



# POLICY & PROCEDURE MANUAL

<b>SECTION</b>	Administration	<b>EFFECTIVE DATE</b>	March 24, 2026
<b>SUBSECTION</b>	Finance	<b>REVISION DATE</b>	
<b>SUBJECT</b>	Council Remuneration Review		
<b>APPROVAL</b>	Council Resolution 2026-03-		

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## POLICY STATEMENT:

The Town of Grand Valley believes that it is important to provide a process for determining Council remuneration in order to ensure clarity, equity and consistency in practice.

## APPLICATION:

Members of the Town of Grand Valley's Council: Mayor, Deputy Mayor and Councillors.

## PURPOSE:

This policy will outline the process for determining Council remuneration.

The aim of this policy is to ensure that Council receives remuneration that is fair and equitable for conducting their responsibilities on behalf of the Town of Grand Valley and is in line with council remuneration of other municipal comparators.

## DEFINITIONS:

**Council:** Our elected officials serving the Town of Grand Valley in the roles of Mayor, Deputy Mayor, and Councillors.

## BACKGROUND:

### Employment Relationship

An employer/employee relationship does not exist with respect to the Town and its elected officials. There are no pre-determined hours of work for an elected official and their role cannot be defined as full-time or part-time, but instead is better described as a constant or continual role of governance, requiring elected officials to attend many daily and after-hour meetings and events, participate in special projects, fulfill committee and board responsibilities, and be available to their constituents upon request. Such duties

require members to travel throughout the municipality, County and even the province in completion of their responsibilities to the Town.

### **Responsibility to Establish Council Remuneration**

The Province of Ontario has mandated that municipal councils be responsible for establishing their own level of compensation.

### **Municipal Act, 2001 – Section 283: Remuneration and Expenses**

Implicit in Section 283 and the Municipal Act, 2001 as a whole is the power to fix remuneration for the members of its Council. Section 283 (1) provides that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board.

Under Section 283 (2), a municipality may pay the expenses of its council or a local board of the municipality and the officers of the municipality or local board if those expenses are incurred in their capacity as members, officers or employees. Such payments may be on an actual incurred basis or in lieu of expenses actually incurred. The Town reimburses expenses in accordance with Section 283 (2).

Remuneration and expenses shall be disclosed annually in accordance with the Municipal Act, 2001.

### **PROCEDURE FOR DETERMINING REMUNERATION:**

1. Once per term, during the last six months of Council's elected term, Council shall either direct staff or engage the services of an external compensation consultant to review Council compensation based on the following criteria:
  - a. Salary for the following term of Council shall be set at the greater of the current approved salary or the 50<sup>th</sup> percentile of the current salaries within the approved comparator group.
  - b. The Mayor position shall be compared to Mayor positions within the Comparator group, the Deputy Mayor position shall be compared to Deputy Mayor positions within the comparator group, and Councillor positions shall be compared to Councillor positions within the comparator group.
2. The approved comparator group includes Town of Mono and Townships of Amaranth, East Garafraxa, Melancthon and Mulmur .
3. In an effort to avoid large increases in council remuneration at the beginning of each council term, for fairness, equity and keeping in line with changes in cost-of-living expenses, Council shall receive annual remuneration increases that are in line with those of our staff.

4. All Members of Council shall be entitled to the following expense reimbursements:

- a. Mileage in accordance with Canada Revenue rates
- b. Board and committee attendance per diem
- c. Training, conferences and seminars

5. County Council remuneration for the Mayor and Deputy Mayor shall be paid in accordance with the County By-law.

6. The Chief Administrative Officer shall implement Council compensation for the following term of Council based on the results of a market review conducted in line with this Council approved policy.

**CONTACTS:**

Chief Administrative Officer

**REFERENCES:**

COUNCIL REMUNERATION BY-LAW NO. 2025 –XX