
TO: GENERAL COMMITTEE

SUBJECT: COUNCIL COMPENSATION REVIEW COMMITTEE

FROM: MIKE GALLOWAY, CHAIR, COUNCIL COMPENSATION REVIEW COMMITTEE

RECOMMENDED MOTION

1. That the following recommendations with respect to Council compensation matters, be adopted:
 - a) That effective December 1, 2010, the base rate of compensation for the Mayor remains at \$87,877 per annum.
 - b) That effective December 1, 2010, the base rate of compensation for Members of Council be increased from \$29,690 per annum to \$33,075 per annum.
 - c) That the one-third tax free allowance on remuneration paid to the elected Members of Council and its local boards continue to be deemed as expenses incidental to the discharge of their duties as Members of City Council or local board.
 - d) That effective December 1, 2011, the base rate compensation for the Mayor and Members of Council be increased annually by the rate determined by the Ontario Municipal Human Resources Association Survey to reflect a conservative estimate of increased cost of living expenses.
 - e) That the current benefit plan available to Members of Council remain the same.
 - f) That effective December 1, 2010, any honorariums that are paid by committees, boards and commissions be paid directly to the appointed Member of Council.
 - g) That the existing policies related to Council be repealed and replaced with the policies attached as Appendix "C" to the Council Compensation Review Committee Report to consolidate and/or update policies related to honorarium, benefits, expense accounts etc.
 - h) That staff in the Information and Communications Technology Department review and report back to General Committee by September 2010 with alternatives for providing Members of Council with information and communications technology to facilitate communication with taxpayers through efficient and cost effective means that supports the City's infrastructure platform and standards.
 - i) That based upon the comparator municipalities, a Deputy Mayor position not be created and the current Acting Mayor system be retained.

PURPOSE & BACKGROUND

2. In August of 2006, City Council adopted a motion regarding Council Compensation that included a requirement to establish a Council Compensation Review Committee to review the compensation for members of Council for the 2010 to 2014 term of office.

3. In accordance with motions 09-G-503 regarding Establishment of a Council Compensation Review Committee the City Clerk's Office advertised for volunteers having related experience, to serve on a Council Compensation Review Committee to undertake an examination of Council compensation, including the following topics:
 - a) Mayor and Council base salary (including the continuation of 1/3 tax free allowance) and benefits.
 - b) Expense account amounts and allocation of expenses including communication related matters.
 - c) Merits of appointing a Deputy Mayor from within through an in-direct election.
 - d) Review the remuneration associated with all boards and committees of Council including PowerStream/Barrie Hydro.
 - e) Such other compensation-related matters as determined by the Committee.
4. On December 7, 2010, Council adopted motion 09-S-009 regarding the appointments to the Council Compensation Review Committee:

"09-S-009 APPOINTMENTS TO THE COUNCIL COMPENSATION REVIEW COMMITTEE

That Mike Galloway, Sophie Fleming, and John Hussey be appointed to the Council Compensation Review Committee to undertake the examination of Council compensation and composition."

ANALYSIS

5. The Council Compensation Review Committee has met on five occasions to review compensation related matters.

Council Survey

6. A survey of Members of Council regarding compensation was also undertaken by the Committee. A copy of the survey has been attached as Appendix "B". Members of Council submitted their responses anonymously to the Committee. In addition, Members of Council were provided with an opportunity to meet with the Committee to discuss compensation related matters. The comments supplied by Members of Council were utilized in the development of the Committee's recommendations including the determination of criteria associated with comparator municipalities.

Compensation Philosophy

7. The Committee supported the establishment of a compensation philosophy to use as a guiding principle in the development of the Committee's recommendations. The philosophy supports compensating Members of Council using the median of the comparator municipalities.
8. The Committee believes that compensation should be appropriate to reflect the demanding nature and responsibilities that result from holding a public office. Compensation should be reasonable to both Council and the citizens of Barrie and to attract strong candidates to local government.

Comparator Municipalities

9. The Committee established criteria in determining a comparator group of municipalities of sufficient size to provide a meaningful sample. The criteria consisted of single tier/lower tier governments, general population, and similar geography. A survey was completed of over twenty municipalities requesting information about their population, operating budget, size of Council, whether members received 1/3 tax free and whether they were single tier or lower tier governments.
10. The Committee selected 10 municipalities in total based upon their relative similar size, their geography (urban versus rural), growth patterns, along with their governmental structure (single tier vs lower tier). TkMC comparator municipalities that have been utilized over the years for salary comparisons were chosen as the initial group of municipalities. However, there were relatively few single tier municipalities in the TkMC comparator group so some of the municipalities that had either significantly larger or smaller populations were replaced with single tier municipalities. The comparator municipalities were established by the Committee as follows:
- Richmond Hill
 - Oakville
 - Oshawa
 - Burlington
 - Whitby
 - Guelph
 - Kingston
 - Sudbury
 - Thunder Bay
 - Brantford
11. The selected municipalities provided information regarding Council honoraria, benefits, expenses and compensation associated with boards and committees. The Committee believes that the surveyed municipalities are comparable to Barrie.

**Survey Municipalities
2009 population numbers**

Municipality	Population	1/3 Tax Free	Single Tier/Lower Tier
Richmond Hill	185,000	No	Lower Tier
Oakville	168,000	No	Lower Tier
Oshawa	155,000	Yes	Lower Tier
Burlington	170,000	No	Lower Tier
Whitby	116,000	Yes	Lower Tier
Guelph	118,000	Yes	Single Tier
Kingston	117,000	Yes	Single Tier
Sudbury	158,000	Yes	Single Tier
Thunder Bay	109,140	Yes	Single Tier
Brantford	92,000	Yes	Single Tier
AVERAGE:	138,814	7 (yes) 3 (no)	5 Single/5 Lower
Barrie	135,000	Yes	Single Tier

12. A copy of the survey results has been attached as Appendix "A". The participating municipalities have populations ranging from a low of 92,000 to a high of 185,000 (average 138,814). Half of the municipalities, Richmond Hill, Oakville, Oshawa, Burlington and Whitby are part of a two tier system the other half of the comparators are part of a single tier system. The Committee did not believe that a survey group composed of single tier municipalities alone would have provided sufficient information for comparison purposes.

13. All but three municipalities provide one-third tax free allowance. The honoraria for Richmond Hill, Oakville and Burlington have been adjusted to reflect the removal of the one-third tax free allowance to provide a true comparison to the honoraria of the municipalities that have maintained the one-third tax free allowance.
14. Compensation for the regional level appears to be allocated between the region and the lower tier in differing manners depending on the municipality. According to the survey responses, the cost of the regional level may be paid for exclusively by the local residents, shared between both local and regional level or by the regional level exclusively.
15. Due to the variety of methods used to allocate the costs of the regional level compensation, the Committee felt that the regional level should be excluded for comparison purposes.

Base Honoraria

16. The Mayor Honoraria Comparison Survey summarizes the base honoraria information for the position of Mayor for the comparator municipalities:

Mayor Honoraria Comparison Survey

Municipality	2010 Base Honoraria
Richmond Hill	\$ 84,280.00
Oakville	\$ 83,320.00
Oshawa	\$ 101,817.00
Burlington	\$ 89,444.00
Whitby	\$ 95,794.00
Guelph	\$ 78,372.00
Kingston	\$ 74,395.00
Sudbury	\$ 104,358.00
Thunder Bay	\$ 84,800.00
Brantford	\$ 78,087.30
AVERAGE:	\$ 87,466.73
MEDIAN:	\$ 84,540.00
BARRIE:	\$ 87,877.40

17. The survey results indicate that the median rate of compensation paid to the Mayors of the comparator municipalities is \$84,540.00. Based on the survey comparators, the base compensation for the Mayor of the City of Barrie is competitive with the median of the comparator municipalities (not including additional funds paid by the regional level).
18. The Committee therefore recommends that the rate of compensation for the Mayor remain at \$87,877.40, to meet the survey median.

19. The Councillor Honoraria Comparison Survey summarizes the base honoraria information for the position of Councillor for the comparator municipalities:

Councillor Honoraria Comparison Survey

Municipality	2010 Base Honoraria
Richmond Hill	\$ 50,567.00
Oakville	\$ 35,217.00
Oshawa	\$ 62,882.00
Burlington	\$ 39,030.00
Whitby	\$ 45,520.00
Guelph	\$ 28,067.00
Kingston	\$ 18,730.00
Sudbury	\$ 30,933.00
Thunder Bay	\$ 29,750.00
Brantford	\$ 21,630.00
AVERAGE:	\$ 36,232.60
MEDIAN:	\$ 33,075.00
BARRIE:	\$ 29,689.40

20. The survey results indicate that the median rate of compensation paid to Councillors of the comparator municipalities (lower tier only for two tier municipalities) is \$33,075. Based on the survey comparators, the honoraria level for Councillors of the City of Barrie is \$3,386 less (or 10% less) than the median of the comparator municipalities (not including additional funds paid by the regional level).
21. The Committee further recommends that the rate of compensation for Councillors be increased to \$33,075, an increase of 11.4% to reflect the median of the comparator municipalities. While the percentage increase may appear relatively significant at over 10%, it is important to note that the previous Compensation Review Committee only recommended a relatively minor adjustment to the base rate of compensation for Councillors in 2006 and it did not result in parity with the average of the 2006 compensation survey comparators. The average compensation was still approximately \$3,000 higher than the proposed rate, at the time. The additional cost to the municipality will be \$ 135,440 over the next four year term.

	Mayor	Councillor
Current	\$87,877.40	\$29,689.40
December 1, 2010	\$ 87,877.40	\$ 33,075.00

22. It is further recommended that effective December 1, 2010, the honoraria of all Members of Council including the Mayor, be increased by the Ontario Municipal Human Resources Association survey to reflect a conservative estimate of increased cost of living expenses. Currently, any cost of living increases are to be determined utilizing the average of the Ontario and Toronto consumer price indices (CPI). The Committee believes that utilizing the Ontario Municipal Human Resources Association survey to determine cost of living increases is a more accurate tool to review this matter.

23. It is also recommended that the one-third tax free allowance on remuneration paid to the elected Members of Council and its local boards continue to be deemed as expenses incidental to the discharge of their duties as Members of City Council or local board.

Benefits/Pension

24. Currently Council may be included (at the Council member's discretion) in the City's current group insurance program of extended health care and dental coverage split on an equal costs basis between the City and the Council Members. Each Council Member until the age of 65, is entitled to be provided with life insurance valued at one times their annual honorarium, the premiums to be fully paid by the City. After the age of 65, the life insurance coverage is reduced to 50% of their annual honorarium and the premiums continue to be fully paid by the City. Each Council Member is also provided with AD&D coverage at one times their annual honorarium, the premiums to be fully paid by the City.

Car Allowance/Mileage

25. Currently, Members of Council are provided with a car allowance to compensate them for costs associated with the use of their personal vehicle for City business within the City of Barrie limits. The amount paid annually to the Mayor is \$6,000 (\$500/month) and to each Councillor is \$2,100 (\$175/month). These rates were established in 2006 by the Council Compensation Review Committee.
26. Members of Council are also compensated for kilometres driven outside of Barrie at the same rate as paid to City staff. The rate is automatically adjusted by May 1st of each year, in accordance with the year-over-year percentage change in the per-kilometre cost of owning and operating a compact car that is driven 18,000 km per year, as determined after a review of external sources. Effective January 1, 2010, the rate was established at \$0.545 per kilometre.
27. Four of the comparator municipalities provide the Mayor with a vehicle (either a City vehicle or a vehicle leased on the behalf of the Mayor by the municipality) rather than the use of a car allowance. The Committee recommends that the car allowance for the Mayor remain at \$6,000 per year (\$500/month) to reflect the costs associated with operating a vehicle. In general, the value of the car allowance appears to be in keeping with the comparator municipalities.
28. In terms of the car allowance for the other Members of Council, a number of the municipalities provide either a straight kilometre reimbursement or a much higher dollar value for the car allowance amount. The Committee is recommending that the car allowance for Councillors remain the same and that members of Council continue to be reimbursed for kilometres driven outside of the City limits with documentation of the actual kilometres driven. The mileage rate for "City Business" outside the City limits is based on a rate that is automatically adjusted by May 1st of each year. Additional details about the Car Allowance are outlined in the Reimbursement of Council Expenses Policy attached as Appendix "C".

Compensation for Boards, Committees and Commissions

29. The Committee reviewed the information provided by the comparator municipalities as well as the information provided by Members of Council with respect to the remuneration for boards, committees and commissions. Although there appears to be varying practices across the comparator municipalities with respect to additional remuneration for participation on committees, all of the municipalities indicated that any honorariums that are paid by committees, boards and commissions are paid directly to the appointed Member of Council. However, in a two tier level of government certain boards and commissions are handled at the regional level (Hydro Board, Police Board, Conservation Authority) and a lower tier municipality may not actually have a member of their Council appointed to these bodies.
30. The issue of compensation for boards, committees and commissions was a challenging matter for the Committee. It was recognized that while comparators allow their board members to accept their compensation, it creates a significant disparity in the compensation of members of Council. The Committee further recognized that the amount of effort and time associated with the "paid" boards and committees may equal the amount of effort and time associated with "non-paid" committees. It should also be noted that there were diverging opinions from Members of Council concerning the issue, when surveyed.
31. Maintaining the status quo and/or introducing a per diem policy were debated at length by the Committee. The Committee felt that a number of details related to a per diem policy (determination of appropriate amounts and how to apportion any remuneration amongst members) would require further investigation to understand the implications of developing such a policy. As such this option has not been recommended but has been included as an alternative.
32. While the Committee has presented a recommendation related to remuneration for boards, committees and commissions, it did not receive unanimous support from the entire Committee. However, using the guiding principle of reflecting the median of comparator municipalities, the majority of the Committee supported the recommendation that any honorariums that are paid to members by committees, boards and commissions be paid directly to the appointed Member of Council.

Reimbursement of Expenses Policy

33. In August 2006 Council adopted a Council Expense policy concerning individual discretionary expense accounts. Since the implementation of the expense accounts a number of changes have been made to the subjects of conference attendance, meal per diems and mileage for out of town city business.
34. Council adopted a recommendation to allocate \$15,000 to a Council Conference Account to permit three members of Council to attend the Federation of Canadian Municipalities (FCM) annual conference and five members to attend the and Association of Municipalities of Ontario (AMO) annual conference including all applicable related expenses. This has removed the expenses associated with attending these conferences from the discretionary expense accounts and has provided members of Council the opportunity to use their accounts for other matters as permitted in the Reimbursement of Expenses Policy attached as Appendix "C".

35. The expense account amounts for comparator municipalities reflected a wide range of approaches to expenses that made it challenging from a comparison perspective. However, it was clear that none of the comparators required office supplies to be covered under the member of Council's expense account. In reviewing the Reimbursement of Expenses Policy, comparator municipalities' policies and survey responses from members of Council, the Committee felt that office supplies such as business cards, letterhead, stationary and printer cartridges should be provided by the Corporation and not deducted as an expense from their existing expense accounts, within a pre-determined limit. While there were concerns that the amount associated with the expense accounts was insufficient for communicating with residents, the Committee felt that it was reasonable given the comparator data.
36. The Committee felt these supplies are deemed necessary for Members of Council to fulfil their roles and therefore Members of Council should be supplied with a reasonable amount of office supplies for their term of office. The Committee did recognize that there are costs to the Corporation associated with providing supplies and recommends that each Councillor is provided with a reasonable inventory of these supplies each year of their term of Council. Any member utilizing office supplies beyond the pre-determined limit would have the option to use their expense account, in order to be reimbursed for the additional items. Details regarding office supplies are included in the Reimbursement of Expenses Policy attached as Appendix "C".
37. The Committee is recommending that the policies attached as Appendix "C" be adopted for the administration of the expense account. The policies are intended to provide clear direction regarding allowable expenses.

Information and Communications Technology Equipment

38. Based on the survey feedback, the information and communications technology equipment provided to Members of Council appears to meet the needs of the majority of the Members of Council. No additional pieces of equipment were identified as being required for the position. The provision of blackberries appears to have provided significant value to the Members of Council.
39. The Committee met with the Information and Communications Technology Department to discuss the opportunities and challenges associated with the current allocation and replacement of technology and the related costs. The Committee is recommending that staff in the Information and Communications Technology Department review and report back to General Committee by September 2010 with alternatives for providing Members of Council with information and communications technology to facilitate communication with taxpayers through efficient and cost effective means that supports the City's infrastructure platform and standards.

Full Time versus Part Time Councillors/Deputy Mayor Position

40. In 2001, a Ward Boundary Review Committee considered maintaining the existing 10 wards that were in place, realigning the boundaries of the wards to create fewer wards and realigning the 10 wards.
41. On June 4, 2009 Bill 196, the Barrie-Innisfil Boundary Adjustment Act, 2009 was introduced which extended the southern boundary of the City. Due to the timing of Bill 196 the planning framework for the former Innisfil lands have yet to be established and resulting future population growth numbers are not determined. A full review of ward boundaries and associated number of Councillors and their full-time/part-time status is anticipated for the 2014-2018 term once planning matters related to the lands are addressed.

42. The Committee felt that the determination of part-time versus full-time status of Councillors is typically related to the population represented by the members of Council and should be addressed at the time of the ward boundaries review for the 2014 to 2018 term of Council.
43. The Committee examined the merits of a creating a Deputy Mayor position from within the Council members through an in-direct election. No comparator municipalities have a Deputy Mayor position and Council survey revealed that there was little interest in electing the position from within. Using the guiding principles developed by the Committee and based upon the comparator municipalities, it is recommended that a Deputy Mayor position not be created and the current Acting Mayor system be retained.

ALTERNATIVES

44. Acceptance of the recommendations brought forward by the Committee is at Council's discretion. The members of the Committee, who have a broad range of human resource, Council, and financial management experience, believe that the recommendations provided reflect commonly accepted compensation practices found in other Ontario municipalities and in other private and public sector organizations.
45. The Committee strongly recommends that maintenance of some parity with other similar municipalities when establishing the compensation rates for Members of Council is in the long-term best interest of the municipality.
46. There are four alternatives available to General Committee in regard to this report:

Alternative #1

General Committee could recommend that the status quo remain in regards to Council members receiving compensation for participating on committees, boards and commissions.

This alternative is not recommended based upon the findings of the comparator municipalities. The Committee believes that a similar approach should be taken when addressing committees, boards and commissions as its comparators. Information provided by the comparator municipalities indicate that appointed members are paid directly any honoraria available to them as determined by the individual board or committee..

Alternative #2

General Committee could recommend that City staff research and recommend to General Committee, a paid per diem approach with respect to compensation related to Council Members participating on boards, committees and commissions.

Although this alternative was a second option from the Committee, it is not consistent with the comparator municipalities and a per diem approach may cause conflict between members of Council. Administrating such a system may be complicated.

Alternative #3

General Committee could recommend that the status quo remain with respect to all of the compensation related matters identified by the Committee.

This alternative is not recommended as the Committee believes that the honoraria adjustments are necessary to remain consistent with the amounts paid to Members of Council in other comparable communities. The Committee feels that if the compensation level is not addressed by this Committee and remains the same in effect until the next Municipal Election in 4 years, the honoraria disparity compared to other similar municipalities would increase dramatically and would result in a large spike in compensation costs at that time.

Alternative #4

General Committee could recommend changes to specific elements of the Committee recommendation. Any change to elements of the recommendations should be reviewed in terms of its impact on the total cost to the Corporation.

FINANCIAL

47. The following chart summarizes the current versus projected costs based on the recommendations:

	Mayor	Councillor
Current	\$87,877.40	\$29,689.40
December 1, 2010	\$ 87,877.40	\$ 33,075.00
Total amount for the 2010-2014 term of Council (without indexed increase)	\$ 0.00	\$135,440.00

48. Permitting members of Council to accept the compensation associated with any paid boards, committees or commissions has no financial implications for the Corporation. The changes in the policies with respect to the reimbursement of expenses for office supplies are relatively minor and do not place any additional financial burden upon the Corporation.

The Committee would like to thank staff for their assistance in preparing the report based on the specific direction and requirements of the Committee.



Mike Galloway, Chairperson, on behalf of the Council Compensation Review Committee:

- **Sophie Fleming**
- **John Hussey**
- **Mike Galloway**

APPENDIX "A"

Survey Results from Other Municipalities

Municipality	Population	2009 Operating budget M	Size of Council	1/3 Tax Free	Single Tier/lower tier/regional govt"t
Richmond Hill	185,000	112	9	No	Lower Tier
Oakville	168000	181	13	No	Lower Tier
Oshawa	155,000	111	11	Yes	Lower Tier
Burlington	170,000	175	7	No	Lower Tier
Whitby	116,000	87	8	Yes	Lower Tier
Guelph	118,000	154	13	Yes	Single Tier
Kingston	117,000	274	13	Yes	Single Tier
Sudbury	158,000	186	13	Yes	Single Tier
Thunder Bay	109,140	197	13	Yes	Single Tier
Brantford	92,000	110	11	Yes	Single Tier
Barrie	135,000	235	11	Yes	Single Tier

Municipality	Mayor Annual Salary 2010	Additional Remuneration Boards/Committees (Hydro/Conservation Authorities/Police Board)	Annual Car Allowance	Expense Account
Richmond Hill	84,280	n/a (regional services)	Leased Vehicle	
Oakville	83,320	Yes	Leased Vehicle	
Oshawa	101,817	Yes		3,300
Burlington	89,444	Yes	Expense Account utilized	38,920
Whitby	95,974	Yes		
Guelph	78,372	Yes	No	
Kingston	74,395	Yes	5,385	
Sudbury	104,358	Yes	8,400	
Thunder Bay	84,800	Yes		7,000
Brantford	78,087	Yes	Leased Vehicle	
Barrie	87,877	No	6,000	6,000

****Please note an adjustment has been made to Richmond Hill, Oakville and Burlington to reflect the 1/3 tax fee allowance**

Municipality	Councillor Annual Salary 2010	Additional Remuneration Boards/Committees (Hydro/Conservation Authorities/Police Board)	Annual Car Allowance	Expense Account
Richmond Hill	50,567	n/a (regional services)	7,200	
Oakville	35,217	Yes		3,500
Oshawa	62,882	Yes	5,200	3,300
Burlington	39,030	Yes	Expense Account utilized	6,850
Whitby	45,520	Yes		
Guelph	28,067	Yes		
Kingston	18,730	Yes	2,644	
Sudbury	30,933	Yes		
Thunder Bay	29,750	Yes		7,000
Brantford	21,630	Yes		
Barrie	29,689	No	2,100	6,000

****Please note an adjustment has been made to Richmond Hill, Oakville and Burlington to reflect the 1/3 tax fee allowance**

Municipality	OMERS	Benefits
Guelph	No	Group Life, No Dependent, AD&D, Extended Health and Dental
Richmond Hill	n/a	n/a
Oakville	Yes member contribution town matches	May elect to receive Dental, Life, Major medical and level of coverage for non-union
Oshawa		
Burlington	yes	Group Life, Dependent Life optional at own expense, AD&D, Extended Health, Dental
Whitby	n/a	n/a
Kingston	Yes	Group Life, Dependent Life, AD&D optional at own expense, , Extended Health, Dental
Sudbury	Yes	Group Life, AD&D, Extended Health, Dental
Thunder Bay	Yes	Group Life, Dependent Life optional at own expense, AD&D, Extended Health, Dental
Brantford	Optional	Group Life, Dependent Life, AD&D, Extended Health, Dental
Barrie	No	Group Life, No Dependent, AD&D, Extended Health and Dental - optional City pays 50%

Appendix "B"

Survey Distributed to Members of Council

1. Do you feel the optional group benefit coverage provided to the Members of Council through the City's benefit plans is sufficient? *(circle one)*

Yes No

Additional comments:

2. Do you feel that Members of Council should participate in the Corporate Pension Plan (OMERS)? *(circle one)*

Yes No

Additional comments:

3. Do you have any comments regarding compensation for existing Boards and Committees? Including out of town mileage, per diems for attending meetings, director/committee member remuneration?

4. How many hours a week do you spend fulfilling your role as Councillor? (ie. Preparing for meetings, attending meetings, dealing with constituents)

5. Please describe briefly your duties and responsibilities in addition to your attendance at council meetings on Monday night.

6. Are the information and communication technology tools that you are provided adequate for you to carry out your duties as a member of City Council? *(circle one)*

Yes No

Additional comments:

7. What items do you feel should be paid for by the Corporation, Council Expense Account, Personally? *(Please place the letter "C" for Corporation, "E" for Expense Account and "P" for Personally)*

Business Cards:	Letterhead:
Paper/Stationary:	Printer Cartridges:
Subscriptions:	Conferences (Other than AMO/FCM):
Ward Newsletters (includes postage):	Website Creation/Maintenance:
Other:	

-
8. What criteria do you think the Council Compensation Committee should use for determining comparator municipalities? (ie. Population, geography etc.)
9. Please share your thoughts concerning appointing a Deputy Mayor from the existing members of Council?
10. Would you be interested in attending a Council Compensation Review Committee meeting to elaborate on your responses to the questionnaire?
(circle one)

Yes **No**

Additional comments:

11. Are there any other items you would like the Committee to review?
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**Appendix "C"
COUNCIL RELATED POLICIES**

ROLES AND COMPENSATION:

<p>Council Roles and Compensation:</p>	<p>That effective December 1, 2010, the base rate of compensation for the Mayor remain at \$87,877 per annum.</p> <p>That effective December 1, 2010, the base rate of compensation for Members of Council be increased from \$29,690 per annum to \$33,075 per annum.</p> <p>That the one-third tax free allowance on remuneration paid to the elected Members of Council and its local boards continue to be deemed as expenses incidental to the discharge of their duties as Members of City Council or local board.</p> <p>That effective December 1, 2011, the base rate compensation for the Mayor and Members of Council be increased by the rate determined by the Ontario Municipal Human Resources Association Survey to reflect a conservative estimate of increased cost of living expenses.</p> <p>That the current benefit plan available to Members of Council remain the same.</p> <p>That effective December 1, 2010, any honorariums that are paid by committees, boards and commissions be paid directly to the appointed Member of Council.</p> <p>That the existing policies related to Council be repealed and replaced with the policies attached as Appendix "C" to the Council Compensation Review Committee Report to consolidate and/or update policies related to honorarium, benefits, expense accounts etc.</p> <p>That staff in the Information and Communications Technology Department review and report back to General Committee by September 2010 with alternatives for providing Members of Council with information and communications technology to facilitate communication with taxpayers through efficient and cost effective means that supports the City's infrastructure platform and standards.</p> <p>That based upon the comparator municipalities, a Deputy Mayor position not be created and the current Acting Mayor system be retained.</p> <p>That the position of Councillor continue to be considered part-time, without the requirement for an office at City Hall.</p>
<p>Council Support Plan:</p>	<p>To assist Councillors to carry out their duties as Members of Council, secretarial and clerical support should be made available as feasible utilizing existing City resources, at the request of the Councillors. Members of Council are able to access staff support for tasks directly associated with their role on Council.</p>

<p>Information and Technology:</p>	<p>That Members of Council be provided with the most current information and communications technology to facilitate communication with taxpayers, where economically feasible and practical. Council shall use such technology for corporate uses only and in accordance with the City of Barrie Corporate Wireless Device Policy.</p>
<p>Mayor Appointment to Barrie Police Service and Barrie Hydro Holdings Inc.</p>	<p>That the Mayor continue to be appointed as one of the City of Barrie's representatives to the boards of Barrie Police Service and Barrie Hydro Holdings Inc.</p>
<p>Parking for Mayor:</p>	<p>The Mayor will be provided with a free parking space for his/her car in the underground parking lot at City Hall.</p>
<p>Retirement:</p>	<p>At the last meeting of each term of City Council, members of City Council will be provided with a certificate recognizing their contribution to the City of Barrie and their continuous service on City Council and that a gift valued as follows be provided to members of City Council who leaving office after: 1 Term- \$50, 2 Consecutive Terms - \$100, 3 Consecutive Terms - \$150 and over 3 Consecutive Terms - \$200.</p>
<p>Delegated Authority for Business Recruitment Activities</p>	<ol style="list-style-type: none"> 1. To facilitate the recruitment of significant business development prospects for the City of Barrie, the Mayor and/or a member of City Council and the Chief Administrative Officer be authorized to travel out-of-province to meet with representatives of new business prospects for the City of Barrie and propose innovative partnership arrangements such as design-build concepts involving private-public partnerships and other innovative measures. 2. The Mayor and Chief Administrative Officer report back to General Committee with recommendations.

REIMBURSEMENT OF COUNCIL EXPENSES POLICY

<p>Policy Statement:</p>	<p>The City of Barrie is committed to the reimbursement of its elected officials for all reasonable costs incurred in the course of fulfilling their duties. It is expected that all elected officials who incur business expenses, will adhere to the ethical standards of the community and will exercise their best judgment when incurring such expenses. It is also expected that expenses will be incurred only for purposes, and in facilities, that reflect the positive image of the citizens of the City of Barrie. Any expenses incurred are to support the attainment of the organization's approved goals and objectives.</p>
<p>Specific Policy Requirements:</p>	<p><u>Discretionary Expense Account</u></p> <p>The Mayor and Councillors be provided with an annual expense account with a maximum amount of \$6,000/year (Mayor) and \$3,000/year (per Councillor) for the reimbursement of allowable expenses incurred related to their position.</p> <p>Any unused portion of the annual budget cannot be carried forward into a new calendar year.</p> <p>Elected officials are eligible to expend up to the stated maximum in one fiscal year with the exception of election years.</p> <p>The budgets for Members of Council for the period January 1 to Election Day in a municipal election year be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to election day:</p> <p>a) New Members of Council be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and</p> <p>b) Re-elected Members of Council have available to them the balance of funds remaining as of Election Day.</p> <p><u>Allowable Expenses</u></p> <p>The following establishes the definitions of allowable expenses that may be reimbursed:</p> <p><i>Air Travel</i> – Economy class fare only. Air fare receipts and boarding passes must be included with the travel claim to establish that the trip was taken and airfare paid unless supported by a cheque requisition in advance of travel.</p> <p><i>Charges for Toll Roads (Highway 407)</i> – Toll charges for Highway 407 travel will be reimbursed for business trips</p> <p><i>Communication Materials</i> – Includes newsletters, advertisements, websites, etc. Care should be taken to ensure that the mailing/distribution of newsletters be restricted to the member's ward only.</p>

Hotel Accommodations – Will be covered on the basis of single room accommodation only at the government rate where available. Double room accommodation may be allowed where a spouse is attending a conference. Any additional expenses incurred for spousal accommodation will be the responsibility of the individual Member of Council.

Incidental Expenses - Where overnight accommodation is required or when attending a conference on City business, incidental costs may be claimed for each day or part day of travel status to offset the cost of gratuities, laundry, dry cleaning, newspapers and personal supplies. Incidental costs will be based on receipts submitted and are limited to a maximum of \$10.00/day. Costs over the maximum will be the responsibility of the individual claimant.

Office Expenses – Includes business cards, letterhead, printer paper, printer cartridges, stationery, etc. (Note: Each member of Council shall receive 1 box of 250 business cards, 1 box of 500 City Letterhead, 1 box of 500 envelopes, 1 case of 20 pound bond paper and 2 printer cartridges (one colour and one black)per year for a four year term of Council).

Parking / Public Transit Costs - Those who incur parking expenses or costs for a local bus or subway while on City business will be reimbursed. Where possible, parking fees should be supported by submitting appropriate documentation.

Private Vehicles - May be used for City related business purposes and users will be compensated at the prevailing rates established by the City of Barrie annually. If an elected official chooses to use their own vehicle in an instance where air travel would be available, the elected official will be reimbursed for the lesser of economy air fare or mileage.

Rail - Train receipts and boarding passes must be included with the travel claim to establish that the trip was taken and paid for.

Rental Vehicles – will be permitted only in circumstances where shuttle bus service to the conference location is not provided. Compact cars should be rented at all times. Collision damage coverage must be secured.

Spousal expenses- Spousal expenses are not allowed, with the exception of the Mayor. Any additional fees as a result of spouse or significant other attending a conference shall be paid for by the respective Councillor.

Taxis - May be used for local transit, airport service or where private vehicles are unavailable. A receipt is required and the user shall specify the point of origin and destination.

Telephone and Internet Expenses – Includes long distance charges and costs associated with cellular phones, blackberries or similar equipment. City equipment is to be utilized for City business only. Costs associated with charges incurred for non-city business are payable by the individual.

Travel Related Telephone Calls / Faxes / Computer Charges - All telephone calls/faxes/computer costs placed as a result of City business while traveling will be reimbursed. Charges may be verified by billing following the use of a personal calling card.

Car Allowance

The amount for the car allowance for the Mayor will be \$500 per month. The amount for Councillors will be \$175.00 per month with no mileage compensation for travel within the City limits.

Members of Council will be compensated for each kilometre driven on City Business outside of the City limits based on the City of Barrie rate that is automatically adjusted by May 1st of each year. Kilometres driven to and from events/meetings required as a member of Council appointed to a Board, Commission or Committee shall be considered City Business.

“City Business” does not include kilometres driven to attend Board, Commission or Committee meetings which are reimbursed by the specific Board, Commission or Committee.

Claims for kilometre reimbursement are to be submitted within 45 days of the date of travel. Claims for kilometre reimbursement must be submitted within the same calendar year or within 30 days of year end (December 31st).

Use of Corporate Vehicles

Individual expense accounts will be charged for the usage of Corporate vehicles based on the Corporate mileage rate times the number of kilometres driven and the amounts will be included in annual Council remuneration reports.

Municipal Administration Program

All members of Council who successfully complete the Municipal Administration Program or Councillor’s Course offered through correspondence will be reimbursed 100% of the cost of the course including all texts.

Conferences

Attendance at a conference for more than one day for specific municipal oriented organizations or municipal related association, excluding the Association of Municipalities of Ontario (AMO) or the Federation of Canadian Municipalities (FCM). Workshops or seminars conducted by Federally, Provincially or Municipally-oriented organizations shall be included. Costs associated with banquets, event tickets, etc. are allowable expenses for consideration of reimbursement. Alcohol expenses will not be allowed for liability reasons.

	<p>The operating budget for each year shall allocate \$15,000 to the Council Conference Account to permit members of Council to attend the Federation of Canadian Municipalities (FCM) and the Association of Municipalities (AMO) annual conferences including all applicable related expenses (i.e. travel, registration, accommodation and meals).</p> <p><u>Meal Allowances</u></p> <p>A half day or full day per diem is provided to cover the cost of meals for daily business trips on behalf of the Corporation. A per diem may not be claimed where meals are provided on a carrier or as part of a business activity such as a conference dinner. Alcohol expenses will not be allowed for liability reasons.</p> <p>The following amounts may be claimed on a per diem basis:</p> <p>\$60.00 half day rate \$120.00 full day rate The rates include taxes and gratuity. No Alcohol is permitted.</p> <p><u>Use of City Facilities</u></p> <p>Individual expense accounts will be charged for the usage of Corporate Facilities based on the applicable rate established in the City's Fees By-law and the amounts will be included in annual Council remuneration reports.</p>
<p>Implementation</p>	<p><u>Approval of expenses</u></p> <p>The reimbursement of expenses of Members of Council will be approved by the City Clerk and the City Treasurer/Director of Finance.</p> <p>Where disputes arise over the payment of elected officials' expense items, the matter will be brought forward to a meeting of Council for final decision-making regarding the payment or reimbursement of expenses.</p> <p>All invoices for items purchased by members of Council are to be invoiced directly to the member of Council. Invoices are not to be invoiced to the City of Barrie. The expense accounts are established for the <u>reimbursement</u> of members of Council for reasonable costs incurred in the course of fulfilling their duties (to the maximum amount of the expense account). Members of Council will be reimbursed (to the maximum amount as per the expense policy) where the expense is clearly associated with representing the interests of the constituents who elected them. Members of Council will not be reimbursed for any expenses deemed by the City Clerk to be election-related.</p> <p><u>Cash Advances</u></p> <p>Cash advances will not be provided. Members of Council will be reimbursed for expenses only when receipts are received.</p>

	<p><u>Excluded Items</u></p> <p>The City will not be responsible for expenses relating to:</p> <ul style="list-style-type: none"> • medical and hospital treatment beyond City benefit guidelines • expenses related to spouse or significant other • for purchase of trunks, luggage, clothing and souvenirs • for lost luggage, cameras and other misplaced belongings • alcoholic beverages • for in-suite services relating to movies and bars. <p><u>Extended Stays</u></p> <p>Extended stays will be permitted at the expense of the Member of Council.</p> <p><u>Reimbursement of Expenses</u></p> <p>Each invoice for reimbursement must be accompanied by the prescribed form, signed by the Member of Council</p> <p>Original, itemized receipts must be obtained and be submitted for reimbursement of expenses unless otherwise noted. Credit card receipts are not acceptable. Any amounts under 5.00 do not require a receipt.</p> <p>All payments will be made in Canadian funds. Foreign exchange shall be paid on actual costs claimed (supported by receipts). Claims shall be converted at the current exchange rate when a receipt is not provided.</p> <p>All receipts must be submitted within 45 days of the expense being incurred. Receipts for expenses incurred must be submitted within the same calendar year or within 30 days of year end (December 31st).</p> <p><u>Upgrades</u></p> <p>Individuals may choose to upgrade at their own expense.</p>
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COUNCIL BENEFITS POLICY

<p>Insurance</p>	<p>That those Council Members who so desire, they can be included in the City's current group insurance program of extended health care and dental coverage, split on an equal cost basis between the City and the Council Members</p> <p>Each Council Member until the age of 65, will be provided with life insurance valued at one times their annual honorarium, the premiums to be fully paid by the City. After the age of 65, the life insurance coverage is reduced to 50% of their annual honorarium and the premiums continue to be fully paid by the City.</p> <p>Each Council Member will be provided with AD&D coverage at one times their annual honorarium, the premiums to be fully paid by the City.</p>
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USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES POLICY

General Policy Statement:	<p>The purpose of this policy to clarify that all election candidates, including members of City Council are required to follow the provisions of the <i>Municipal Elections Act, 1996</i> and that:</p> <ul style="list-style-type: none"> • No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the City (including Councillor newsletters and Councillor budgets) for any election campaign or campaign related activities. • No candidate shall undertake campaign-related activities on City property. • No candidate shall use the services of persons during hours in which those persons receive any compensation from the City.
Rationale and Legislative Authority:	<p>It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the Members of Council and the Corporation. The <i>Municipal Elections Act, 1996</i> prohibits a municipality from making a contribution to a candidate. The Act also prohibits a candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.</p> <p>As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the City to the Member, which is a violation of the Act.</p>
Application:	<p>This policy is applicable to all candidates, including members of City Council.</p>
Application: Specific Policy:	<p>That, consistent with the City's <u>Code of Conduct</u> and <u>Guidelines for Use of the Corporation's Computer Systems</u> and in accordance with the provisions of the <i>Municipal Elections Act, 1996</i>:</p> <ul style="list-style-type: none"> (a) Corporate resources, assets and funding shall not be used for any election-related purposes; (b) Staff shall not canvass or actively work in support of a municipal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave; (c) Candidates shall not use any municipally-provided facilities for any election-related purposes. Neither campaign related signs nor any other election-related material will be displayed in any municipally-provided facilities; (d) The budgets for Members of Council for the period of January 1 to Election Day in a municipal election year shall be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to election day: <ul style="list-style-type: none"> i. New Members of Council be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and ii. Re-elected Members of Council have available to them the

	<p>balance of funds remaining as of Election Day.</p> <p>(e) The following be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year to Election Day:</p> <ul style="list-style-type: none">i. All forms of advertising, including in municipal publications;ii. All printing, high speed photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by Council; andiii. The ordering of stationery; <p>(f) Members of Council shall not deliver any unsolicited material outside of their existing ward where the printing and/or distribution costs are paid by the municipality. Care should be taken to ensure that the mailing of newsletters be restricted to the member's ward only. This recommendation to be effective not only during an election year, but at all times;</p> <p>(g) Members of Council shall not:</p> <ul style="list-style-type: none">i. Print or distribute any material paid by municipal funds that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office;ii. Profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election; andiii. Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; and that the Minutes of municipal Council and Committee meetings be exempt from this policy; <p>(h) Members of Council are responsible for ensuring that the content of any communication material, printed, hosted or distributed by the City of Barrie, is not election-related;</p> <p>(i) Candidates shall not print or distribute any election-related material using municipal funds;</p> <p>(j) In any material printed or distributed by the City of Barrie, candidates are not permitted to:</p> <ul style="list-style-type: none">i. illustrate that an individual (either a Member of Council or any other individual) is a candidate registered in any election;ii. identify where they or any other individual will be running for office; oriii. profile or make reference to candidates in any election. <p>(k) Websites or domain names that are funded by the City of Barrie shall not include any election-related campaign material;</p> <p>(l) The municipality's voice mail system shall not be used to record election related messages or the computer network (including the City's e-mail system) to distribute election related correspondence;</p>
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	<p>(m) The municipality's logo, crest, coat of arms, slogan, etc. shall not be printed or distributed on any election materials or included on any election campaign related website, except in the case of a link to the City's website to obtain information about the municipal election;</p> <p>(n) Photographs produced for and owned by the City of Barrie shall not be used for any election purposes; and</p> <p>(o) The above recommendations also apply to an acclaimed Member or a Member not seeking re-election.</p> <p>(p) Distribution lists or contact lists developed utilizing Corporate resources or through contact in a member of Council's role shall not be utilized for election purposes.</p> <p>(q) Photos taken utilizing City cameras or sent through City e-mail accounts also shall not be utilized.</p> <p>In accordance with the <i>Municipal Elections Act, 1996</i>, the City Clerk be authorized and directed to take the necessary action to give effect to this policy.</p>
<p>Limitation:</p>	<p>Nothing in this Policy shall preclude a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.</p>

MEETINGS WITH OTHER LEVELS OF GOVERNMENT

<p><u>Meetings with Other Levels of Government</u></p>	<p>That, when any member of Council including the Mayor, meets with representatives of other levels of government (meaning Provincial or Federal) on behalf of the Corporation representing City Council, the City Administrator or their designate be included in the meeting and that recorded minutes be taken.</p>
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