



Town of Huntsville Staff Report

Meeting Date: April 30, 2025

To: General Committee

Report Number: HR 2025-2

Confidential: No

Author(s): Keith Duncan, Manager of Human Resources

Subject: Council Remuneration Review

Report Highlights

Remuneration and Compensation for members of Council By-law 2021-68 states that Staff shall undertake a review once within the Term of Council based on the approved municipal comparators using the 35% in the marketplace unless otherwise approved by Council and any recommendations are to be implemented for the next Term of Council. No review will be undertaken during the last calendar year of the current Term of Council. This report is being presented at this time to ensure any changes being made are not considered during the last calendar year of this term of Council.

Recommendation

IT IS RECOMMENDED THAT: Committee directs staff to update the Remuneration and Compensation for Members of Council By-law 2021-68 for the 2026-2030 Term of Council as outlined in Option B of Report HR-2025-2;

AND FURTHER THAT: Staff be directed to include in the 2027 draft budget the cost of the Council Remuneration review at the 40th percentile as outlined in Option B of Report HR-2025-2.

Background

This review was conducted by the Human Resources Department which included collecting information from the approved eleven (11) municipal comparators and securing data and information related to total Council remuneration. The information included base pay remunerations, benefits, IT and communications equipment, per diems, conference and meeting allowances, and process for increases.

Council passed By-law 2021-68 in September 2021 to have Council remuneration reflect the 35th percentile of its' comparators and have adjusted annually base salaries reflect annual increases incurred by non-union staff.

Discussion

Results

The 2025 Market Comparison table below indicates that 2 classifications of Council (Deputy Mayor and Councillor) positions have fallen below the target of 35th pay percentile likely due to different annual economic increase adjustments throughout the different municipalities since the last Council compensation review. In addition, some other municipalities have completed Council compensation reviews prior to Huntsville which may have contributed to the market gap between the comparators and Huntsville Deputy Mayor and Councillor compensation.

The results of technology comparisons were that seven (7) comparators provided equipment for elected officials, but with three (3) comparators providing reimbursement for phone and/or internet connections. Meeting per diems provided for five (5) comparators ranged from \$70.00 for a half day to \$160.00 for a full day. Also, nine (9) comparators are providing a form of health benefits to members of Council.

The 2025 Summary Council Remuneration Review as attached to this report provides a detailed comparison of the various salary, and other benefits and compensation among the municipal comparators.

Analysis

In the past, the practice was to align Council remuneration with that of the non-union group of employees which was previously at the 35th percentile of the market during the last Council compensation review. As a result of the recent market review of the non-union group of employees, compensation is currently set at the 40th percentile. To continue this strategy to align wages and benefits with that of the non-union group of employees, Council could consider the 40th percentile for compensation for Council. In order for the Council positions to meet the 35th or 40th percentile, there would be increases needed for the Deputy Mayor and Councillor positions.

Position	Deputy Mayor			Councillor		
	Rate	% increase	\$ increase	Rate	% increase	\$ increase
2025 Base Rate	\$28,789			\$26,082		
35th Percentile	\$33,975	21.2%	\$5,186	\$28,247	11.2%	\$2,165
40th Percentile	\$34,603	23.4%	\$5,814	\$28,470	12.1%	\$2,388

With the Mayor position currently being compensated at the 65th percentile, that position would be Red Circled should Council adopt a target pay percentile that is below the 65th percentile. Should the Mayor's position become Red Circled, there would be no increases or CPI adjustments applied to that position until its base rate meets the current pay percentile.

It should be noted that the practice of a CPI adjustment (CPI-Trim increase year over year as of July) which aligns with the policy for the non-union wage grid in accordance with By-law 2021-68 should be considered by Council to ensure that the Deputy Mayor and Councillor compensation does not continue to fall out of the range of the market percentile.

Summary

A Council that is compensated fairly and earning similar wages to other Council Members from comparator municipalities provides a positive influence for involvement as a Council Member.

There are a number of options for Council to consider for next steps. The options are outlined below.

Options

Option A – Not Recommended

For the 2026 to 2030 term of council, align the Deputy Mayor and Councillor positions to the 35% percentile of the market comparators, and provide annual CPI adjustments. Red Circle the Mayor position for the 2026 to 2030 term of council until its base rate meets the current pay percentile.

Option B – **Recommended**

For the 2026 to 2030 term of council, align the Deputy Mayor and Councillor positions to the 40% percentile of the market comparators, and provide annual CPI adjustments. Red Circle the Mayor position for the 2026 to 2030 term of council until its base rate meets the current pay percentile.

Option C – Not Recommended

For the 2026 to 2030 term of council, align the Mayor, Deputy Mayor and Councillor positions to the 35% percentile of the market comparators, and provide annual CPI adjustments.

Option D – Not Recommended

For the 2026 to 2030 term of council, align the Mayor, Deputy Mayor and Councillor positions to the 40% percentile of the market comparators, and provide annual CPI adjustments.

Capital

N/A

Operational

Option A

\$331,909 (plus CPI adjustment). This represents a \$21,947 increase from the 2025 Council remuneration. The full impact of this would not be realized until 2027 as the 2026 term begins at the end of the year. The impact for 2026 would be minimal.

Option B

\$334,271 (plus CPI adjustment). This represents a \$24,309 increase from the 2025 Council remuneration. The full impact of this would not be realized until 2027 as the 2026 term begins at the end of the year. The impact for 2026 would be minimal.

Option C

\$321,575 (plus CPI adjustment). This represents a \$11,613 increase from the 2025 Council remuneration. The full impact of this would not be realized until 2027 as the 2026 term begins at the end of the year. The impact for 2026 would be minimal.

Option D

\$324,068 (plus CPI adjustment). This represents a \$14,106 increase from the 2025 Council remuneration. The full impact of this would not be realized until 2027 as the 2026 term begins at the end of the year. The impact for 2026 would be minimal.

Relevant Policies / Legislation / Resolutions

Remuneration and Compensation for the Member of Council: By-law 2021-68
Salary Administration (Non-union Employees) Policy: HR-13

Council Strategic Direction

- Town's Mission: Delivering quality services for the people of Huntsville through responsible decision-making.

Attachments

[2025 Summary Council Remuneration Review](#)
[CORP-2021-31 -Review of Rates, Remuneration and Compensation for the Members of Council](#)

Consultations

Sam DeSousa: Human Resources Specialist
Karen Ladouceur: Payroll and Benefits Specialist
Tanya Calleja: Director of Legislative Services/Clerk

Respectfully Submitted: Keith Duncan, Manager of Human Resources

Manager Approval (if required): _____

Director Approval: _____

CAO Approval: Denise Corry, Chief Administrative Officer

COUNCIL REMUNERATION MARKET REVIEW 2025

SALARY COMPARISON (Source: Market Response)						
Mayor		Deputy Mayor			Councillor	
Municipality	Base	Municipality	Base	Municipality	Base	
Orillia	94,252	Orillia	51,076	Orillia	50,787	
East Gwillimbury	77,356	Collingwood	42,788	East Gwillimbury	48,425	
Collingwood	78,830	Oro Medonte	40,394	Collingwood	36,243	
Wasaga Beach	63,512	Springwater	35,833	Oro Medonte	29,026	
Huntsville	59,310	Essex	35,162	Springwater	28,470	
Oro Medonte	53,858	Bracebridge	33,765	Bracebridge	28,629	
Bracebridge	49,962	Essa	32,355	Essex	28,024	
Essex	49,854	Gravenhurst	31,801	Essa	25,966	
Gravenhurst	49,613	Wasaga Beach	30,803	Gravenhurst	25,907	
Springwater	47,795	Innisfil	28,843	Huntsville	26,082	
Innisfil	43,059	Huntsville	28,789	Wasaga Beach	24,217	
Essa	41,530	East Gwillimbury	-	Innisfil	23,284	
35th Percentile	49,733	35th Percentile	33,975	35th Percentile	28,247	
40th Percentile	49,854	40th Percentile	34,603	40th Percentile	28,470	
45th Percentile	49,908	45th Percentile	35,171	45th Percentile	28,550	
50th Percentile	49,962	50th Percentile	35,249	50th Percentile	28,629	
55th Percentile	51,910	55th Percentile	35,327	55th Percentile	28,828	
60th Percentile	53,858	60th Percentile	35,535	60th Percentile	29,026	

BENEFITS AND OTHER EXPENSES COMPARISON (Source: Market Response)										
Cost of Living Allowance		Lump Sum Increase		Benefits or Lump Sum		IT Allowance		Meeting Per Diem		
Municipality		Municipality		Municipality		Municipality		Municipality	Inside	Outside
Huntsville	Same as non-union EEs	Huntsville	No	Huntsville	\$2036 lump sum in lieu of single cov.	Huntsville	\$1500 ward councillors only	Huntsville	\$50	\$150 / 75
Oro Medonte	2.5-2.75% YOY	Oro Medonte	No	Oro Medonte	H&D, Life	Oro Medonte	Phone and Computer provided	Oro Medonte	No	\$160 / 80
Collingwood	Same % as non-union EEs	Collingwood	No	Collingwood	Health,dental, vision, travel, \$.70/km,	Collingwood	Phone and Computer provided	Collingwood	No	\$140 / 70
Bracebridge	Annual economic adjustment effective Dec 1	Bracebridge	No	Bracebridge	H&D	Bracebridge	Councillors only \$1352 @ beginning of term	Bracebridge	No	No
Innisfil	Same % as non-union EEs	Innisfil	No	Innisfil	H&D	Innisfil	IT provided - no allowance	Innisfil	\$100	\$100
Gravenhurst	Same % as non-union EEs (2.5%)	Gravenhurst	No	Gravenhurst	\$1,500/yr HCSA	Gravenhurst	\$1500 per term	Gravenhurst	No	No
East Gwillimbury	Same as non-union EEs	East Gwillimbury	No	East Gwillimbury	H&D, OMERS	East Gwillimbury	No response	East Gwillimbury	No	No
Springwater	Same as non-union EEs	Springwater	No	Springwater	\$3000/yr HCSA	Springwater	\$70 for Cell and Internet	Springwater	No	No
Essa	No Response	Essa	No	Essa	H&D, Life, ADD	Essa	IT provided - no allowance	Essa	no	\$100 per day
Wasaga Beach	Same as non-union EEs	Wasaga Beach	No	Wasaga Beach	H&D	Wasaga Beach	Laptop, \$50 cell, \$50 Internet	Wasaga Beach	No	\$140 / 70
Essex	Same as non-union EEs	Essex	No	Essex	None	Essex	IT provided - no allowance	Essex	No	No
Orillia	Same as non-union EEs	Orillia	No	Orillia	H&D, OMERS	Orillia	IT provided - no allowance	Orillia	No response	



Town of Huntsville Staff Report

Meeting Date: July 28, 2021

To: General Committee

Report Number: CORP-2021-31

Confidential: No

Author(s): Julia McKenzie, Lisa Smith,

Subject: Review of Rates, Remuneration and Compensation for the Members of Council

Report Highlights

Review of the Council remuneration

Recommendation

That: By-law 2017-41, a By-law to Establish Rates of Remuneration and Compensation for Members of Council be amended to adjust remuneration levels for Council members annually by the Canadian Consumer Price Index (CPI-Trim) increase year over year as of July;

And Further That: A By-law be prepared for the 2022-2026 Term of Council with Option _____, as outlined in report CORP-2021-31 and presented to Council for consideration.

Background

Remuneration and Compensation for members of Council By-law 2017-41, as amended, notes the following:

That Staff undertake a review once within the Term of Council based on the following municipal comparators using the 35% in the market place unless otherwise approved by Council and any recommendations are to be implemented for the next Term of Council. No review will be undertaken during the last calendar year of the current Term of Council. This report is being presented at this time to ensure any changes being made are not considered during the last calendar year of this term of Council.

The following are the municipal comparators as outlined in By-law 2019-55 Being a By-law to amend the remuneration and compensation for the members of council:

- Town of Bracebridge
- Town of Collingwood

- Town of Innisfil
- Town of Essex
- Township of Essa
- Township of Springwater
- Town of Gravenhurst
- Town of Wasaga Beach
- Town of East Gwillimbury
- City of Orillia
- Township of Oro Medonte
- Grey Bruce Health Services

The 2021 Summary Council Remuneration Review as attached to this report provides a comparison of the various salary and other benefits and compensation among the municipal comparators.

Report HR-2020-04 Salary Administration Policy Amendment included a recommendation that the Salary Administration Policy be amended to change the CPI month from October to July to coincide with the Budget and Financial Controls Policy. As well, Report CORP-2021-45 provided a recommendation that CPI-Trim be used for the the preferred inflationary measure for the Town. Because of these two recommendations being passed by Council, staff are recommending that the Council remuneration also reflect these changes. It is being recommended that the July year over year CPI-trim be used to adjust the remuneration levels annually for Council members.

Discussion

In the last Council Compensation Review done in November 2016, Committee recommended and Council approved the following for the 2018-2022 Term of Council:

- Remuneration to increase by the cost of October core consumer price index each year of the term of Council, and
- The remainder of the current-remuneration by-law remain unchanged

Since that time, report HR-2018-06 was brought forward to consider the change to Council compensation as a result of the elimination of the one-third tax-free allowance for municipal council members. The recommendation that was approved by Council (GC38-18) was to provide a one-time adjustment to achieve the net pay as existed prior to the elimination of the one-third tax free allowance. Since 2019, the Council compensation has increase each year by CPI which is consistent with the compensation increase for non-union staff.

Options

Options for consideration:

- A. Increase Council remuneration by CPI each year (current By-Law), maintain existing provisions as outlined in By-law -2017-41
- B. No monetary increases;
- C. Increase by an amount \$_____;
- D. Increase by a percentage _____%;
- E. Align all positions to the 35% percentile of the market comparators
- F. Add an additional amount per Chair.

Capital

Not applicable

Operational

Any changes to the council remuneration or expense will be included in future budgets. The amount of the budget impact would depend on the change in the Council remuneration being proposed.

Council Strategic Direction / Relevant Policies / Legislation / Resolutions

- By-law 2019-55 Being a bylaw to amend By-law 2017-41
- By-law 2017-41 Being a law to establish the rates and remuneration and compensation for the Members of Council
- Report CLERK-2016-13 Remuneration and Compensation for the 2018-2022 Term of Council
- Report HR-2018-06 Elimination of One-Third Tax-Free Allowance

Attachments

[2021 Summary Council Remuneration Review](#)
[2017 Bylaw 2017-41 Remuneration and compensation for members of Council](#)

Consultations

Tanya Calleja, Director of Legislative Services/Clerk

Respectfully Submitted: Julia McKenzie, Lisa Smith,

Manager Approval (if required): _____

Director Approval: _____

CAO Approval: Denise Corry, Chief Administrative Officer

COUNCIL REMUNERATION MARKET REVIEW 2021

Prepared by: Lisa Smith, Manager of Human Resources May 2021

COMPARATOR GROUP STATISTICS (Source: *FIR Website, **Municipal Websites)

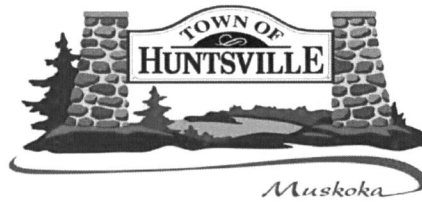
Municipality	Expenditures*	Population*	Council Size**	Legend/Definitions
Orillia	78,801,295	31,128	8	35th Percentile
Innisfil	70,458,662	42,519	9	Huntsville
Collingwood	60,298,804	23,789	9	H&D Health and Dental
East Gwillimbury	45,018,916	33,900	7	AD&D Accidental Death & Dismemberment
Huntsville	26,662,190	19,056	9	
Oro-Medonte	24,368,956	21,035	7	
Springwater	24,003,502	19,059	7	
Gravenhurst	23,350,263	12,310	9	
Bracebridge	22,926,045	16,010	9	
Essa	18,056,618	21,083	5	

SALARY COMPARISON (Source: Market Response)

Mayor			Deputy Mayor			Councillor		
Municipality	Base	35th Percentile	Municipality	Base	35th Percentile	Municipality	Base	35th Percentile
		\$ 43,919			\$ 28,054			\$ 23,404
Orillia	85,944		Orillia	n/a		Orillia	40,067	
Huntsville	50,790		Springwater	33,605		Springwater	26,700	
Oro Medonte	48,715		Collingwood	32,567		Oro Medonte	26,297	
Collingwood	45,846		Oro Medonte	30,201		Collingwood	25,821	
Bracebridge	45,657		Innisfil	29,715		Gravenhurst	24,199	
Innisfil	44,361		East Gwillimbury	29,166		Innisfil	23,987	
		43,919	Gravenhurst	28,198			23,404	
Gravenhurst	43,841			28,054		East Gwillimbury	23,301	
East Gwillimbury	43,735		Essa	27,478		Bracebridge	23,007	
Springwater	43,593		Huntsville	24,654		Huntsville	22,335	
Essa	35,271		Bracebridge	24,465		Essa	22,052	

BENEFITS AND OTHER EXPENSES COMPARISON (Source: Market Response)

Cost of Living Allowance		Lump Sum Increase		Benefits or Lump Sum		IT Allowance		Meeting Per Diem		
Municipality		Municipality		Municipality		Municipality		Municipality	Inside	Outside
Orillia	Same % of non union employees	Orillia	No	Orillia	No	Orillia	IT provided - no allowance	Orillia	Mileage/out of pocket expenses	
Huntsville	October CPI	Huntsville	No	Huntsville	\$1500 lump sum in lieu of single cov.	Huntsville	\$1500 ward councillors only	Huntsville	\$50	150/75
Oro Medonte		Oro Medonte	No	Oro Medonte	No	Oro Medonte	No	Oro Medonte	No	No
Collingwood	Same % of non union employees	Collingwood	No	Collingwood	Health,dental, vision, travel	Collingwood	Included in expense account	Collingwood	\$142.82/day	\$75
Bracebridge	Annual economic adjustment effective Dec 1	Bracebridge	No	Bracebridge	\$4.863 Dental and Health	Bracebridge	Councillors only \$1352 @ beginning of term	Bracebridge	No	No
Innisfil	Same % of non union employees	Innisfil	No	Innisfil	No	Innisfil	IT provided - no allowance	Innisfil	\$100	\$100
Gravenhurst	Same % of non union employees	Gravenhurst	No	Gravenhurst	\$500/yr health care spending account	Gravenhurst	\$1200 @ beginning of term	Gravenhurst	No	No
East Gwillimbury	No response	East Gwillimbury	No response	East Gwillimbury	No response	East Gwillimbury	No response	East Gwillimbury	No response	
Springwater	January CPI	Springwater	No	Springwater	\$2600/yr	Springwater	\$50 for internet	Springwater	No	No
Essa	No Response	Essa	No	Essa	\$477.77 for enrollment	Essa	No response	Essa	No response	



AMENDED



CORPORATION OF THE TOWN OF HUNTSVILLE

BY-LAW NUMBER 2017-41

**Being a By-law to establish the rates of remuneration
and compensation for the Members of Council**

WHEREAS Section 282 and 283 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality may pay any part of the remuneration and expenses to the Members of Council and such remuneration may be determined in any manner that Council considers advisable;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF HUNTSVILLE ENACTS AS FOLLOWS:

DEFINITIONS

"Ad Hoc" Committee – means a Committee established by Council to review a specific matter and once the Committee has reported to Council with respect to its findings and recommendations, the Committee is automatically dissolved.

"Regular Meeting" means a scheduled business meeting held in accordance with the approved calendar / schedule of meetings.

"Remuneration for Council Members" means the payment for a member of Council discharging their duties as member of Council or local board, and shall include, but not be restricted to attendance at Regular Meetings of Council, attendance at Regular Meetings of Committee of Council and attendance at meetings of committees, boards and commissions as a Council appointee.

"Special Meeting" means a meeting not scheduled in accordance with the approved calendar / schedule of meetings.

1.0 GENERAL PROVISIONS

- 1.1. That effective January 1, 2018, the Mayor shall receive a base remuneration of \$43,819; and
- 1.2. That effective January 1, 2018, the Deputy Mayor shall receive a base remuneration of \$21,270; and
- 1.3. That effective January 1, 2018 Councillor's shall receive a base remuneration of \$19,270; and
- 1.4. That the remuneration levels be adjusted annually beginning January 1, 2019 by the Bank of Canada's core index (CPI) increase year over year in October 31st.
- 1.5. A lump sum amount of \$1,500 will be provided to each Ward Councillor (Huntsville, Brunel, Chaffey, Stisted/Stephenson/Port Sydney) at the beginning of the Council term to cover any expenses related to Information Technology requirements.

- 1.6 A lump sum amount equaling the benefit premium of a single non-union employee will be provided to Members of Council at the beginning of each year;
- 1.7 That Staff undertake a review once within the Term of Council based on the following municipal comparators and any recommendations are to be implemented for the next Term of Council. No review will be undertaken during the last calendar year of the current Term of Council.

Township of Muskoka Lakes,	Town of Gravenhurst
Town of Bracebridge	Township of Clearview
Township of Springwater	Township of Oro-Medonte
Town of Blue Mountains	Town of Midland
Town of Wasaga Beach	Town of Collingwood

- 1.8 That an additional meeting per diem will be paid for Special Council and Special Committee meetings and Ad Hoc Committee meetings at \$50 per meeting per Member of Council.
- 1.8.1 When a Special Council or a Special Committee Meeting is called immediately after or immediately before a regular meeting in which all members are currently present, no additional per diem will be paid.
- 1.8.2 When a Regular Council or Committee Meeting is rescheduled to another date, no additional per diem will be paid.
- 1.9 That an additional meeting per diem would be paid to members of Council who attend meetings or conferences on behalf of the municipality that take place outside of the Town of Huntsville, unless their attendance is expected by virtue of their elected position (e.g. District & Town Councillors). The per diem is as follows
- a) \$75 for ½ day
 - b) \$150 for full day
- 2.0 All other out of pocket expenses for meetings and conferences that are incurred as a result of section 1.8 are to be reimbursed by the municipality as per current policies.

3.0 CONFLICT WITH ANY OTHER BY-LAW

- 3.1 In the event of any conflict between any provisions of this by-law and any other by-law heretofore passed, the provisions of this by-law shall prevail.

4.0 REPEAL OF PREVIOUS BY-LAWS

- 4.1 That By-law Numbers 2014-92 and 2016-59 be hereby repealed.


5.0 EFFECTIVE DATE

- 5.1 That this By-law shall come into force and take effect beginning the 2018 Term of Council.

READ a first time this 24th day of April, 2017.



Mayor (Scott Aitchison)




Clerk (Tanya Calleja)

READ a **second** and **third** time and **finally passed** this **24th** day of **April, 2017.**



Mayor (Scott Aitchison)



Clerk (Tanya Calleja)