
Subject: Council Remuneration Policy

Issued: April 28, 2026

Revised:

SECTION 1 – PURPOSE

1.1 The purpose of this policy is to establish a clear, transparent, and consistent framework for the remuneration and reimbursable expenses of Members of Council for The Corporation of the County of Middlesex and appointees to its Local Boards and Committees.

SECTION 2 – SCOPE

2.1 This policy applies to:

2.1.1 the Warden;

2.1.2 all Members of County Council;

2.1.4 alternates appointed by local municipalities to attend meetings of County Council in accordance with the *Municipal Act, 2001*, as referenced in Section 11; and

2.1.5 individuals appointed by County Council to its Local Boards and Committees, as referenced in Section 14.

SECTION 3 – LEGISLATIVE REQUIREMENTS

3.1 This policy shall be administered in accordance with applicable legislation, including the *Municipal Act, 2001* and associated regulations, as amended from time to time.

SECTION 4 – DEFINITIONS

4.1 For the purposes of this policy, the following terms have the following meanings:

4.1.1 **“Base Remuneration”** means the annual salary paid to the Warden and Members of Council, as the context requires, and is inclusive of compensation for most work conducted on behalf of the County.

4.1.2 **“Committee”** means an advisory committee established by Council.

- 4.1.3 “**Council**” means the Council for The Corporation of the County of Middlesex.
- 4.1.4 “**County**” means The Corporation of the County of Middlesex.
- 4.1.5 “**County Business**” means activities undertaken in the course of fulfilling the official duties of a Member of Council, including meetings, events, and other authorized duties.
- 4.1.6 “**External Meetings**” means meetings of third-party boards or committees to which a Councillor has been appointed by County Council, but does not include meetings of a Municipal Association or other body as contemplated in Section 13.
- 4.1.7 “**Local Board**” means a local board of the County as defined in section 1(1) of the *Municipal Act, 2001*, but does not include a board of health or police service board.
- 4.1.8 “**Mileage Rate**” means the per-kilometre vehicle rate established by Human Resources Policy 2.10 – Mileage Reimbursement, as amended from time to time.
- 4.1.9 “**Municipal Act, 2001**” means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or replaced.
- 4.1.10 “**Per Diem**” means compensation paid to:
- (a) A Member of Council in accordance with Sections 9 and 13;
 - (b) A Councillor-elect in accordance with Section 7; and
 - (c) Citizens appointed to advisory Committees and Local Boards in accordance with Section 14.

SECTION 5 – COUNCIL REMUNERATION

- 5.1 Council shall be compensated through an annual Base Remuneration model intended to cover participation in Council, Local Board and Committee meetings and other County-related duties, including External Meetings.
- 5.1.1 The Warden’s Base Remuneration includes compensation for attending conferences.
- 5.1.2 Councillors shall receive additional compensation for attending conferences in accordance with Section 9.

- 5.2 Effective November 15, 2026, the Base Remuneration for Council members shall be as follows:
- 5.2.1 Warden - \$96,067.29
 - 5.2.2 Councillor - \$32,580.11

SECTION 6 – MILEAGE

- 6.1 The Warden and Members of Council shall be reimbursed for mileage incurred while conducting County Business at the rate set out in Human Resources Policy 2.10 – Mileage Reimbursement, as amended from time to time.
- 6.2 Mileage reimbursement applies to County Business travel, including travel to Council, Local Board and Committee meetings, and External Meetings.

SECTION 7 – COUNCIL ORIENTATION

- 7.1 Where a Councillor-elect participates in one or more orientation sessions scheduled by County administration prior to November 15th of an election year, the Councillor-elect shall receive a Per Diem equal to \$188.59 per day for participation in each session attended.
- 7.2 A Councillor-elect shall be reimbursed for mileage incurred to attend orientation sessions in accordance with Section 6.
- 7.3 Orientation sessions scheduled on or after November 15th of an election year and any other training or education session that may occur throughout the term, shall be compensated through the Base Remuneration and mileage shall be paid in accordance with Section 6.

SECTION 8 – LEAVES OF ABSENCE

- 8.1 For pregnancy and parental leave as required in accordance with Section 270 of the *Municipal Act, 2001*, Base Remuneration shall continue for the duration of the leave to a maximum of 20 weeks.
- 8.2 For medical or caregiver leaves of absence, Base Remuneration shall continue for a period of up to two (2) months. Any extension beyond this period shall require approval by Council.
- 8.3 For all other personal leaves of absence, Base Remuneration shall not continue unless otherwise approved by Council.

- 8.4 Requests for extended or exceptional leave arrangements shall be submitted to the Clerk for consideration by Council, and any approval shall specify the duration and conditions of continued remuneration.

SECTION 9 – CONFERENCES

- 9.1 The Warden may attend a maximum of six (6) conferences per year.
- 9.2 A Member of Council may attend a maximum of two (2) conferences per year.
- 9.3 Where a Member of Council attends an external conference, they shall receive a Per Diem equal to \$188.59 per day of programming attended.
- 9.5.1 Councillors may receive one Per Diem for travel before and after conferences over 300 kilometres round trip.
- 9.5.2 The Warden shall not receive Per Diems for attendance at conferences.
- 9.4 The Warden and Councillors shall be reimbursed for the costs of meals at conferences to a maximum of \$75.00 per day with the submission of appropriate receipts may be covered. Expenses without receipts will be paid as a non-accountable expense to the \$75.00 maximum and will be taxable.
- 9.5 Travel expenses to conferences, including airfare, train and/or mileage as applicable may be reimbursed for the Warden and Members of Council.
- 9.5.1 Airfare and train expenses shall only be reimbursed upon submission of appropriate receipts.
- 9.5.2 Mileage for attendance at conferences shall be reimbursed in accordance with section 6.
- 9.5.3 The Warden and Members of Council are encouraged to utilize the most economical mode of travel, where possible.
- 9.6 Total annual conference spending shall remain within the established budget for the year.

SECTION 10 – TECHNOLOGY

- 10.1 The County shall provide a tablet, laptop or other approved device to the Warden and each Member of Council at the beginning of their term.
- 10.2 The County shall provide a cell phone, or equivalent communication allowance, to the Warden and each Member of Council at the beginning of their term and shall be responsible for the ongoing service costs associated with that device.
- 10.3 Where the Warden or Member of Council is provided with a cell phone or equivalent communication service by their local municipality or another public body, the County shall not provide a duplicate device or service. In such cases, the County shall reimburse expenses, up to an annual maximum equivalent value of the County-issued device and service plan, subject to administrative procedures.

SECTION 11 – ALTERNATE COMPENSATION

- 11.1 Where an alternate is appointed under section 267 of the *Municipal Act, 2001*, the alternate shall receive Base Remuneration on a pro-rated basis for the period served and mileage in accordance with Section 6.
- 11.2 Where an alternate is appointed under section 268 of the *Municipal Act, 2001*, the alternate shall receive mileage only in accordance with Section 6.
- 11.3 The provisions of this policy related to the attendance of Members of Council at conferences do not apply to alternates, unless specifically authorized by a resolution of Council.

SECTION 12 – WARDEN'S EXPENSES

- 12.1 The Warden will be issued a corporate credit card and may expense, upon submission of appropriate receipts, reasonable and normal expenses associated with authorized County Business, including but not limited to travel and accommodation expenses, event registrations, meals and other incidental costs incurred in the performance of official duties. All expense reimbursements shall be subject to the Warden's approved expense budget.
- 12.2 In addition to the conferences referenced in Section 9, and without limiting the generality of Section 12.1, the Warden may participate in professional development courses, seminars and other training activities, where such

participation is relevant to the Warden's duties and subject to the Warden's approved expense budget. The Warden shall not receive per diems for participation in professional development activities.

- 12.3 The County Chief Administrative Officer shall approve proposed professional development activities and all Warden's expenses.

SECTION 13 – PARTICIPATION IN MUNICIPAL ASSOCIATIONS

- 13.1 Prior to seeking an appointment to the Board of a Municipal Association or other body that requires compensation or endorsement from the County, a Member of Council seeking such appointment shall obtain the approval of Council. Such approving resolution shall indicate the compensation to be paid to the Councillor by the County, if any, including but not limited to per diems and mileage, and if compensation is to be paid, shall indicate the approved annual budget for participation in the association or body.

SECTION 14 – APPOINTEES TO LOCAL BOARDS & COMMITTEES

- 14.1 Citizens appointed by County Council to its Local Boards and Committees shall receive a Per Diem equal to \$188.59 for each meeting attended and shall be reimbursed for mileage incurred in accordance with Section 6.
- 14.2 An individual appointed to a Local Board or Committee who is a member of the council of another municipality and is paid annual remuneration or expenses by that municipality shall not receive per diems for attendance at Local Board or Committee meetings, but may receive mileage in accordance with Section 6 if such mileage is not paid by the member's municipality.
- 14.3 All Members of the Middlesex County Library Board may attend the annual Ontario Library Super Conference.
- 14.3.1 Sections 9.3-9.6 of this policy apply, with necessary modifications, to Members of the Library Board attending this conference.
- 14.3.2 The Warden and Members of Council who are also members of the Library Board may attend the Ontario Library Super Conference in addition to the number of authorized conferences referenced in Sections 9.1 and 9.2.

SECTION 15 – ADMINISTRATION

- 15.1 The Director of Legislative Services/County Clerk and/or designate is responsible for administering this policy, including remuneration processing and reimbursement procedures.
- 15.2 Where ambiguity exists in the application of this policy, the CAO and/or designate may provide administrative interpretation.

SECTION 16 – REMUNERATION REVIEW AND ANNUAL ADJUSTMENTS

- 16.1 Council shall conduct a review of Council remuneration once per term, in the last year of the term, with any adjustments implemented at the beginning of the next term. The review shall include a market survey of Council remuneration against similar sized municipalities with similar services.
- 16.2 The Base Remuneration and the Per Diem rate shall be adjusted annually in accordance with the percentage increase applied to the County's non-union management staff compensation, unless Council approves otherwise.

SECTION 17 – ACCOUNTABILITY AND REPORTING

- 17.1 The Warden and Members of Council are responsible for ensuring that any reimbursement claims are accurate, supported as required, and submitted in accordance with County requirements.
- 17.2 The County shall meet applicable legislative and public accountability requirements for the reporting of Council remuneration and expenses.