



## Township of East Garafraxa Council Remuneration Policy

### Schedule "A" to By-Law 44-2025

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## Council Remuneration Policy

Adopted: December 9, 2025

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### Policy Statement

The Township of East Garafraxa Council Remuneration Policy governs the remuneration of Members of Council and payment of additional expenses incurred by Members during activities related to municipal business.

This policy provides clear and consistent rules with respect to Council salaries and expenses.

### Definitions

**"Council"** means the elected body responsible for managing the affairs of the Municipality.

**"Municipality"** means the Corporation of the Township of East Garafraxa.

**"Salary"** means the remuneration paid to Members of Council by the Municipality, in fixed, regular payments.

### Policy and Procedures

#### 1. Annual Salary

Commencing at the inaugural meeting of the new term of Council (2026–2030), Members of Council shall receive the following annual taxable salaries\*:

Mayor	\$23,269
Deputy Mayor	\$18,748
Councillor	\$16,495

\*Amount to be pro-rated for fiscal year 2026 and then annualized starting in 2027.

The above remuneration shall be considered full compensation for the following:

- Meeting preparation and research;
- Estimated (30) meetings per calendar year which would include Regular, Special, Closed or Emergency meetings or educational and training meetings of Council, whether attending in-person or virtually/electronically;

- Attendance at meetings held within the County of Dufferin with ratepayers, staff, consultants, developers, community partners, whether at their request or not, etc.;
- Attendance at on-site property-related meetings within the Municipality;
- Attendance at the Municipal Office to sign cheques, by-laws, etc. and to interact with the staff and public;
- Attendance at special functions, public or ceremonial events related to the Municipality;
- Cellular costs associated with the Members' publicly listed number of their choosing;
- Stationery, postage and printer costs associated with the Members' correspondence; and
- Mileage related to the use of a Member's personal vehicle for Council-related attendance within the County of Dufferin.

Salary compensation will be paid monthly and deposited directly into the Member's bank account through the corporate payroll system.

Salary compensation shall be adjusted (cost-of-living) annually by the Consumer Price Index rate for Ontario, as part of the annual budget process commencing on January 1, 2027.

## 2. Issuance of Corporate Equipment

Prior to the inaugural meeting of the new term of Council, each Member shall receive:

- 2.1. A corporate issued laptop with proper software subscriptions;
- 2.2. Personal Protective Equipment upon request for attendance of on-site meetings (if required); and
- 2.3. Any accommodation as needed, to perform the duties of the Office, pursuant to Township Accessibility Policies.

Optional:

### 2.4. Corporate Internet Hub

Note: This device has data-cap restrictions and as a corporate asset, could be subject to Freedom of Information requests. It is not to be used for personal internet access.

Upon completion of a Member's Term of Office, the Corporate Laptop and Internet Hub is to be returned.

## 3. Internet Allowance

For Members preferring an allowance for their Internet service provider, the municipality will provide an annual internet allowance of \$1,500 (\$125/month) towards the Members' personal highspeed internet subscription from their residency in the Township, that demonstrate an internet connection speed of 50 Mbps or more download and 10 Mbps upload at all times during Council business hours by providing the results of a speed test

using <https://www.speedtest.net>. The municipality strongly advise the use of ethernet connections rather than Wi-Fi to meet this requirement.

#### 4. Honorarium Meeting Attendance

A per diem rate of \$100.00 per meeting, shall be paid to Members of Council that have been appointed by by-law to a Municipal committee, agency, or board.

An annual amount of \$500.00 shall be paid to Members of Council that have been appointed by by-law to a Municipal committee, agency, or board that subsequently have the responsibility of Chair.

The above remuneration shall be considered full compensation for the following:

- Attendance at meetings held within the County of Dufferin of Municipal Committees, Agencies and/or Boards to which a Member of Council is appointed by by-law whether attending in-person or by means of virtual meeting and otherwise.

#### 5. Mileage Reimbursement

Mileage at a rate set by the Canada Revenue Agency is payable to all Members of Council when using their own vehicles to travel for Township business outside of the boundaries of the County of Dufferin. Note: Mileage is calculated from the Council Member's residence.

#### 6. Conferences, Training, & Memberships

The municipality will reimburse costs associated with Council-approved conferences, training and memberships subject to budget limitations as follows:

- Registration fees
- Accommodation
- Mileage (rates set by Canada Revenue Agency)
- Parking
- Vehicle rental
- Daily meal per-diem of \$75 (no alcohol)
- Annual business membership allowance of \$250

Attendance at a conference or event more than 4 hours driving distance must be approved through a resolution of Council, in advance of registration.

#### 7. Payment of Expenses and/or Allowances

All expenses submitted for reimbursement must be accompanied by supporting documentation and itemized receipts, except for mileage.

Expenses shall only be paid for Members of Council. Expenses of spouses or companions are not eligible for reimbursement.

Members are to submit the Attendance Record/Expense Claim Form, along with all supporting documentation as noted above to the Township Clerk at their discretion; however, all submissions must be received no later than the last regular Council meeting of the calendar year.

Payment to the Member will be issued either by e-transfer to the Member's bank account through the corporate accounts payable process or by cheque.

8. Review

This policy shall be reviewed once per term of Council.