



## The Corporation of the Town of Tecumseh

Chief Administrative Officer - People & Culture

**To:** Mayor and Members of Council

**From:** Michelle Drouillard, Director of People and Culture

**Date to Council:** July 25, 2023

**Report Number:** CAO-PC-2023-03

**Subject:** Council Remuneration Review

---

### Recommendations

It is recommended:

**That** Report CAO-PC-2023-03 entitled “Council Remuneration Review”, **be received;**

**And that** Council **authorize** the Director People & Culture to proceed with the Council Remuneration Review in conjunction with a compensation consultant as further outlined in Report CAO-PC-2023-03;

**And further that** upon receipt and approval of the final remuneration report by Council, that By-Law No. 2006-84 and its Schedule “A” be presented to Council for amendment to reflect the recommended process for and final recommendations arising from the Council Remuneration Review.

### Background

The Municipal Act, S.O. 2011, Chapter 25, as amended (Act) in Section 283, provides authority for Council of a municipality to provide payment of remuneration to the Members of Council, and such remuneration may be determined in any manner that Council considers advisable. The Town enacted By-law No. 2006-84 in November 2006 and has amended “Schedule A” to the by-law in subsequent terms of Council to reflect the recommendations arising from the Remuneration report associated with that term.

The current term of Council remuneration review was scheduled to be completed in early 2023 to coincide with the new term of council but was delayed due to a vacancy with the Director position. With the vacancy now filled the review can proceed subject to Council approval.

## Comments

It is recommended that the Director People & Culture undertake the Council Remuneration Review in conjunction with a Compensation Consultant ("Consultant") who has previously provided compensation market survey services to the Town. The proposed review will be comprised of three steps under the Consultant review (inclusive of a Market Study):

Step 1: Project Initiation and Collection of Market Data whereby all elements of Council Remuneration will be evaluated by surveying comparators chosen from the previous management/non-union market review.

Step 2: Analysis, Observation and Draft Report: The Consultant will review the market data and provide a statistical report using percentile comparisons for base pay and a summary of observations for ancillary compensation. A draft report will be prepared in consultation with the Director People & Culture and reviewed with the CAO.

Step 3: Preparation of the Final Report, the final summary report will be presented to Council. The report will outline comparators, methodology, elements survey, observations and recommendation relating to base pay. The report will reflect best practice in the sector relating to how Council Remuneration Reviews are conducted.

It is noted that prior remuneration reviews in previous terms of Council have included a Community Advisory Committee as part of the process however that practice is not widely used currently for several reasons including cost effectiveness, time commitments, frequency of reviews and the ability now to access and utilize compensation databases such as the Municipal Compensation Database provided through muniSERV.

The Consultant has identified that she has successfully conducted reviews for various municipalities including, Lincoln, Caledon, Brant, Guelph, Port Hope, and many more utilizing the process outlined above.

Therefore, it is recommended that Council supports and approves the recommendation to move forward with the Council Remuneration Review utilizing a third-party Compensation Consultant with the process as noted above.

## Consultations

Chief Administrative Officer  
Legislative Services & Clerk  
Compensation Consultant, Marianne Love, LLB, C. Dir

## Financial Implications

Consultant Fee of \$4,800 to \$5,400 will be funded from the P&C operational budget.

## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Michelle Drouillard, BA Hons., CHRL  
Director People & Culture

Reviewed by:

Robert Auger, LL.B.  
Director Legislative Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
None	None