provincial and federal policies and regulations, attendance at workshops, seminars and training sessions is important in order for elected officials to avail themselves of networking opportunities, to stay current and to be aware of best practices and senior government funding, which may be available for much-needed local projects.

There are three annual conferences at which it is very important for the Town of Renfrew to be represented: the Good Roads (OGRA/ROMA) Conference, the Ontario East Municipal Conference (OEMC) and the Association of Municipalities of Ontario (AMO) conference. These present excellent networking opportunities because of the large number of attendees and the attendance of both Federal and Provincial politicians and staff.

The Panel noted that the current Training and Development budget allocation for Council of \$12,000 is not being fully utilized. It is the Panel's opinion that the current budget allocation is adequate.

Recommendation 7:

The Panel recommends that the annual Training and Development budget allocation for Council be “pooled”, rather than allocated to individual members of Council.

Recommendation 8:

The Panel recommends that effective January 1, 2017 annual Training and Development budget allocation for Council be Indexed annually using the same percentage adjustment as is applied to other operating expenditures.

Recommendation 9:

The Panel recommends that 50% of the Training and Development budget allocation be reserved for attendance at the annual Good Roads (OGRA/ROMA), OEMC and AMO conferences.

Recommendation 10:

The Panel recommends that a list of appropriate conventions and workshops be reviewed at the beginning of each year, with Councillors indicating their interest and funds could be allocated within the remaining budget.

It is the view of the Panel that the Per Diem Honorariums of \$75 per half day/\$150 per full day attendance at conferences, conventions and seminars, as well as the Meals Allowance of \$75 per day, as outlined in Town of Renfrew Policy 3.24, is adequate.

Recommendation 11:

The Panel recommends that Town of Renfrew Policy 3.24 – Attendance at Conferences and Conventions by Members of Council, be reviewed on a bi-annual basis, in order to maintain comparability with other municipalities in Renfrew County.

7. Travel and Accommodations

It is the Panel's position that members of Council should be reimbursed for mileage and out-of-pocket expenses when, in the discharge of their responsibilities they are required to travel out of town.

It is the Panel's position that policy currently in place to compensate elected officials for out-of-pocket expenses (Policy 3.23) is appropriate.

Recommendation 12:

The Panel recommends that Town of Renfrew Policy 3.23 (Travel and Accommodations) be reviewed on a bi-annual basis in order to maintain comparability with other municipalities in Renfrew County.

The Panel supports Town of Renfrew Policy 3.3 (Corporate Mileage Rate), which links the mileage reimbursement rate to the Canada Revenue Agency's Automobile Allowance Rates.

Recommendation 13:

The Panel recommends that the Town of Renfrew continue to follow the Canada Revenue Agency's Automobile Allowance Rates for the reimbursement of expenditures related to the use of a personal vehicle for Town-related business.

A summary of all recommendations is attached as APPENDIX 7 to this report.

COUNTY OF RENFREW

**MUNICIPAL ELECTED OFFICIALS
REMUNERATION SURVEY – 2015**



**COUNTY OF RENFREW
MUNICIPAL ELECTED OFFICIALS REMUNERATION SURVEY - 2015**
Prepared April 2016

Municipality	Pop.	No. of Council Members	Mayor/ Reeve	Total Council Salary & Expenses	Rank	Mayor/ Reeve's Salary (includes Benefits)	Rank	Mayor/ Reeve's Total Salary & Expenses	Rank	Deputy Mayor/ Reeve's Salary (includes benefits)	Deputy Mayor/ Reeve's Total Salary & Expenses	Councillor's Salary Range Salary & Expenses (does not include Mayor or Deputy)
Pelee Islands, Town of	16,173	7	Mayor	\$225,208.19	1	\$40,580.84	1	\$45,882.77	1	\$30,433.43	\$33,358.79	\$22,375.57 - \$33,783.11
Amstutz, Town of	7,871	7	Mayor	\$185,516.50	2	\$35,201.72	2	\$39,128.85	2	\$18,952.80	\$19,611.24	\$19,810.05 - \$22,086.01
Laurentian Valley, Twp of	8,252	7	Mayor	\$168,752.08	3	\$27,675.48	4	\$29,195.70	5	\$19,642.20	\$21,838.10	\$19,717.20 - \$25,210.02
Killarney, Hegarty & Richards, Twp of	2,402	7	Mayor	\$135,749.85	4	\$25,083.31	5	\$37,624.98	3	N/A	N/A	\$14,995.99 - \$16,674.98
Renfrew, Town of	8,218	7	Mayor	\$118,295.00	5	\$26,362.00	3	\$29,386.00	4	\$15,691.00	\$15,691.00	\$13,678.00 - \$15,292.00
Whitewater, Twp of	6,192	7	Mayor	\$108,553.84	6	\$22,174.30	9	\$24,423.13	10	\$12,081.07	\$13,859.50	\$4,846.00 - \$12,081.07
McMurrain, Twp of	7,500	5	Mayor	\$106,061.63	7	\$21,438.55	11	\$24,558.33	9	\$19,988.89	\$20,043.58	\$18,658.02 - \$22,215.61
Horton, Twp of	2,730	5	Mayor	\$103,167.48	8	\$22,861.59	6	\$28,886.42	7	\$17,498.49	\$21,885.83	\$17,706.04 - \$17,998.11
Midwest Valley, Twp of	4,186	5	Mayor	\$102,863.49	9	\$22,297.08	8	\$25,813.98	8	N/A	N/A	\$17,905.23 - \$20,333.61
Deep River, Town of	4,193	7	Mayor	\$89,334.00	10	\$21,500.18	10	\$27,290.14	6	\$11,971.44	\$12,314.18	\$345.58 - \$10,540.80
Donnachie Valley, Twp of	3,278	5	Mayor	\$62,689.27	11	\$18,177.00	14	\$20,327.14	14	\$12,360.00	\$12,360.00	\$15,528.94 - \$17,908.25
Admission/Bromley, Twp of	2,643	5	Mayor	\$78,733.29	12	\$19,904.04	12	\$20,923.98	12	\$14,148.77	\$14,868.47	\$12,586.76 - \$15,858.53
Laurentian Hills, Town of	2,925	5	Mayor	\$75,780.33	13	\$22,452.68	7	\$22,928.88	11	\$13,542.40	\$13,584.50	\$12,392.40 - \$13,542.40
Greater Madawaska, Twp of	2,485	6	Mayor	\$70,541.23	14	\$17,350.35	15	\$20,815.83	13	N/A	N/A	\$2,863.11 - \$13,592.17
North Algona Wilberforce, Twp of	2,611	5	Mayor	\$66,300.00	15	\$18,550.00	13	\$20,150.00	15	N/A	N/A	\$9,600.00 - \$13,660.00
Head, Clara & Maria, Twp of	232	5	Mayor	\$22,294.53	16	\$5,782.50	16	\$6,167.84	16	N/A	N/A	\$715.07 - \$4,330.46
Brudenell, Lyndoch & Parham, Twp of	1,658	5	Reeve	\$12,236.90	17	\$2,625.00	17	\$3,354.45	17	N/A	N/A	\$2,100.00 - 2,297.10

Survey data collected by C. Fitzpatrick, County of Renfrew.

Please contact Bruce Beakley at 1-813-736-7268 in case of any error, omission, or questions.

Population: Unless otherwise provided by the municipality, numbers have been taken from the AMCTO directory.

** Note: Township of Whitewater Region Mayor salary includes \$4846.00 for Ottawa River Power Corporation. Total Council Remuneration includes \$4846.00 for Mayor for Ottawa River Power Corporation, and \$6126.00 for Bernard Tracey, Ottawa River Energy Solutions, who is not an elected official.

** Note: Township of Brudenell, Lyndoch & Parham changed from Reeve to Mayor in 2016 (these surveys are 2015 data)

When evaluating the remuneration paid, consideration must be given to Council structure, population and services provided by any given municipality. (compare apples to apples)



**COUNTY OF RENFREW
MUNICIPAL ELECTED OFFICIALS REMUNERATION SURVEY - 2015
Mayor/Reeve's Salary**
Prepared April 2016

	Pop.	Mayor/Reeve	Mayor/Reeve's Salary	Rank
Petawawa, Town of	16,173	Mayor	\$40,590.84	1
Killelea, Hagarly & Richards, Twp of	2,402	Mayor	\$37,624.96	2
Amprior, Town of	7,871	Mayor	\$35,201.72	3
Renfrew, Town of	8,218	Mayor	\$28,382.00	4
Laurentian Valley, Twp of	8,252	Mayor	\$27,675.48	5
Horton, Twp of	2,730	Mayor	\$22,861.59	6
Laurentian Hills, Town of	2,925	Mayor	\$22,452.88	7
Madawaska Valley, Twp of	4,186	Mayor	\$22,297.08	8
Whitewater, Twp of	6,192	Mayor	\$22,174.30	9
Deep River, Town of	4,193	Mayor	\$21,500.18	10
McNab/Braeside, Twp of	7,500	Mayor	\$21,438.55	11
Admaston/Bromley, Twp of	2,643	Mayor	\$19,904.04	12
North Algona Wilberforce, Twp of	2,611	Mayor	\$18,550.00	13
Greater Madawaska, Twp of	2,485	Mayor	\$18,177.00	14
Bonnechere Valley, Twp of	3,278	Mayor	\$16,148.00	15
Head, Clara & Marie, Twp of	232	Mayor	\$6,762.50	16
Brudenell, Lyndoch & Raglan, Twp of	1,658	Reeve	\$2,625.00	17

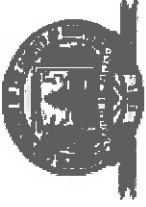
Survey data collected by C. Fitzpatrick, County of Renfrew.

Please contact Bruce Beakley at 1-613-735-7288 in case of any error, omission, or questions.

Population: Unless otherwise provided by the municipality, numbers have been taken from the AMCTO directory.

**Note: Township of Whitewater Region Mayor salary includes \$4848.00 for Ottawa River Power Corporation.

** Note: Township of Brudenell, Lyndoch & Raglan changed from Reeve to Mayor in 2016 (these surveys are 2015 data)



**COUNTY OF RENFREW
MUNICIPAL ELECTED OFFICIALS REMUNERATION SURVEY - 2015
Mayor/Reeve's Total Salary & Expenses**

Prepared April 2016

	Pop.	Mayor/ Reeve	Mayor/Reeve's Salary	Mayor/Reeve's Expenses	Mayor/Reeve's Total Salary & Expenses	Rank
Petawawa, Town of	16,173	Mayor	\$40,590.84	\$5,291.93	\$45,882.77	1
Arnprior, Town of	7,871	Mayor	\$35,201.72	\$3,927.13	\$39,128.85	2
Killaloe, Hagarty & Richards, Twp of	2,402	Mayor	\$25,083.31	\$12,541.65	\$37,624.96	3
Renfrew, Town of	8,218	Mayor	\$28,362.00	\$1,004.00	\$29,366.00	4
Laurentian Valley, Twp of	8,252	Mayor	\$27,675.48	\$1,520.22	\$29,195.70	5
Deep River, Town of	4,193	Mayor	\$21,500.18	\$5,749.88	\$27,250.14	6
Horton, Twp of	2,730	Mayor	\$22,861.59	\$3,824.83	\$26,686.42	7
Whitewater, Twp of	6,192	Mayor	\$22,690.53	\$3,103.78	\$25,794.31	8
Madawaska Valley, Twp of	4,186	Mayor	\$22,297.08	\$3,316.91	\$25,613.99	9
McNab/Braceide, Twp of	7,500	Mayor	\$21,438.55	\$3,420.78	\$24,859.33	10
Laurentian Hills, Town of	2,925	Mayor	\$22,452.68	\$476.20	\$22,928.88	11
Admaston/Bromley, Twp of	2,643	Mayor	\$18,904.04	\$1,019.92	\$20,923.96	12
Greater Madawaska, Twp of	2,485	Mayor	\$17,350.35	\$3,465.48	\$20,815.83	13
Bonnechere Valley, Twp of	3,278	Mayor	\$18,177.00	\$2,150.14	\$20,327.14	14
North Algona Wilberforce, Twp of	2,611	Mayor	\$18,550.00	\$1,600.00	\$20,150.00	15
Head, Clara & Marie, Twp of	232	Mayor	\$5,762.50	\$2,405.14	\$8,167.64	16
Brudenell, Lyndoch & Raglan, Twp of	1,658	Reeve	\$2,625.00	\$729.45	\$3,354.45	17

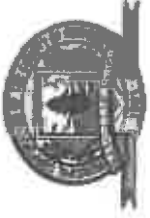
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Population: Unless otherwise provided by the municipality, numbers have been taken from the AMCTO directory.

**Note: Township of Whitewater Region Mayor salary includes \$4846.00 for Ottawa River Power Corporation.

** Note: Township of Brudenell, Lyndoch & Raglan changed from Reeve to Mayor in 2016 (these surveys are 2015 data)



COUNTY OF RENFREW
MUNICIPAL ELECTED OFFICIALS REMUNERATION SURVEY - 2015
Deputy Mayor/Reeve's Salary
 Prepared April 2016

	Pop.	Mayor/ Reeve	Deputy Mayor/Reeve's Salary	Rank
Petawawa, Town of	16,173	Mayor	\$24,728.76	1
McNab/Breside, Twp of	7,500	Mayor	\$19,988.99	2
Laurentian Valley, Twp of	8,252	Mayor	\$19,642.20	3
Horton, Twp of	2,730	Mayor	\$17,499.49	4
Armstrong, Town of	7,871	Mayor	\$16,952.60	5
Renfrew, Town of	8,218	Mayor	\$15,891.00	6
Laurentian Hills, Town of	2,925	Mayor	\$13,542.40	7
Bonnechere Valley, Twp of	3,278	Mayor	\$12,360.00	8
Whitewater, Twp of	6,192	Mayor	\$12,081.07	9
Deep River, Town of	4,183	Mayor	\$11,971.44	10
Armstrong/Bromley, Twp of	2,643	Mayor	\$14,148.77	11
Madawaska Valley, Twp of	4,186	Mayor	N/A	N/A
North Algona Wilberforce, Twp of	2,611	Mayor	N/A	N/A
Greater Madawaska, Twp of	2,485	Mayor	N/A	N/A
Killaloe, Hagarly & Richards, Twp of	2,402	Mayor	N/A	N/A
Brudenell, Lyndoch & Raglan, Twp of	1,658	Reeve	N/A	N/A
Head, Clara & Maria, Twp of	232	Mayor	N/A	N/A

Survey data collected by C. Fitzpatrick, County of Renfrew.
 Please contact Bruce Beakley at 1-613-735-7288 in case of any error, omission, or questions.
 Population: Unless otherwise provided by the municipality, numbers have been taken from the
 AMCTO directory.



COUNTY OF RENFREW
MUNICIPAL ELECTED OFFICIALS REMUNERATION SURVEY - 2015
Deputy Mayor/Reeve's Total Salary & Expenses
 Prepared April 2016

	Pop.	Mayor/ Reeve	Deputy Mayor/Reeve's Salary & Expenses	Rank
Petawawa, Town of	16,173	Mayor	\$33,358.79	1
Laurentian Valley, Twp of	8,252	Mayor	\$21,938.10	2
Horton, Twp of	2,730	Mayor	\$21,885.83	3
McNab/Braceide, Twp of	7,500	Mayor	\$20,043.56	4
Arnprior, Town of	7,871	Mayor	\$19,610.64	5
Renfrew, Town of	8,218	Mayor	\$15,691.00	6
Admaston/Bromley, Twp of	2,643	Mayor	\$14,868.47	7
Whitewater, Twp of	6,192	Mayor	\$13,659.50	8
Laurentian Hills, Town of	2,925	Mayor	\$13,594.50	9
Bonnechere Valley, Twp of	3,278	Mayor	\$12,360.00	10
Deep River, Town of	4,193	Mayor	\$12,314.18	11
Madawaska Valley, Twp of	4,186	Mayor	N/A	N/A
North Algona Wilberforce, Twp of	2,611	Mayor	N/A	N/A
Greater Madawaska, Twp of	2,485	Mayor	N/A	N/A
Kilfaloe, Hagarby & Richards, Twp of	2,402	Mayor	N/A	N/A
Brudenell, Lyndoch & Raglan, Twp of	1,658	Reeve	N/A	N/A
Head, Clara & Maria, Twp of	232	Mayor	N/A	N/A

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Population: Unless otherwise provided by the municipality, numbers have been taken from the AMCTO directory.

COUNTY OF RENFREW

**MUNICIPAL ELECTED OFFICIALS
REMUNERATION & COMPENSATION
SURVEY – 2015**



**COUNTY OF RENFREW
MUNICIPAL ELECTED OFFICIALS REMUNERATION & COMPENSATION SURVEY**
April, 2016

	Salary	Remuneration (Per Day)	Remuneration (Per Day)	Travel	Other	Quantity	Geographic	Municipality	Registration	Travel	Other
		(Per Day)	(Per Day)			Members	Region	(Per Day)	(Per Day)		
1. Ainslie	\$51,350.00	\$75.00	\$180.00	\$0.55/km	Monthly allowance of \$50 for internet, \$35 for cellular, and \$30 for in-town mileage. Meal allowance of \$75.00 for a full day, for part days, breakfast (\$15.00), lunch (\$25.00), dinner (\$35.00).	\$16,380.00	\$18,380.00	\$75.00	\$180.00	\$0.55/km (up to 5000) \$0.48/km (over 5000)	Monthly allowance of \$50 for internet, \$35 for cellular, and \$30 for in-town mileage. Meal allowance of \$75.00 for a full day, for part days, breakfast (\$15.00), lunch (\$25.00), dinner (\$35.00).
2. Deep River	\$21,500.00	\$125.00	\$250.00	\$0.53/km (up to 5000) \$0.47/km (over 5000)	Meal allowance - \$55.00 per day (in Renfrew County), \$75.00 per day (outside Renfrew County).	\$11,971.18	\$8,094.82	\$125.00	\$250.00	\$0.55/km (up to 5000) \$0.47/km (over 5000)	Meal allowance - \$55.00 per day (in Renfrew County), \$75.00 per day (outside Renfrew County).
3. Luthredian Hills	\$18,702.67	\$115.00	\$115.00	Gas price up to \$0.95/litre = \$0.48/km Gas price of \$1.00 to \$1.14/litre = \$0.50/km Gas price of \$1.15 to \$1.29/litre = \$0.53/km Gas price of \$1.30 to \$1.44/litre = \$0.58/km Gas price over \$1.44/litre = \$0.63/km	Convention Expenses: Transportation expenses including taxi, parking, actual personal expenses for meals; out of pocket expenses paid on presentation of appropriate receipt.		\$8,842.43		\$115.00		Convention Expenses: Transportation expenses including taxi, parking; actual personal expenses for meals; out of pocket expenses paid on presentation of appropriate receipt.
4. Petawawa	\$39,542.71	\$60.00	\$180.00	\$0.54/km (up to 5000) \$0.48/km (over 5000)	Expenses actually incurred for accommodation and parking; expenses for meals to a maximum of \$70.00 per day. Expense limit of \$8,000.00 per annum. Vehicle allowance of \$200.00 per annum.	\$25,163.55	\$21,566.76	\$60.00	\$180.00	\$0.54/km (up to 5000) \$0.48/km (over 5000)	Expenses actually incurred for accommodation and parking; expenses for meals to a maximum of \$70.00 per day. Expense limit of \$1,250.00 per annum.
5. Renfrew	\$28,582.00	N/A	N/A	Effective Jul 1/15: \$0.55/km (up to 5000 km) \$0.48/km (over 5000 km)	Out-of-town travel: \$200.00 for accommodation and all meals for each night, plus \$50.00 per day honorarium. Shall not exceed \$1,800.00 per year.	\$15,061.00	\$13,878.00	N/A	N/A	Effective Jul 1/15: \$0.55/km (up to 5000 km) \$0.48/km (over 5000 km)	Out-of-town travel: \$200.00 for accommodation and all meals for each night, plus \$50.00 per day honorarium. Shall not exceed \$1,800.00 per year.
6. Adamton/Waltonley	\$19,504.04			\$0.48/km	Annual COLA on December 1. Budget expense limit of \$3,000.00 per year for conventions and expenses including actual expenses for accommodation and parking; \$50.00 meal allowance; off registration fees and mileage.	\$11,560.12	\$11,560.12			\$0.48/km	Annual COLA on December 1. Budget expense limit of \$1,500.00 per year for conventions and expenses including actual expenses for accommodation and parking; \$50.00 meal allowance; all registration fees and mileage.
7. Southwestern Valley	\$10,600.00	\$105.00	\$180.00	\$0.55/km	Expenses per day for in-county meetings include actual expenses, plus meal allowance to a maximum of \$50.00. Expenses per day for out of county meetings include actual expenses, plus meal allowance to a maximum of \$75.00. Annual COLA.	\$4,968.00	\$5,598.00	\$105.00	\$180.00	\$0.55/km	Expenses per day for in-county meetings include actual expenses, plus meal allowance to a maximum of \$50.00. Expenses per day for out of county meetings include actual expenses, plus meal allowance to a maximum of \$75.00. Annual COLA.

MUNICIPAL ELECTED OFFICIALS REMUNERATION & COMPENSATION SURVEY
APRIL 2018



	Salary	Remuneration (1/2 day)	Travel	Other	Property Expenditures	Councillor Salary	Miscellaneous (1/2 day)	Reimbursement (1/2 day)	Travel	Other
8 Broadwell, Lynloch & Regier		\$125.00 per meeting	\$0.46/km	Committee meetings are paid at 1/2 rate.			\$100.00 per meeting		\$0.46/km	Committee meetings are paid at 1/2 rate.
9 Breaker, Bladawaka	\$17,280.36		\$0.50/km	Meal allowance - \$45.00 per day (in Renfrew County), \$60.00 per day (outside Renfrew County). Indemnities \$10.00 per night, accommodation, taxi, travel expenses.		\$11,588.92			\$0.50/km	Meal allowance - \$45.00 per day (in Renfrew County), \$60.00 per day (outside Renfrew County). Indemnities \$10.00 per night, accommodation, taxi, travel expenses.
10 Haind, Clark & Marks	\$3,516.00	\$113.17 per council meeting / \$32.89 per outside meeting	\$0.55/km	Annual C.O.L.A. Convention expenses - reimbursement for actual room expense plus maximum \$50 per day meal allowance plus all registration fees and \$75.00 per diem if less than 3 hours.		\$1,842.00	\$113.17 per council meeting / \$32.89 per outside meeting		\$0.55/km	Annual C.O.L.A. Convention expenses - reimbursement for actual room expense plus maximum \$50 per day meal allowance plus all registration fees and \$75.00 per diem if less than 3 hours.
11 Herton	\$20,726.00	\$180.00	\$0.54/km	Limit of two conferences or conventions per year. Expenses include registration, travel, parking, lodging, and meals. Must submit a written executive report of conference or convention at next regular Council meeting.	\$18,646.00	\$18,646.00	\$75.00		\$0.54/km	Limit of two conferences or conventions per year. Expenses include registration, travel, parking, lodging, and meals. Must submit a written executive report of conference or convention at next regular Council meeting.
12 Robson, Hargrave & Richards	\$15,000.00	\$125.00	\$0.53/km	Reimbursement for accommodation expenses actually incurred as per receipts.		\$7,500.00	\$125.00		\$0.53/km	Reimbursement for accommodation expenses actually incurred as per receipts.
13 Lussenden Valley	\$28,800.24	\$68.50 (when appointed to Special Ad Hoc Committees)	\$0.48/km (more than 80 km one way)	Mayor receives miscellaneous expense allowance limit of \$700.00 per annum to be used at member's discretion. Convention Expenses: Expenses actually incurred for accommodation, parking & registration (receipts required); daily expense allowance of \$20.00 per day (no receipt required - only allowed for travel in excess of 200 km one way). Maximum meal allowance of \$60.00 per day. Conference expenses limited to \$4,322.88 per annum.	\$19,133.44	\$19,133.44	\$196.98 (when appointed to Special Ad Hoc Committees)	\$68.50 (when appointed to Special Ad Hoc Committees)	\$0.48/km (more than 80 km one way)	Mayor receives miscellaneous expense allowance limit of \$700.00 per annum to be used at member's discretion. Convention Expenses: Expenses actually incurred for accommodation, parking & registration (receipts required); daily expense allowance of \$20.00 per day (no receipt required - only allowed for travel in excess of 200 km one way). Maximum meal allowance of \$60.00 per day. Conference expenses limited to \$4,322.88 per annum.
14 Madawaska Valley	\$23,453.78		\$0.60/km	Convention Expenses: An annual allowance is set each year which includes registration, accommodation, meals, parking & travel expenses.		\$17,588.38			\$0.60/km	Convention Expenses: An annual allowance is set each year which includes registration, accommodation, meals, parking & travel expenses.



**COUNTY OF RENFREW
MUNICIPAL ELECTED OFFICIALS REMUNERATION & COMPENSATION SURVEY
April 2016**

Municipalities	Municipalities					County of Renfrew				
	Salary	Honorarium (\$12/day)	Travel	Other	Contribution (Full day)	Salary	Honorarium (\$12/day)	Travel	Other	Contribution (Full day)
15/Inchicore/Brownlie	\$19,975.38 (Council Fees) \$4,777.86 (Planning Fees) \$21,692.52 Total		\$0.55/km for first 5000km \$0.48/km thereafter	Convention Expenses: Paid from actual invoices and include parking, meals, taxis, etc. (including spouses companion packages). Maximum meal allowance is \$75.00 per day (per person), maximum for tips, laundry and other services is \$10.00 per day. Telephone calls related to township business and parking reimbursement based on receipts.	\$14,855.20 (Council Fees) \$5,683.72 (Planning Fees) \$20,188.92 Total	\$13,120.00 (Council Fees) \$4,777.86 (Planning Fees) \$17,897.86 Total		\$10.55/km for first 5000km \$0.48/km thereafter	Convention Expenses: Paid from actual invoices and include parking, meals, taxis, etc. (including spouses companion packages). Maximum meal allowance is \$75.00 per day (per person), maximum for tips, laundry and other services is \$10.00 per day. Telephone calls related to township business and parking reimbursement based on receipts.	\$300.00
16/North Ayrshire/Wetherford	\$8,000.00	\$200.00	\$0.50/km	Minimum salary for Mayor is \$16,000.00 per year. Convention Expenses: Meals: Breakfast (\$15.00), Lunch (\$20.00), Supper (\$40.00). Daily meal total is \$75.00. Allowable gratuity is 15% of daily meal total. Conference registration and accommodation paid. Meeting rate while attending conferences is \$400.00 per day. Convention Expenses: Maximum of \$3,000.00 per year. Includes hotel, meals, mileage & parking.	\$4,800.00	\$4,800.00		\$0.50/km	Minimum salary for councillor is \$12,000.00 per year. Convention Expenses: Meals: Breakfast (\$15.00), Lunch (\$20.00), Supper (\$40.00). Daily meal total is \$75.00. Allowable gratuity is 15% of daily meal total. Conference registration and accommodation paid. Meeting rate while attending conferences is \$300.00 per day. Chairs receive \$1,700.00 annual per diem. Convention Expenses: Maximum of \$3,000.00 per year. Includes hotel, meals, mileage & parking.	\$300.00
17/WhiteWater Region	\$17,432.80		\$0.50/km	Convention Expenses: \$178.00 per day per diem, meals, gratuities and incidental expenses up to \$75.00 per day, plus registration fee and travel allowance, or economy air fare, whichever is more practical.	\$10,485.00	\$10,485.00		\$0.50/km	Acting Warden receives additional \$1,224 per year. Standing Chairperson receives base salary of \$1,500.00 per year, and Chairs of Ad Hoc Committees will receive an additional \$500.00 per year. Convention Expenses \$178.00 per diem per day; meals, gratuities and incidental expenses up to \$75.00 per day, plus registration fee and travel allowance, or economy air fare, whichever is more practical, to a maximum of \$3000.00 per year.	\$0.54/km (up to 5000 km) \$0.48/km (over 5000 km)
County of Renfrew	\$55,100.00	\$178.00 per day for out of County events, ad hoc meetings, provincial committee appointments and special meetings only.	\$0.54/km (up to 5000 km) \$0.48/km (over 5000 km)	Convention Expenses: \$178.00 per day per diem, meals, gratuities and incidental expenses up to \$75.00 per day, plus registration fee and travel allowance, or economy air fare, whichever is more practical.	\$10,200.00	\$178.00 per day for out of County events, ad hoc meetings, provincial committee appointments and special meetings only.		\$0.54/km (up to 5000 km) \$0.48/km (over 5000 km)	Acting Warden receives additional \$1,224 per year. Standing Chairperson receives base salary of \$1,500.00 per year, and Chairs of Ad Hoc Committees will receive an additional \$500.00 per year. Convention Expenses \$178.00 per diem per day; meals, gratuities and incidental expenses up to \$75.00 per day, plus registration fee and travel allowance, or economy air fare, whichever is more practical, to a maximum of \$3000.00 per year.	\$0.54/km (up to 5000 km) \$0.48/km (over 5000 km)

Survey data collected by C. Fitzpatrick, County of Renfrew.
Please contact Bruce Bastley at 1-613-739-7288 in case of any error, omission, or questions.

TOWN OF RENFREW

**CURRENT COUNCIL REMUNERATION
BY-LAW # 39-2012**

CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 39-2012

Being a by-law to provide for the remuneration of Members of the Council of the Town of Renfrew for the years 2011 through 2014 and to repeal By-Law No. 60-2007.

WHEREAS Section 283 of the Municipal Act, 2001, S. O. 2001, and its amendments, 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 the Council of the Corporation of the Town of Renfrew passed By-Law No. 60-2007 on December 10, 2007 establishing an annual remuneration for Members of Council for the years 2007 through 2010; and

WHEREAS in the Fall 2011, the Mayor of the Corporation of the Town of Renfrew performed a review respecting Council remuneration referencing like communities in the County of Renfrew; and

WHEREAS the Council of the Corporation of the Town of Renfrew is desirable to establish an updated remuneration policy.

NOW THEREFORE the Council of the Corporation of the Town of Renfrew enacts as follows:

1. **THAT** the remuneration levels for Members of Renfrew Town Council shall be in accordance with Annex #1 (Town Council Salary Grid) attached hereto.
2. **THAT** this by-law shall continue in force and effect beyond 2014, until otherwise amended or repealed, and that in 2015 and subsequent years, Annex #1 shall be increased by 2% per year.
3. **THAT** subject to annual budget approval, General Ledger Accounts for each Member of Council shall be allocated an amount not to exceed in total \$1,500.00 annually for expenses associated with attendance and participation at Conferences, Conventions or Training Workshops. Each member of Council has the authority to attend such events they see necessary to complement their respective Council and Committee responsibilities.
4. **THAT** Members of Renfrew Town Council continue to receive the same corporate mileage and accommodation/meal allowances as per current policy, or as amended from time to time.
5. **THAT** By-Law No. 60-2007 be hereby repealed in its entirety.
6. **THAT** this by-law shall come into force and take effect upon the passing thereof and have retroactivity to January 1, 2011.

READ a first and second time this 22nd day of October 2012.

READ a third time and passed this 22nd day of October 2012.


MAYOR, William A. Ringross


CLERK, Kim R. Bulmer

ANNEX # 1
BY-LAW NO. 39-2012

**TOWN OF RENFREW
COUNCIL REMUNERATION
2011 - 2014**

	2011	2012	2013	2014
MAYOR	26,726	27,261	27,806	28,362
REEVE	14,785	15,061	15,383	15,691
COUNCILLOR	13,078	13,340	13,607	13,879

TOWN OF RENFREW

TRAVEL and ACCOMMODATIONS POLICY

3.23 (January 2016)



POLICY NUMBER: 3.23
DATE PASSED: January 12, 2016
RESOLUTION NUMBER: 2016-01-13
BYLAW NUMBER:

SUBJECT: TRAVEL and ACCOMMODATIONS POLICY

POLICY STATEMENT:

The Town provides employees the opportunity to attend such conferences, conventions, seminars, workshops, and business meetings as deemed necessary. Such attendance must be approved in advance by the employee's Department Head.

The Town also provides reimbursement of expenses incurred by the employee for attendance at approved conferences, conventions, seminars, workshops, and business meetings.

PROCEDURE:

1. Attendance:

a) Conferences and Conventions

- (i) each year as part of the annual budget process, each Department Head will provide a list of conferences and conventions which are provided for within the budget estimates; and
- (ii) approval of the budget constitutes formal approval to attend.

b) Out-of-Province Conferences and Conventions

- (i) subject to budget approvals outlined in part 1 a) above, all conferences and conventions outside of the Province of Ontario must be specifically approved by the Mayor; and
- (ii) attendance is subject to the concurrence of the Department Head that such attendance does not interfere with other job responsibilities.

c) Seminars, Workshops and Business Meetings

- (i) each Department Head has the authority to approve attendance of his/her staff at any seminars, workshops and business meetings, subject to the limit of funds approved in the annual operating budget; and
-

2. Conditions:

- a) a completed ***Staff Training and Development*** form detailing the conference, convention, seminar or workshop must be approved by the Department Head, and
- b) a copy of the approved ***Staff Training and Development*** form must be forwarded by the Department Head to the Treasury Department as support for any subsequent expense claim, and another copy to the Human Resources Department for placing on the employee's personnel file

3. Expenses:

a) Registration:

- (i) the Town makes full reimbursement of any registration fees paid by an employee or Department Head, but not including any registration fee for a spouse or family member, except as specifically authorized by the Mayor; and
- (ii) a receipt for registration fee is required, unless prepaid by the Town.

b) Transportation:

- (i) the Town reimburses for either Economy Air Fare and all ground transportation, or for the use of a motor vehicle at the rate per km in effect by resolution of Council; and
- (ii) receipts are required for all transportation expenses, except claims for use of a motor vehicle at the prescribed rate per km.

c) Accommodation:

- (i) the Town reimburses actual expenses supported by receipts; and
- (ii) when making a reservation, the Government rate is to be requested.

d) Meals, Gratuities and Incidental Expenses:

- (i) while attending conferences, conventions, seminars, workshops, or business meetings, the Town reimburses actual expenses supported by receipts, subject to the following limits:
 - for part days the Meal Allowance shall be \$15.00 for breakfast, \$25.00 for lunch and \$35.00 for dinner;
 - for full days the Meal Allowance shall be \$75.00.

e) Entertainment (Department Heads only):

- (i) the Town makes reimbursement for actual expenses supported by receipts; and
 - (ii) a list of individuals in attendance, and a notation of purpose, is required for each entertainment expense.
-

f) Advances:

- (i) the Treasurer is authorized to issue accountable advances, provided that a written request is received at least ten (10) business days prior to the date the advance is required; and

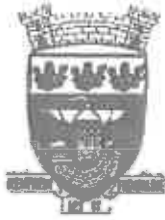
g) Approvals:

- (i) employees' claims are to be approved by the appropriate Department Head; and
 - (ii) Department Heads' claims are to be approved by the Mayor or his designate.
-

TOWN OF RENFREW

ATTENDANCE AT CONFERENCES and CONVENTIONS BY MEMBERS OF COUNCIL POLICY

3.24 (January 2016)



POLICY NUMBER: 3.24
DATE PASSED: January 12, 2016
RESOLUTION NUMBER: 2016-01-12
BYLAW NUMBER:

SUBJECT: ATTENDANCE AT CONFERENCES and CONVENTIONS BY MEMBERS OF COUNCIL

POLICY STATEMENT:

The Town provides Council members the opportunity to attend conferences, conventions, seminars, and workshops as deemed appropriate. Such attendance must be approved in advance by the Mayor.

Each member of Council that is approved for attendance is to provide a written summary of the conference or convention at the next regular Council meeting.

The Town also provides reimbursement of expenses incurred by the Council member.

PROCEDURE:

1. Honorariums:

- a) Effective January 1, 2016, the honorarium for half-day conferences, conventions, seminars, and workshops will be \$75;
- b) Effective January 1, 2016, the honorarium for full-day conferences, conventions, seminars, and workshops will be \$150;
- c) For the purposes of a) and b) above, a half-day event shall be defined as less than three and one-half hours in duration. A full-day event shall be defined as more than three and one-half hours in duration.

2. Expenses:

a) Registration

- (i) the Town makes full reimbursement of any registration fees paid by a member of Council, but not including any registration fee for a spouse or family member, except as specifically authorized by the Mayor; and
 - (ii) a receipt for registration fees is required, unless prepaid by the Town.
-

b) Meals and Gratuities

- (i) for part days the Meal Allowance shall be \$15.00 for breakfast, \$25.00 for lunch and \$35.00 for dinner;
- (ii) for full days the Meal Allowance shall be \$75.00.

c) Travel, Accommodations and Other Expenses

- (i) Reimbursement for Travel, Accommodations and Other Expenses shall be in accordance with the Town's *Travel and Accommodations Policy*.

3. **Inclusions and Limits:**

a) Conference and Convention expenditures are limited to:

- (i) \$1,500 per Council Member per year; and
- (ii) \$3,000 per year for the Mayor.

b) Conference and convention expenditures include Honorariums, Registration, Meals and Gratuities, and Travel, Accommodations and Other Expenses.

OTHER MUNICIPALITIES IN EASTERN ONTARIO SUMMARY SURVEY RESULTS

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TOWN OF MEMBERY
COUNCIL REMUNERATION SURVEY
OTHER MUNICIPALITIES IN EASTERN ONTARIO

	Renfrew	Bancroft	Carleton Place	Champlain	Mississippi Mills	North Gengary	Perry	Prescott	Smiths Falls	South Dundas
Population (per 2014 Ontario Municipal Directory Handbook)	8,218	9,858	9,680	6,682	12,385	10,685	5,840	4,180	8,407	10,500
1) Please provide your 2015 annual salary data for the following:										
Mayor	\$ 28,362	\$ 26,041	\$ 88,148	\$ 32,448	\$ 92,172	\$ 27,706	\$ 24,576	\$ 17,950	\$ 31,242	\$ 29,000
Deputy Mayor/Acting	\$ 15,692	\$ 18,496	\$ 23,843	\$ 23,843	\$ 27,732	\$ 14,896	\$ 14,896	\$ 8,396	\$ 15,821	\$ 19,000
Councillor	\$ 13,679	\$ 15,190	\$ 19,074	\$ 14,519	\$ 16,429	\$ 14,606	\$ 13,912	\$ 8,396	\$ 15,821	\$ 12,000
2) Does your municipality pay honorariums for attendance at Council and Committee meetings?	NO	NO	NO	YES	NO	NO	NO	NO	NO	YES
IF YES, please indicate the amount of the honorarium				\$ 115						\$ 75
Half Day				\$ 115						
Full Day										
3) Do Committee Chairs receive additional compensation?	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
IF YES, please indicate the amount(s):										
Annual										
Per meeting										
4) What annual allowance is provided for each member of council for attendance at Conventions, Conferences and other Training sessions?										
Mayor	\$ 5,000			\$ 3,115		\$ 3,600	\$ 2,600			\$ 1,400
Deputy Mayor/Acting	\$ 1,500			N/A		\$ 3,600	\$ 2,600			\$ 1,400
Councillor	\$ 1,500			\$ 3,115		\$ 3,600	\$ 2,600			\$ 1,400
Total		\$ 15,000	\$ 23,000		\$ 16,000		\$ 2,600	\$ 23,085	\$ 9,000	
5) Does your municipality have established per diem rates for convention expenses?	YES	NO	NO	NO	NO	YES	YES	NO	YES	YES
IF YES, please indicate the amount:	\$ 75.00					\$ 170.00	\$ 150.00		\$ 60.00	\$ 179.45
6) Do your members of Council receive per diem honorariums when out of town for municipal business? (e.g. conferences, trainings, etc.)	YES	NO	YES	NO	YES	YES	YES	NO	YES	YES
IF YES, please indicate the amount of the honorarium			\$ 75.00		\$ 75.00		\$ 75.00		\$ 67.50	\$ 179.45
Half Day	\$ 75.00		\$ 150.00		\$ 150.00		\$ 150.00		\$ 135.00	\$ 179.45
Full Day										
7) Does your municipality offer Life Insurance, Health & Dental benefits to members of Council?	YES	NO	YES	NO	NO	NO	YES	NO	NO	NO
IF YES, please indicate the percentage paid by the municipality	100%		100%				0%			
8) What is your mileage rate per km?	\$ 0.54	\$ 0.54	\$ 0.49		\$ 0.43	\$ 0.44	\$ 0.46	\$ 0.485	\$ 0.45	\$ 0.45

Notes:

* only "Total Budget" figures provided - not disclosed on a "per Council member" basis
 * \$1,400 for "travel, hotel, meals, etc." Conference Registration is not included in the \$1,400
 * \$75/day for meals + actual travel and accommodation costs (with receipts)

* \$250 per day for OGBA/ROMA conference
 * are schedule attached (next tab)

SUMMARY of RECOMMENDATIONS

**REPORT ON COUNCIL REMUNERATION
SUMMARY OF RECOMMENDATIONS**

1. Annual Adjustments

Recommendation 1:

The Panel recommends that By-Law No. 39-2012 be repealed and replaced by a new by-law that provides for annual salary grid adjustments that are consistent with the annual cost of living adjustment for non-union staff.

Recommendation 2:

The Panel recommends that the salary grid adjustments in Recommendation 1 be implemented prior to any other recommended adjustments.

Recommendation 3:

The Panel recommends that, in light of the Introduction of extended health care, dental and life insurance benefit coverage for members of Council effective July 1st, 2015, there be no retroactivity related to the adjustment to the salary grid for 2015.

2. Mayor's Remuneration

Recommendation 4:

The Panel recommends the following adjustments to the Mayor's salary:

- a) \$3,000 increase effective January 1, 2016,***
- b) \$1,000 increase effective January 1, 2017.***

3. Reeve's Remuneration

Recommendation 5:

The Panel recommends a one-time adjustment to the Reeve's salary effective January 1, 2016, so that the Reeve's salary, after applying the cost of living adjustment for 2016, is \$3,000 higher than that of a Councillor.

4. Councillors' Remuneration

No recommendations

5. Committee Chairs

Recommendation 6:

In an effort to recognize the additional workload associated with being the Chair of a Standing Committee of Council, the Panel recommends that The Chair of each Standing Committee of Council be paid an honorarium of \$300 per year plus an additional amount of \$50 per meeting chaired.

For clarity, the Standing Committees of Council, per Schedule E of the Town of Renfrew Procedural By-Law (No. 34-2011), are:

- (i) Finance & Administration Committee;*
- (ii) Development & Works Committee;*
- (iii) Planning Advisory Committee;*
- (iv) Committee of Adjustment/Property Standards Committee;*
- (v) Parks & Recreation Committee;*
- (vi) Fire Committee;*
- (vii) Labour Relations and Human Resources Committee; and*
- (viii) Economic Development & Tourism Committee.*

6. Conferences and Conventions

Recommendation 7:

The Panel recommends that the annual Training and Development budget allocation for Council be "pooled", rather than allocated to individual members of Council.

Recommendation 8:

The Panel recommends that effective January 1, 2017 annual Training and Development budget allocation for Council be indexed annually using the same percentage adjustment as is applied to other operating expenditures.

Recommendation 9:

The Panel recommends that 50% of the Training and Development budget allocation be reserved for attendance at the annual Good Roads (OGRA/ROMA) Conference, OEMC and AMO conferences.

Recommendation 10:

The Panel recommends that a list of appropriate conventions and workshops be reviewed at the beginning of each year, with Councillors indicating their interest and funds could be allocated within the remaining budget.

Recommendation 11:

The Panel recommends that Town of Renfrew Policy 3.24 – Attendance at Conferences and Conventions by Members of Council, be reviewed on a bi-annual basis, in order to maintain comparability with other municipalities in Renfrew County.

7. Travel and Accommodations

Recommendation 12:

The Panel recommends that Town of Renfrew Policy 3.23 (Travel and Accommodations) be reviewed on a bi-annual basis in order to maintain comparability with other municipalities in Renfrew County.

Recommendation 13:

The Panel recommends that the Town of Renfrew continue to follow the Canada Revenue Agency's Automobile Allowance Rates for the reimbursement of expenditures related to the use of a personal vehicle for Town-related business.