



**Minutes  
Special Council meeting  
Municipality of West Grey  
Monday, November 9, 2020, 9 a.m.  
electronically**

Council members present: Chair Christine Robinson, Member Tom Hutchinson, Member Rebecca Hergert, Member Beth Hamilton, Member Doug Hutchinson, Member Geoffrey Shea, Member Stephen Townsend

Staff members present: CAO/Deputy Clerk Laura Johnston, Clerk Genevieve Scharback, Director of Finance/Treasurer Kerri Mighton , Recreation Supervisor Kodey Hewlett, Chief Building Official Karl Schipprack, Administrative Assistant, Clerk's Office Lindsey Glazier

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**1. Call to order**

Mayor Robinson called the meeting to order 9 a.m.

**2. Moment of reflection**

Mayor Robinson called for a moment of reflection for Remembrance Day.

**3. Declaration of pecuniary interest and general nature thereof**

None.

**4. Staff reports**

**4.1 Organizational and Compensation Review**

**Resolution: 305-20**

**Moved:** Councillor Hergert

**Seconded:** Deputy Mayor Hutchinson

That Council receives report Organizational and Compensation Review for information.

**Disposition: Carried**

**5. Closed session**

**Resolution: 306-20**

**Moved:** Councillor Hutchinson

**Seconded:** Councillor Hamilton

That the Council of the Municipality of West Grey does now go into a closed session at 9:08 a.m. with the CAO/Deputy Clerk, Clerk, Director of Finance/Treasurer and Marianne Love of ML Consulting, for the purpose of addressing personal matters about an identifiable individual, including municipal or local board employees.

**Disposition: Carried**

Council reconvened at 2:40 p.m.

**6. Matters arising from the closed session**

Clerk Scharback confirmed that Council addressed matters identified in the motion to go into closed session.

**7. Presentation - Marianne Love, ML Consulting Re: Organizational and Compensation Review**

In 2014 a compensation review of West Grey Elected Official positions was conducted by a committee of four members of the public. The 2020 review was conducted by an independent consultant, ML Consulting, and includes data gathered from West Grey's municipal comparators. The findings from the AMCTO Study on Municipal Council Compensation is also included in the review. The primary objective of the 2020 Council Remuneration Study was to conduct a review of base pay for the Mayor, Deputy Mayor and Councillor positions; some ancillary elements of remuneration were also reviewed. The consultant reviewed 13 municipal comparator information collected by staff and prepared a market summary of base pay using percentile targets. The Municipality of West Grey is comparable to other municipalities when considering the ancillary compensation elements identified.

Ms. Love shared the following conclusions:

- The 2020 base pay remuneration for Elected Officials at West Grey is low to the identified comparator group for the Mayor, Deputy Mayor and Councillor positions; however, when considering 2019 base pay plus per diem payments, remuneration for the Elected Official positions is closer to the

market (55th percentile target rates) with greater deviations for the Mayor and Deputy Mayor positions.

- The 55th percentile target is a reasonable pay target for base pay having regard to the modified comparator group.
- Payment of per diems in addition to base pay for Regular Council Meetings, Committee of the Whole and Committee Meetings is not a prevailing practice among the comparator group.
- All elements of ancillary remuneration are comparable to the municipal comparator group, including payment of per diems for attendance at workshops and conferences.
- It is common practice to increase the annual base pay for elected official positions annually by the amount used to adjust the employee salary grid. This allows for a year over year increase to align with cost of living increases; also supported by the survey results (AMCTO report).
- It is best practice to review compensation once during the term of Council using a survey of comparator municipalities

Ms. Love made the following recommendations:

#### 2020 Base Pay Adjustments:

- It is recommended that Council give consideration to discontinuing the practice of paying per diems for Regular Council Meetings, Special Council Meetings, Committee of the Whole Meetings and Committee Meetings and implementing the following base pay adjustments in 2021, adjusted by 1.5% for COLA (cost of living adjustment) for 2021:
  - Mayor: \$35,458
  - Deputy Mayor: \$26,738
  - Councillor: \$21,958

#### Annual Base Pay Adjustments:

- It is recommended that Council continue the practice of adjusting base pay for the Elected Official positions annually by using the % adjustment provided for the Employee Salary Grid.

#### Review Period:

- It is recommended that an external review be conducted once every four years using a consultant and comparator data; the next review being during the next term of Council (2022-2026)

CAO Johnston confirmed the next steps are to address financial implications identified in the compensation during the 2021 budget process.

**Resolution: 307-20**

**Moved:** Councillor Hergert

**Seconded:** Councillor Hamilton

That Council receives the presentation by Marianne Love, ML Consulting regarding the Municipality of West Grey 2020 Compensation Review for Elected Officials.

**Disposition: Carried**

## **8. Adjournment**

**Resolution: 308-20**

**Moved:** Councillor Hergert

**Seconded:** Councillor Hutchinson

That we do now adjourn at 3:26 p.m., to meet again on November 17, 2020 at 7 p.m. or at the call of the chair

**Disposition: Carried**

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Mayor Christine Robinson

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Clerk Genevieve Scharback