



2009 Council Remuneration Review Handbook

Ad Hoc Committee Members:

Helen Coutts, Mayor (ret.)
Michael Stone, Local Businessman
Simon Seif, Local Businessman

Ad Hoc Committee Staff Coordinator:

Barbara Fralick, Manager of Human Resources

2009 Council Remuneration Review Handbook

Welcome

On behalf of Springwater Township Council and the Administration Department, thank you for agreeing to take part in the 2009 Council Remuneration Review. Your opinions and expertise as a former member of Council and local businessmen are highly regarded, and will help shape the level and method of compensation paid to Council in the 2010-2014 term of office.

Resolution Establishing the 2009 Ad Hoc Committee

On October 5, 2009, Springwater Township Council passed the following resolution to establish the 2005 Council Remuneration Ad Hoc Committee:

RESOLUTION NO. CL-535-2009

Moved By: Cowan

Seconded By: Collins

THAT the report from the Manager of Human Resources regarding Council Remuneration Review be received; and

THAT an Ad Hoc Committee comprised of at least one former Council member be struck to review Council Remuneration including both the level and method of compensation as well as the one-third tax free allowance; and finally

THAT the Ad Hoc Committee be directed to review and make recommendations to Council for the Council Term commencing December 1, 2010.

CARRIED

Since the passage of the above resolution a survey of survey of municipalities within Simcoe County, as well as the Township of Smith-Ennismore-Lakefield was conducted to ascertain remuneration policies in jurisdictions of similar size in the area. The results of this survey are appended to this handbook in Excel spreadsheet format.

Overview

An Ad Hoc Committee is struck in the fourth year of each Council term to review the level and method of compensation, the continuation of the one third tax free allowance, and make recommendations for the incoming Council. As part of this review, the Committee looks at the rates and method of remuneration paid by comparative municipalities to ensure relativity.

This review will address Council remuneration for the Council Term commencing on December 1, 2010. In particular, the Committee is to look at the merits of the continuation of an annual salary versus honoraria plus per diem as well as the continuation of cost of living increases for Council similar to those provided to municipal staff.

It should also be noted that in 2008 Springwater Council adopted a new policy to adjust the Township's mileage rate every July 1st based on the current rate of the Canadian Revenue Agency and therefore, mileage rates will not be part of this review. The new rate, on that basis, effective July 1, 2009 is 55.5 cents per kilometre.

The previous Ad Hoc Committee was comprised of former Mayor Helen Coutts, former Councillor Harold Parker and former Councillor George Todd. For 2009, Council has directed that the Committee should be comprised of three with at least one former Council member. This group of three will collectively bring to the table Council service, public sector experience, a history of strong community service, and financial / business savvy.

Mandate

The mandate of this Committee will be to review the level of compensation and to confirm the method of compensation. Therefore, the following four aspects will be considered:

1. Should Springwater Township Council receive...
 - an annual salary (i.e. status quo)?
 - a salary plus limited per diems for special meetings?
 - an honorarium with per diems for all meetings?
2. Should the one-third tax free allowance (which must be reviewed each Council term) continue to apply to members of Council?

**Council Remuneration Ad Hoc Committee
Township of Springwater**

3. Should Council receive an annual cost of living adjustment (COLA)? If so, should this be based on a specific formula, or the amount set for staff?
4. Should Council remuneration continue to be reviewed each term, or on a more frequent (e.g. annual) basis?

Comparator Municipalities

For the purposes of comparison, remuneration will be examined in Simcoe County municipalities with populations of less than 20,000. Information has also been gathered from the Township of Smith-Ennismore-Lakefield, as this municipality utilizes the same Council structure as the Township of Springwater.

Ad Hoc Committee Timeline

The proposed timeline for the Council Remuneration review is:

- October 2009: Research and compile comparative data (now complete).
- November 2009: Ad Hoc Committee meetings (2) to review and make recommendations.
- December 2009: Recommendations to Budget Meeting on December 14th.
- January 2010: Public Meeting to present proposed rates on January 18th.
Passage of By-law on February 1st.

Impact on 2010 Budget

The rates and method of Council remuneration will be factored into the 2009 Council budget. The by-law is intended to apply for the upcoming Council Term only, and as such, it will take effect on December 1, 2009. The Council Remuneration rates will be provided to all persons running for municipal office as part of the Candidates' Guide.