

# CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

## BY-LAW NO. XX-25

*Being a By-law to set the remuneration for Council of the Municipality of North Grenville*

**WHEREAS** Section 283 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a Municipality may pay any part of the remuneration and expenses of a local board of the Municipality of the officers and employees of a local board;

**AND WHEREAS** the Council of the Corporation of the Municipality of North Grenville passed Council resolution #C-2022-111 directing staff to implement direction from the Council Compensation Committee's report titled "Municipality of North Grenville Council Remuneration Review Final Report dated October 29, 2019;

**AND WHEREAS** Council deems it advisable to establish a By-law to regulate the remuneration of Council members for the Municipality of North Grenville;

**NOW THEREFORE** the Council of the Corporation of the Municipality of North Grenville enacts as follows:

### 1. Definitions

"Annual Remuneration" shall mean the Base Remuneration for members of Council effective January 1, 2024 and adjusted annually in accordance with Section 2.2 of this By-law.

"Clerk" shall mean the person or designate duly appointed by Council in accordance with the Municipal Act, 2001, S.O. 2001, c.25, as amended.

"Community Events" shall mean ceremonies, fundraisers, charity events, community celebrations, local fairs or similar.

"Council" shall mean the Council of the Corporation of the Municipality of North Grenville.

"Deputy Mayor" shall mean the appointed member of Council who presides in the absence of the Mayor.

"Full Day Conference" shall mean participation in a conference for a minimum of eight (8) hours in a single twenty-four (24) hour period.

“Half Day Conference” shall mean participation in a conference for a minimum of four (4) hours in a single twenty-four (24) hour period.

“Mayor” shall mean the Head of Council elected by majority vote and defined in accordance with the Municipal Act, 2001, S.O. 2001, c.25, as amended.

“Municipality” shall mean the Corporation of the Municipality of North Grenville.

“Per Diem” shall mean an amount of remuneration to be paid to a member of Council.

“Professional Development Events” shall mean any convention, seminar, training session, workshop or similar where the purpose is to learn about specific matters.

## **2. Annual Remuneration**

2.1. Annual Remuneration for Council of the Corporation of North Grenville shall be established as follows:

<b>Office</b>	<b>Base Remuneration (as of January 1, 2025)</b>
Mayor	\$48,660.05
Deputy Mayor	\$27,440.82
Councillor	\$24,124.46

The above remuneration shall be considered as full compensation for the following:

- Regular Committee of the Whole and Council meetings;
- Special Committee of the Whole and Council meetings;
- Attendance at association meetings, conferences, Professional Development Events and Community Events, etc.;
- Meetings with Municipal Officers and staff liaison committees;
- Advisory Committee of Council meetings to which a member of Council has been appointed by By-law or Resolution, including meetings of the working groups established by an Advisory Committee; and,
- Meetings of local boards, including Council meetings at the County level.

2.2. The Municipality shall not compensate members of Council for attendance at meeting of County Council or meetings in which the sole purpose is to discuss County business.

- 2.3. Base Remuneration shall be adjusted annually by the rate of inflation as determined by the Consumer Price Index as published by Statistics Canada based on the prior year's rate of inflation.
- 2.4. Annual Remuneration shall be included and approved as part of the annual municipal budget.
- 2.5. Annual Remuneration to Council shall be paid on a prorated bi-weekly basis.

### **3. Conferences**

- 3.1 Individual members of Council shall be responsible for selecting conferences that will provide the most benefit to the Municipality and to carryout their duties of office.
- 3.2 Individual members of Council shall identify not more than three (3) conferences to attend during a calendar year which require overnight accommodation to attend due to travel distance.
- 3.3 The intentions of each individual member of Council in accordance with Section 3.1 and Section 3.2 shall be submitted to the Clerk to calculate a reasonable budget allocation to include in the draft budget.
- 3.4 Conference registrations and attendance expenses exceeding the budgeted amount shall be subject to a budget amendment.
- 3.5 The following conference expenses shall be eligible to be billed directly to the Municipality, paid by the Municipality or to be reimbursed to a member of Council:
  - Registration for the conference. Early registration is encouraged to take advantage of discounts.
  - Transportation to the conference in accordance with Section 5.
  - Reimbursement for meals at Full Day Conferences shall be provided up to a maximum of \$25 for Breakfast, \$40 for Lunch and \$50 for dinner. Members are ineligible for the reimbursement where meals are provided at the conference without any additional charge.
  - Expenses for accommodation based on a single room rate.
  - Per Diem for members of Council attending a conference at a rate of \$150 per Full Day Conference and \$75 per Half Day Conference for a maximum of three (3) consecutive days per event.

The following expenses are not eligible to be billed directly to the Municipality, paid by the Municipality or to be paid or reimbursed to a member of Council:

- Transportation methods which are not included or do not meet the requirements of Section 5 of this By-law;
- Recreational and/or tourist tours, events or excursions associated with the conference;
- Companion expenses, including conference companion programs;
- Monetary tips exceeding 18% of the bill before applicable taxes;
- Alcoholic beverages; and,
- Items of personal or discretionary nature.

#### **4. Professional Development and Community Events**

- 4.1 An amount of \$2,000 for the Mayor and \$1,200 for each member of Council shall be included in the draft budget for members of Council to register for Professional Development Events, not including conferences.
- 4.2 An amount of \$1,000 for the Mayor and \$500.00 for each member of Council shall be included in the draft budget for members of Council to register and attend Community Events as representatives of the Municipality.
- 4.3 It is the responsibility of each individual member of Council to identify Professional Development Events and Community Events that will provide the most benefit to the Municipality and to carryout their duties of office.
- 4.4 Professional Development event and community event registration and attendance that exceeds the identified dollar amount per member of Council, in accordance with Section 4.1 and 4.2, shall be subject to Council approval and, as applicable, a budget amendment.
- 4.5 A member of Council shall have the discretion to absorb the cost for a professional development and community event if expenditures exceed the identified dollar amount per member identified by Council in accordance with Section 4.1 and 4.2 or if the additional expense is not approved by Council in accordance with Section 3.4.

## 5. Travel

5.1 A monthly travel allowance for Council shall be established as follows:

<b>Office</b>	<b>Annual Travel Effective January 1, 2025</b>
Mayor	\$4,800.00
Deputy Mayor	\$3,000.00
Councillor	\$2,400.00

The travel allowance shall accommodate travel within the geographic boundary of North Grenville for all Council-related events including, but not limited to, attending meetings on municipal business, conferences, Professional Development Events and Community Events where members of Council attend the events as a representative of the Municipality.

5.2 The monthly travel allowance for each member of Council shall be paid on a prorated bi-weekly basis with members' remuneration payments in accordance with Section 2 of this By-law.

5.3 Travel for attending meetings on municipal business, conferences, Professional Development Events or Community Events outside the geographic boundary of North Grenville shall be the lesser of Section 5.5 or Section 5.6.

5.4 Travel outside the geographic boundary of North Grenville by personal vehicle for attending meetings on municipal business, local conferences, Professional Development Events and Community Events shall be reimbursed at the rate per kilometre identified by the Canada Revenue Agency as the current year's reasonable rate.

5.5 Mileage claims for travel outside the geographic boundary of North Grenville for attending meetings on municipal business, Professional Development Events and Community Events must be supported by documentation supporting the number of kilometres travelled.

5.6 Council members may request transportation by air or train economy class travel. Where a member requests a higher cost mode or class of transportation, the member shall be responsible for the purchase and be reimbursed for the lowest cost mode of travel only.

5.7 The Municipality shall not compensate members of Council for travel to meetings of County Council or meetings in which the sole purpose is to discuss County business.

## **6. Additional Benefits**

- 6.1 Members of Council shall participate in the Municipality's Group Health and Welfare Insured Benefits Plan in accordance with the qualifying terms of the Group Benefits Plan. The Municipality shall pay 100% of the Group Benefits Plan premium.
- 6.2 Council shall participate in the Ontario Municipal Employees Retirement System (OMERS) pension plan subject to the provisions of the OMERS Agreement for such participation. An exemption to participate in OMERS shall be in accordance with the OMERS enrollment criteria.
- 6.3 Individual members of Council shall be issued a smart phone device and/or laptop computer, subject to the Municipality's device policies and contracts, to help carryout their duties of office. One or both devices may be issued depending on the individual needs of members of Council.
- 6.4 The Mayor shall be provided an office at the Municipal Complex located at 285 County Road 44 in Kemptville which includes a small meeting space, private washroom, assigned parking and access to a computer, printers and phones.
- 6.5 The Mayor shall be provided with an Executive Assistant to assist with Municipal matters including Mayor event/appointment scheduling.
- 6.6 The Executive Assistant, in accordance with Section 6.5, shall be equipped with a Corporate Credit Card to assist the Mayor, and other Members of Council as needed, with purchases and expenses in accordance with this By-law. Purchases conducted by the Executive Assistant must adhere to the approval process outlined in Section 7.
- 6.7 Benefits, allowances and other forms of compensation and benefits outlined within this By-law for members of Council may be subject applicable taxes including provincial or federal tax deductions.

## **7. Council Expenditures**

- 7.1 The Municipality shall pay, be billed or reimburse reasonable expenses incurred by members of Council in course of attending municipal-related meetings, conferences, Professional Development Events, Community Events and other municipally-related work.

- 7.2 Requests for reimbursement shall be submitted with an expense claim form and supported by itemized receipts and information noting the purpose of the expense.
- 7.3 Expenses of Council and budget allocation shall be approved by the Clerk or designate.
8. The Clerk is assigned the responsibility to oversee Council remuneration process in accordance with this policy, the policies and procedures of the Finance department and governing legislation in a timely manner.
9. The Clerk of the Municipality of North Grenville is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantic or descriptive nature or kind to this by-law and schedules as may be deemed necessary after passage of this By-Law, where such modifications or corrections do not alter the intent of the By-Law.
10. This By-Law shall come into force and effect on the day of its passing.

PASSED AND ENACTED

THIS XX<sup>TH</sup> DAY OF \_\_\_\_\_, 2025.

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NANCY PECKFORD  
Mayor

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CHLOE PRESTON  
Clerk