



# Staff Report

## Administration – Town Clerk

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**Report To:** COW\_Finance\_Admin\_Fire\_Community\_Services  
**Meeting Date:** August 26, 2024  
**Report Number:** FAF.24.099  
**Title:** Update to Committee of Adjustment Compensation and Expense By-law  
**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receive Staff Report FAF.24.099, entitled “Update to Committee of Adjustment Compensation and Expense Bylaw”;

AND THAT Council enacts the attached By-law to Establish a Compensation and Expense Policy for the Committee of Adjustment, as attached to Staff Report FAF.24.099.

### B. Overview

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This report provides Council with the draft bylaw to be enacted to effect the changes to the Committee of Adjustment compensation, further to consideration of Staff Report FAF.24.091 at the July 15, 2024 Council Meeting

### C. Background

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At the July 15, 2024 Council Meeting, Council considered the recommendations from the July 10, 2024 Special Committee of the Whole meeting. As it relates to staff report, [“FAF.24.091 Market and Pay Equity Review for Non-Union Staff and Council”](#), Council provided the following direction regarding the Committee of Adjustment compensation:

Moved by: Councillor McKinlay

Seconded by: Councillor Hope

THAT, with respect to Staff Report FAF.24.091, entitled “Market and Pay Equity Review for Non-Union Staff and Council” Council approves \$150 for members of the Committee of Adjustment for scheduled meetings, plus \$75 half day per diem for meeting preparation and mileage for site visits effective August 1, 2024 (to be identified in policy)

**The motion is Carried**

Through consideration of Staff Report FAF.24.098 “Update to Council Compensation and Expense By-law”, and the associated new By-law setting out the new rate for Council compensation, staff confirm that the current Compensation and Expense Policy Bylaw 2020-18 will be repealed.

Council is now required to enact a new by-law that sets out the new compensation rates for the Committee of Adjustment, effective August 1, 2024.

## **D. Analysis**

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Attachment 1 to this staff report is By-law 2020-18 “Being a Bylaw to establish a Compensation and Expense Policy for the Mayor and Members of Council” will be repealed. Attachment 2 to this staff report is the draft By-law to be considered for enactment by Council that provides the Committee of Adjustment compensation, that will become effective August 1, 2024.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

### **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

### **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

## **F. Environmental Impacts**

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None

## **G. Financial Impacts**

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The financial impacts of the new Council Compensation By-law were identified in staff report FAF.24.091, and considered by Council at the July 15, 2024 Council Meeting.

## **H. In Consultation With**

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Sarah Traynor, Manager of Human Resources

Shawn Everitt, Chief Administrative Officer

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk [townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca) .

## **J. Attached**

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1. Attachment 1 By-law 2020-18 Being a Bylaw to Establish a Compensation and Expense Policy for the Mayor and Members of Council
2. Attachment 2 Draft By-law to Establish a Compensation and Expense Policy for the Mayor and Members of Council

Respectfully submitted,

Corrina Giles  
Town Clerk

For more information, please contact:  
Corrina Giles, Town Clerk  
[townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca)  
519-599-3131 extension 232

**Report Approval Details**

Document Title:	FAF.24.099 Update to Committee of Adjustment Compensation and Expense By-law.docx
Attachments:	- Attachment 1-By-law 2020-18, By-law to Establish a Compensation and Expense Policy for the Mayor and Members of Council.pdf - Attachment 2 - Draft Committee of Adjustment Compensation By-law.docx
Final Approval Date:	Jul 24, 2024

This report and all of its attachments were approved and signed as outlined below:

**No Signature found**

**Sarah Traynor - Jul 24, 2024 - 11:28 AM**

**Shawn Everitt - Jul 24, 2024 - 2:56 PM**

# The Corporation of the Town of The Blue Mountains

## By-Law Number 2020 – 18

Being a By-law to establish a Compensation and Expense Policy for the Mayor and Members of Council.

Whereas subsection 224 (e) of the *Municipal Act, 2001*, states it is the role of Council to maintain the fiscal integrity of the municipality;

And Whereas the Town's Council Compensation Review Committee did make recommendations to Council in Staff Report FAF.19.243 with regard to Council compensation;

And Whereas Town Council considered the recommendations of the Council Compensation Review Committee during the 2020 Budget review process;

Now Therefore Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. That the following compensation and per diem and expense amounts for Members of Council are hereby approved and established as follows:

**a. Compensation**

i. Mayor	\$39,500
ii. Deputy Mayor	\$29,120
iii. Councillors	\$29,120

AND THAT Council compensation shall increase automatically annually through a two-part formula:

- a. For all Council members, an annual increase to match the Canadian Consumer Price Index (CPI) as reported in September, as approved through the budget process;
- b. For all positions below the level of Mayor, implement any provincial general minimum wage increase on the day the Province deems an increase to be in effect.

**b. Full and Half-Day Per Diem**

All members of Council, appointed by resolution of Council to travel beyond the limits of the Town of The Blue Mountains on business, shall be paid a per diem of \$75.00 for a period of less than four (4) hours per day or a per diem of \$110 dollars for a period of more than four (4) hours per day. Per diems will not be provided if remuneration is provided from the business agent the Council Member is attending.

**c. Infrastructure Technology Allowance**

All members of Council shall be provided an annual allowance for infrastructure technology of \$1,200 annually. This amount will be pro-rated for any Council member appointed during a calendar year.

**d. Mileage**

All members of Council shall be provided an annual mileage allowance for attending to Town business within the Town of The Blue Mountains boundaries in their personal vehicle of \$2,400 annually. This amount will be pro-rated for any Council member appointed during a calendar year. Mileage accrued from any Town business conducted outside the Town of The Blue Mountains boundaries will be reimbursed as per Town Policy "POL.COR.18.05 Travel, Business & Mileage Expense Policy".

**e. Expenses**

All members of Council attending to municipal business shall be reimbursed for their own expenses incurred upon submission of receipts as stipulated in Town Policy "POL.COR.18.05 Travel, Business & Mileage Expense Policy".

**f. Covered by Insurance While Attending to Municipal Business**

All members of Council while attending to municipal business shall be covered by the municipal insurance policy provided by the Town, to the extent of the plan.

**g. Conferences/Seminars**

All members of Council are encouraged to participate in Municipal Conferences and Seminars within Ontario, up to two (2) per year. Participation at Conferences and Seminars, beyond two (2) per calendar year, or out of Province must be specifically approved by Council.

**h. By-law Review**

This by-law shall be reviewed at least once per term of Council, and at a minimum, within the final 18 months of the Council term by the Council Compensation Review Committee.

2. By-law No. 2006-06 is hereby repealed effective on the date this By-law comes into force.

And Further that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this 30<sup>th</sup> day of March 2020



Alar Soever, Mayor



Corrina Giles, Town Clerk

# The Corporation of the Town of The Blue Mountains

## By-Law Number 2024 –

### Being a By-law to establish a Compensation and Expense Policy for the Town of The Blue Mountains Committee of Adjustment

Whereas subsection 224 (e) of the *Municipal Act, 2001*, states it is the role of Council to maintain the fiscal integrity of the municipality;

And Whereas, through the 2024 Town of The Blue Mountains Budget, the Market and Pay Equity Review for Non-Union Staff and Council project was approved;

And Whereas Council considered staff report “FAF.24.065 Market and Pay Equity Review for Non-Union Staff and Council” and provided direction to staff at the May 13, 2024 Council Meeting;

And Whereas, Council considered staff report “FAF.24.091 Market and Pay Equity Review for Non-Union Staff and Council” at the July 10, 2024 Special Committee of the Whole meeting, and at the July 15, 2024 Council Meeting, provided direction to staff regarding the Committee of Adjustment compensation;

Now Therefore Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. That the following compensation and per diem and expense amounts for Members of the Town of The Blue Mountains Committee of Adjustment are hereby approved and established as follows:
  - a. **Full and Half-Day Per Diem**

Effective August 1, 2024, all members of the Committee of Adjustment, appointed by resolution of Council, shall be paid:

    - i. \$150.00 for scheduled meetings;
    - ii. \$75.00 half day per diem for meeting preparation; and
    - iii. Mileage for site visits
  - c. **Mileage**

Mileage will be reimbursed as per Town Policy “POL.COR.18.05 Travel, Business & Mileage Expense Policy”.
  - d. **Expenses**

All Committee of Adjustment members attending to municipal business shall be reimbursed for their own expenses incurred upon submission of receipts as stipulated in Town Policy “POL.COR.18.05 Travel, Business & Mileage Expense Policy”.
  - e. **Covered by Insurance While Attending to Municipal Business**

All Committee of Adjustment Members while attending to municipal business shall be covered by the municipal insurance policy provided by the Town, to the extent of the plan.

And Further that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this 9<sup>th</sup> day of September, 2024

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Andrea Matrosovs, Mayor

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Corrina Giles, Town Clerk