

County of Essex Policy and Procedures Manual

Council and Committee Remuneration Policy

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Office of Responsibility:	Legislative and Community Services
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1.0 Introduction

- 1.1 The Corporation of the County of Essex (the "**County**") is committed to providing clear expectations and guidance for existing and potential Members of County Council, Alternate Members of County Council, Members of Committees of Council, and Members of Local Boards with respect to compensation.
- 1.2 This Council and Committee Remuneration Policy (the "**Policy**") is made:
- 1.2.1 in support of 1.1 above;
 - 1.2.2 to ensure that members of the public are aware of the compensation payable to Members of Council, Alternate Members of Council, Members of Committees of Council, and Members of Local Boards for the work they perform, for both openness and transparency as well as to encourage individuals to seek to serve; and
 - 1.2.3 to set clear expectations for the role of Members of Council and administrative staff in the remuneration process.

2.0 Scope

- 2.1 This Policy pertains to the remuneration to be paid to Members of County Council, Alternate Members of County Council, Members of Committees of Council, and Members of Local Boards.

3.0 Definitions

- 3.1 To provide context for this Policy, in addition to any term defined in the body of this Policy, the following terms shall have the following meanings:
- 3.1.1 **"Ad Hoc Committee"** means a committee, sub-committee, or similar committee appointed by Council to review and report on a specific issue, or as may otherwise be defined in the County's Procedure By-law from time to time.
 - 3.1.2 **"Alternate Member"** means a Member of Council appointed by a local municipality as an alternate in accordance with the County's Procedure By-law.
 - 3.1.3 **"Committee"** means any advisory or other committee, subcommittee, or similar entity established by County Council, whether specifically prescribed by the provisions of the *Municipal Act, 2001*, or not, and may include a "Local Board", as defined below, or as may otherwise be defined in the County's Procedure By-law from time to time.
 - 3.1.4 **"Emergency Meeting"** means a Meeting, in the case of Council called by the Warden or Clerk, and in the case of a Committee or Local Board called by the Chair, without any written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made to notify the Members about the Meeting as soon as possible and in the most expedient manner available, or as otherwise may be defined in the County's Procedure By-law from time to time.
 - 3.1.5 **"Lay Appointees"** means a person who is not a Member of Council or Alternate Member of Council appointed to an Ad Hoc Committee or Committee of Council or Local Board.
 - 3.1.6 **"Local Board"** means a municipal service board, transportation commission board of health, police services

board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, but excluding a school board, public library boards and a conservation authority, or as otherwise may be defined in the County's Procedure By-law from time to time.

- 3.1.7 **"Meeting"** means any regularly schedule meeting, whether open or closed, and whether in person or electronically, of Council, a Committee, or Local Board, where a quorum of Members is present.
- 3.1.8 **"Member"** means a member of Council, a Committee, and/or a Local Board.
- 3.1.9 **"Special Meeting"** mean a meeting that has not been regularly scheduled and has been called by, in the case of County Council (1) the Warden or (2) a petition of the majority of the Members of Council, directing the Clerk to call a Special Meeting and issue a Notice of Special Meeting, and in the case of a Committee of Local Board the Chair issuing a Notice of Special Meeting, or as otherwise may be defined in the County's Procedure By-law from time to time.

4.0 Purpose

- 4.1 The purpose of this Policy is to provide the amount of remuneration payable to Members of Council, Alternate Members of Council, Members of Committees, and Members of Local Boards, and the process to calculate annual increases and to regularly review this Policy.

5.0 Policy

5.1 County Council Remuneration

- 5.1.1 The Warden, Deputy Warden, and Councillors shall be paid an annual base salary, Meeting stipends, and mileage allowance calculated in accordance with the provisions outlined below.
- 5.1.2 **Warden.** The Warden shall for the period from January 1, 2024 to December 31, 2024 be paid the sum of \$92,987.00 as a base salary, and which base salary is subject to annual increases in accordance with Section 5.3 of this Policy below for each year subsequent to 2024.

The Warden's base salary constitutes remuneration for all duties, responsibilities, attendance at all community/social events, and attendance at all regularly scheduled Meetings of Council and Special Meetings of Council.

In additions to the base salary, the Warden shall be paid Meeting stipends, equivalent to Meeting Stipends approved in Section 5.2 of this Policy below, for attendance at Emergency Meetings of Council, as well as for attendance at any Meetings of Ad Hoc Committees, Committees, and/or Local Boards, but will not receive a Meeting stipend for any regularly scheduled Meeting of Council or Special Meeting of Council.

The Warden shall be enrolled in health, dental, and extended health benefits, equal to those received by County Administration, providing they are not already receiving such benefits from an employer or local municipality.

- 5.1.3 **Deputy Warden.** The Deputy Warden shall for the period from January 1, 2024 to December 31, 2024 be paid the sum of \$40,938.00 as a base salary, and which base salary is subject to annual increases in accordance with Section 5.3 of this Policy below for each year subsequent to 2024.

The Deputy Warden's base salary constitutes remuneration for all duties, responsibilities, attendance at all community/social events, and attendance at all regularly

scheduled Meetings of Council and Special Meetings of Council.

In additions to the base salary, the Deputy Warden shall be paid Meeting stipends, equivalent to Meeting Stipends approved in Section 5.2 of this Policy below, for attendance at Emergency Meetings of Council, as well as for attendance at any Meetings of Ad Hoc Committees, Committees, and/or Local Boards, but will not receive a Meeting stipend for any regularly scheduled Meeting of Council or Special Meeting of Council.

- 5.1.4 **Councillors.** Councillors shall for the period from January 1, 2024 to December 31, 2024 be paid the sum of \$31,302.00 as a base salary, and which base salary is subject to annual increases in accordance with Section 5.3 of this Policy below for each year subsequent to 2024.

A Councillor's base salary constitutes remuneration for all duties, responsibilities, attendance at all community/social events, and attendance at all regularly scheduled Meetings of Council and Special Meetings of Council.

In additions to the base salary, Councillors shall be paid Meeting stipends, equivalent to Meeting Stipends approved in Section 5.2 of this Policy below, for attendance at Emergency Meetings of Council, as well as for attendance at any Meetings of Ad Hoc Committees, Committees, and/or Local Boards, but will not receive a Meeting stipend for any regularly scheduled Meeting of Council or Special Meeting of Council.

- 5.1.5 **Mileage.** The Warden, Deputy Warden, and Councillors shall be reimbursed for mileage expenses, when using their personal vehicle for County business, at the current rate per kilometre established for Members of Council under the **Travel, Meetings & Conferences – Council Committees, Agencies and Board Policy (2022-003)**.

5.2 **Alternate Members of Council Remuneration**

- 5.2.1 Alternate Members of Council shall be paid a stipend per Meeting attended of \$260.00.

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5.2.2 Pay for Alternate Members of Council pay shall be deducted from the salary of the Member of Council whom they are replacing.

5.2.3 If two (2) Members of Council from the same local municipality are absent, and the Alternate Member of Council for that municipality attends, the salary of both Members of Council shall be deducted equally, to pay the Alternate Member the said sum of \$260.00.

5.3 Lay Appointees Remuneration

5.3.1 Lay Appointees to Ad Hoc Committees or Committees of Council or to a Local Board shall be paid a stipend per Meeting attended in the sum of \$110.77.

5.3.2 Chairs of Ad Hoc Committees or Committees of Council and Chairs of Local Boards shall be paid a stipend per Meeting attended of \$166.16.

5.3.3 Should a Chair of an Ad Hoc Committee or Committee of Council or of a Local Board be absent and another Member of the Committee of Council or of a Local Board serve as Chair in their stead, the acting Chair shall be paid in accordance with Section 5.3.2 above for that Meeting, and not in accordance with Section 5.3.1 above.

5.3.4 For any Meeting of an Ad Hoc Committee or Committee of Council or Local Board exceeding four (4) hours in duration, a factor of two (2) shall be applied to the meeting stipends provided for in this Section 5.3.

5.4 Annual Adjustments to Remuneration

5.4.1 Adjustments to the base salaries of the Warden, the Deputy Warden, Councillors, and Alternate Members of Council, shall be adjusted annually in accordance with the percentage increase provided to management/non-union staff of the County.

5.4.2 There will be no automatic annual adjustments to the stipends provided for Lay Appointees.

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6.0 Responsibility

- 6.1 The CAO is responsible for bringing this Policy before Council for consideration at least once during every term of Council, or as otherwise directed by Council from time to time.
- 6.2 Council is responsible for determining during every term of Council whether an external review ought to be conducted using a consultant and comparator survey data, but with any increase being applicable to the next term of Council.
- 6.3 In addition to fulfilling legislative and regulatory requirements, the Treasurer shall report any annual increases to the base salary of the Warden, Deputy Warden, and Councillors to the appropriate members of the County's Finance Department.

7.0 Related Documents

- 2024-26 – Procedure By-law
- 2024-27 – Council and Committee Remuneration By-law
- 2022-003 – Travel, Meetings & Conferences – Council Committees, Agencies and Board Policy

8.0 Summary of Amendments

Date	Amendments
2024-06-05	First version of independent Council and Committee Remuneration Policy, with prior policy being embedded in the County's Procedure By-law 2023-58.
2024-06-05	Adopted By-law 2024-27 and policy 2024-018 with a note to review Alternate Members Pay calculation method
2024-07-17	Council passed resolution 194-2024 That Alternate Pay be adjusted using the same inflationary percentage applied, from time to time, to Council Base Pay; That Alternate Pay be paid with deduction to Council Base Pay; That for 2024, Alternate Pay be adjusted from \$110.77 to \$260.00 per meeting; That the effective date of the Alternate Pay Model be retroactive to January 1, 2024.

Appendices

- None