



# 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new rate for Council compensation, staff confirm that the current Compensation and Expense Policy Bylaw 2020-18 will be repealed.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  
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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**