



REPORT

Council

TO: Administration and Emergency Services Committee

FROM: Dave Barton, Mayor

DATE: April 15, 2024

REPORT: DB-01/24 **FILE NO.**

SUBJECT: Succession Planning & Remuneration for Members of Council 2022 - 2026

BACKGROUND:

The Province of Ontario, through the Municipal Act, delegates the authority for lower tier municipalities to set its remuneration. Under Report TR-25/18, the Finance and Emergency Services Committee set the remuneration for the upcoming term of Council (2018-2022), in addition to the compensation for Chairs of Standing Committees, Mileage Allowances and Group Insurance and Benefits.

With two positions on Council acclaimed in the 2022 Uxbridge Municipal Election, the Township elected to undertake a Compensation Review with Succession Planning in hopes of continuing to attract and retain elected officials with diverse skills, experience, and backgrounds.

Succession planning is paramount for the mayor and members of council as it ensures the continuity and effectiveness of governance within a municipality. By proactively attracting people with the right skills, and identifying and developing potential successors, local government officials can mitigate disruptions caused by unexpected vacancies or transitions in leadership roles.

Moreover, succession planning fosters a culture of preparedness, enabling smooth transitions and preserving institutional knowledge, thereby maintaining the delivery of essential services and upholding the public trust. Additionally, it provides an opportunity to cultivate diverse talent pools, promoting inclusivity and representation within the local government framework. Proactively working to attract and retain

experienced candidates and those with the right skill set presents voters with a broader and more diverse pool of candidates to choose from at Election time.

DISCUSSION:

At the Inaugural meeting of Council in November 2022, the following Committees of Council were established, and the associated members of Council appointed:

Committee	Chair	Vice Chair
- Finance Committee	Willie Popp	Bruce Garrod
- Public Works and Active Transportation Committee	Bruce Garrod	Willie Popp
- Planning and Economic Development Committee	Todd Snooks	Gord Shreeve
- Environment and Sustainability Committee	Gord Shreeve	Pam Beach
- Parks, Facilities and Tourism Committee	Zed Pickering	Todd Snooks
- Heritage, Arts and Community Programs Committee	Pam Beach	Bruce Garrod
- Administration and Emergency Services Committee	Dave Barton	Willie Popp

As part of the reorganization of Council, it is proposed that some of the Committees of Council be shuffled, which will give other members on Council an opportunity to seek experience to different business areas of the Corporation.

It is proposed that effective May 1, 2024, the Committees be amended as follows:

Committee	Chair	Vice Chair
- Finance & Emergency Services Committee	Dave Barton	Zed Pickering
- Public Works and Active Transportation Committee	Willie Popp	Todd Snooks
- Planning and Economic Development Committee	Todd Snooks	Gord Shreeve
- Environment and Sustainability Committee	Gord Shreeve	Pam Beach
- Parks, Facilities and Tourism Committee	Zed Pickering	Willie Popp
- Heritage, Arts and Community Programs Committee	Pam Beach	Bruce Garrod
- Administration and Special Projects Committee	Bruce Garrod	Dave Barton

After conducting a review of compensation with like-sized municipalities with similar scope of services, the Township is now in a position to recommend Council remuneration for the current term of Council, and have proposed a few changes as outlined below, retroactive to November 22, 2022, funded through operational surplus:

- Annual Council Remuneration at the Township level set to \$53,811 for the Mayor, \$34,765 for each of the Regional Councillor and Ward Councillors.
- Additional remuneration for the Deputy Mayor position compensated at \$400 per month.
- Chair of Standing Committees receive the following additional remuneration:
 - \$3,850 for the Chair of Finance & Emergency Services Committee
 - \$2,864 for the Chair of Heritage, Arts & Community Programs Committee
 - \$2,864 for the Chair of Parks, Facilities & Tourism Committee
 - \$2,864 for the Chair of the Environment and Sustainability Committee
 - \$3,850 for the Chair of Public Works & Active Transportation Committee
 - \$3,850 for the Chair of Planning & Economic Development Committee
 - \$3,850 for the Chair of Administration & Special Projects Committee

To improve succession planning and safeguard the stability and functionality of municipal governance, thus safeguarding the interests and well-being of the community at large, the Deputy Mayor and Committee Chairs shall be rotated

periodically. While there was a need for stability in these key positions over the past number years due to the pandemic, culvert construction, and the EF2 tornado, the municipality is now in a position to focus on the next phase of leadership readiness.

The rotation of the Deputy Mayor position will be as follows:

- Todd Snooks be appointed Deputy Mayor effective May 1, 2024;
- Zed Pickering be appointed Deputy Mayor effective March 1, 2025;
- Bruce Garrod be appointed Deputy Mayor effective January 1, 2026

In recognition of the emergency training undertaken by Councillor Popp and his wealth of expertise, Councillor Popp shall remain appointed as the Alternate for the Mayor in the sole case of the absence or inability of the Mayor to act in an emergency, as appointed by Resolution No 2019-04. This training will be provided to Councillors identified as incoming Deputy Mayors to support the succession planning recommendations.

The Deputy Mayor will, as needed by the Mayor:

- Assist the Mayor in developing and implementing strategic initiatives to address municipal priorities and goals.
- Represent the Mayor and Council in meetings with stakeholders, community organizations, and other governmental bodies, including as Chair.

To reduce risk, the responsibility of all leaders must include the readiness of future leaders across the organization, both from a staff and council perspective.

The annual remuneration (includes the annual remuneration to the Mayor, Deputy Mayor, and each Councillor, and fees payable for the Chair of the Committees of Council) shall be automatically adjusted to reflect the same economic percentage salary adjustments that may be granted to the full-time non-union salaried staff group, with the same effective dates (which takes place on April 1st of each year).

Council remuneration shall include a monthly mileage allowance for the Mayor, Regional Councillor and Rural Ward Councillors 1 & 2 of \$575 each, and \$425 each for Ward Councillors 3, 4 and 5. Based on the review, some municipalities used various forms of reimbursement, from (a) a mileage allowance, (b) actual mileage claims or (c) no reimbursement. Based on our review, the Township will continue to provide Councillors with a fixed monthly mileage allowance, to be adjusted annually by the same economic percentage salary adjustments.

Members of Township Council are provided with a group insurance benefits program (includes life insurance, AD&D, extended healthcare, travel and dental - which may be subject to certain restrictions) from the Township of Uxbridge.

No changes are currently proposed to the Township's benefits plan; however, the Township's benefit program may be changed and or amended from time to time, over the term of Council. In addition, Members of Council are permitted to participate in the OMERS pension plan and may be eligible for reimbursement of expenses, in accordance with the Township of Uxbridge "Council Expense Policy", dated December 2019.

RECOMMENDATION

THAT Report DB-01/24 of Mayor Dave Barton, Mayor be received for information;

AND THAT the Administration and Emergency Services Committee approve retroactive to November 15, 2022, Annual Council Renumeration at the Township level set to: \$53,811 for the Mayor, and \$34,765 for each of the Regional Councillor and Ward Councillors, and an additional \$400 per month for the Deputy Mayor, funded through operational surplus;

AND THAT Committee approve retroactive to November 15, 2022, the fees be paid to the Chair of the Sub-Committees, and annual mileage allowances, as presented above;

AND THAT Committee approve that retroactive to November 15, 2022, that the annual remuneration (includes the annual remuneration to the Mayor, Deputy Mayor, and each Councillor fees payable for the Chair of the Standing Committees) paid to the Mayor, Deputy Mayor, and each Councillor shall be automatically adjusted to reflect the same economic percentage salary adjustments that may be granted to the full-time non-union salaried staff group, with the same effective dates;

AND THAT Committee direct staff to bring forward a Resolution on April 22, 2024 to rescind Resolution 2022-04 and introduce the amended subcommittee structure for consideration to come into force and effect May 1, 2024;

AND THAT Committee direct staff to bring forward a Resolution on April 22, 2024 to rescind Resolution 2022-05 and introduce a rotating Deputy Mayor structure for the remainder of the 2022-2026 Council term as follows:

- Todd Snooks be appointed Deputy Mayor effective May 1, 2024;
- Zed Pickering be appointed Deputy Mayor effective March 1, 2025;
- Bruce Garrod be appointed Deputy Mayor effective January 1, 2026;

AND THAT a by-law to amend By-law 2018-108, Being a By-law to Govern the Proceedings of the Municipal Council of the Township of Uxbridge and its Committees and the Conduct of its Members, and to Repeal By-law no. 2008-108 as amended, to reflect the amended Committees of Council be brought forward for consideration.

Respectfully Submitted by:

Dave Barton
Mayor