

MANAGEMENT REPORT

Date: July 22, 2025
To: Finance and Labour Relations Sub-committee
From: Vicky Trotter, Council Committee Coordinator
Report Number: FIN25-026
Attachments: Statutory Requirements of Advisory Committees
Advisory Committee and Board Renumeration by Municipality

Title: Advisory Committee Renumeration

Objective: To consider remuneration for members of advisory committees.

Background: The City has a number of advisory committees, some of which are statutorily required or are established as a quasi-judicial tribunal. Other advisory committees have been established for specific purposes that have been deemed valuable by Council. Members apply and are appointed on a volunteer basis for specific terms.

Statutorily required:

- Accessibility Advisory Committee – statutory
- Heritage Stratford – statutory
- Committee of Adjustment (quasi-judicial)

Other advisory committees / local boards are:

- Active Transportation Advisory Committee
- Communities in Bloom Advisory Committee
- Energy and Environment Advisory Committee
- Stratfords of the World (Ontario) Advisory Committee
- Ad-Hoc Grand Trunk Renewal Committee

A governance review is currently being undertaken for all City advisory committees and local boards which includes reviewing remuneration for members. Currently, the City does not provide remuneration to advisory committee members, with the exception of members of the Committee of Adjustment.

Analysis: Staff have reviewed the policies of other municipalities and determined that remuneration is typically not provided to advisory committees, unless they are statutorily required or are a quasi-judicial tribunal. The remuneration paid by other municipalities for statutory committees is provided in recognition of the members' expertise and lived experiences.

On average, members of Committee of Adjustment receive \$112.42 per meeting compared to the City of Stratford that pays \$50.00 to Chairs and \$41.67 to members of the Committee of Adjustment.

Other municipalities average \$99.64 per meeting for Accessibility Advisory Committees and \$93.16 per meeting for members of Heritage Committees.

If the City were to create a remuneration structure consistent with comparators, this would more consistently provide members of statutory committees with remuneration that recognizes the time, expertise and lived experience shared and given by these volunteers.

A suggested rate of \$125.00 per meeting would cost approximately \$20,000 - \$30,000 annually and represent an addition to the budgeted amounts and impact on the tax levy. This is based on the current member structure for the Accessibility Advisory Committee and Heritage Stratford, both consisting of 8 members with an average of ten (10) meetings per year and the Committee of Adjustment consisting of five citizen positions with a maximum of 12 meetings annually. If remuneration were also provided for attendance at site plan review sub-committee meetings, and permit reviews this cost would increase.

Options:

1. (Recommended) That remuneration be paid to each member of the committees that are statutorily required, and include Heritage Stratford, Accessibility Advisory Committee and Committee of Adjustment in the amount of \$125.00 per regular meeting for each Committee meeting attended **and** \$50.00 per meeting for Heritage Stratford site plan review meetings, Heritage Stratford permit review meetings and Accessibility Advisory Committee site plan review meetings commencing January 1, 2026
2. That remuneration be paid to each member of the committees that are statutorily required, and include Heritage Stratford, Accessibility Advisory Committee and Committee of Adjustment in the amount of \$125.00 per regular meeting only for each Committee meeting attended commencing January 1, 2026.

3. That remuneration be paid to all members of all City advisory committees in the amount of \$125.00 per meeting for each Committee meeting attended commencing January 1, 2026.
4. That the report be filed – meaning no action would be taken.

Staff recommend proceeding with option 1, providing remuneration may assist the City with recruitment for these required committees. The recording secretary for each committee provides the required documentation quarterly to the Council Committee Coordinator who facilitates payment through the Finance Division. Staff would also develop a policy outlining any additional parameters, such as a maximum number of members that can be appointed to a sub-committee, to ensure the costs remain within the approved budget.

Policy C.3.1 Council Appointed Advisory Committees will require updates to reflect the changes should remuneration be approved.

Financial Implications:

Financial impact on future year operating budget:

Estimated costs of approximately \$30,000 would need to be included in the 2026 budget lines for each of the following committees: Accessibility, Heritage and Committee of Adjustment. This figure would be adjusted lower if option 2 were selected, and higher if option 3 were selected.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose is to consider remuneration for advisory committees.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Equity and Local Economy

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

Staff Recommendation: THAT remuneration be paid to each member of Heritage Stratford, Accessibility Advisory Committee and Committee of Adjustment in the amount of \$125.00 per meeting for each Committee

meeting attended and \$50.00 per meeting for Heritage Stratford site plan review meetings, Heritage Stratford permit review meetings and Accessibility Advisory Committee site plan review meetings commencing January 1, 2026;

AND THAT Policy C.3.1 Council Appointed Advisory Committees be updated to reflect the changes to remuneration.

Prepared by: Vicky Trotter, Council Committee Coordinator
Tatiana Dafoe, City Clerk

Recommended by: Tatiana Dafoe, City Clerk
Adam Betteridge, Interim Chief Administrative Officer