

# Discussion Document: Mayor Remuneration and Benefit Review

## Purpose

To review and modernize the compensation structure for the position of Mayor, ensuring it reflects the evolving workload, expectations, and responsibilities of the role, while maintaining fairness and transparency for taxpayers.

## Background

Early in this council's term, it became evident that the expectations, workload, and public engagement demand of the Mayor have increased significantly—particularly following amalgamation. With Woodstock's expanded boundaries, population growth, and the complexity of delivering current services and future initiatives (such as policing and Department of Transportation and Infrastructure projects), the role has evolved into what can reasonably be considered a full-time leadership position. It now requires substantial time commitment, administrative oversight, media engagement, and regional and provincial advocacy.

Council collaborated with the Town Clerk to research compensation practices in other New Brunswick municipalities of comparable size and structure—those with comparable recreational facilities, populations, tax bases, and policing responsibilities. Together, we reviewed the responsibilities of mayors and councillors, as well as their remuneration and benefits. The Town Clerk also consulted the **Local Governance Act** and worked with the Department of Local Government to confirm that our recommendations align with legislative requirements, which they do.

*Please note:* Given the expected weekly commitment, public appearances, and board/committee representation for councillors, we believe the current compensation of **\$18,000 per year (gross)** remains fair. *No changes are recommended for councillor remuneration at this time.*

Currently, the Mayor receives a stipend of **\$45,000 per year**, with no additional compensation or employment-related benefits such as health insurance, retirement contributions, sick leave, or vacation pay, as the position is not classified as an employee under the municipality's structure.

While the current Mayor has voluntarily committed full-time hours to fulfill these responsibilities, the existing stipend and lack of benefits may create barriers for future candidates—particularly those who are not independently employed, retired, or financially able to commit full-time without employment supports.

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## Council's Objectives

- **Recognize** the increased workload and time commitment expected of the Mayor.
- **Establish** a more equitable and sustainable compensation structure for future Mayors.
- **Encourage** qualified candidates to seek the position regardless of personal financial flexibility.

## Key Responsibilities of the Mayor:

### Leadership

Serves as the head of the municipality, presides over council meetings, and represents the town and region at official events.

### Policy Development

Provides recommendations to staff and council and contributes to the development and implementation of policies that foster economic, social, and cultural growth within the community.

### Budget Oversight

Collaborates with the Treasurer and Chief Administrative Officer (CAO) to oversee the municipal budget, ensuring resources are allocated effectively and align with community priorities.

## **Public Relations**

Acts as the primary representative of the town, managing media inquiries, public and community relations, and working with staff and council to address citizen concerns and complaints.

## **Collaboration**

Builds partnerships and initiatives by working closely with municipal staff, neighboring communities, and provincial and federal leaders to secure programs and funding that benefit the town.

### **Rationale and Justification for the Mayoral Remuneration Review:**

#### **1. Evolving Demands on Municipal Leadership**

The scope and complexity of municipal governance have grown significantly in recent years. Local governments are increasingly tasked with responding to issues such as housing shortages, climate resilience, public safety, homelessness, and intergovernmental collaboration. The Mayor serves not only as a political leader but also as the municipality's principal representative, communicator, and crisis manager.

#### **2. Fair Recognition of Time Commitment**

A full-time Mayor routinely dedicates 35–50 hours per week to Council meetings, committee participation, staff and public consultation, community events, and media relations. The current stipend structure does not adequately recognize this time commitment or the responsibilities of the role.

#### **3. Encouraging a Broader Range of Candidates**

Without benefits or fair compensation, individuals with dependents, mortgages, or limited financial flexibility may be dissuaded from seeking election. Providing a balanced compensation and support structure helps ensure that leadership opportunities are accessible and equitable, fostering diversity in governance.

#### **4. Aligning with Regional Comparisons**

Municipalities of comparable size across New Brunswick and Atlantic Canada have begun to reassess Mayor and Council remuneration to better reflect workload realities and public expectations for responsive, professionalized leadership. The proposed structure remains fiscally responsible while aligning more closely with emerging norms.

#### **5. Transparency and Accountability**

Linking compensation to commitment (e.g., distinguishing full-time from part-time engagement) ensures accountability to Council and residents while allowing flexibility for future Mayors to tailor their involvement to their availability and capacity.

### **Proposed Remuneration Framework (Effective Next Term)**

<b>Commitment Level</b>	<b>Base Stipend</b>	<b>Benefit/Support Package</b>	<b>Total Annual Compensation</b>	<b>Notes</b>
<b>Full-Time Mayor</b> (32-50 hrs/week, average of 40 hrs)	\$50,000	Up to \$11,000 in benefits and supports	<b>\$61,000</b>	Reflects recognition of full-time workload and professional expectations
<b>Part-Time Mayor</b> (24-32 hrs/week average)	\$32,000	Up to \$5,500 in benefits and supports	<b>\$37,500</b>	Maintains accessibility for candidates unable to commit full-time

## Proposed Leadership Support Package (Suggested Breakdown)

Category	Suggested Amount (Full-Time)	Suggested Amount (Part-Time)	Purpose / Notes
<b>Retirement Savings Contribution</b>	Up to \$4,000	Up to \$2,000	Matching contribution to an RRSP or other approved
<b>Expense Account (discretionary)</b>	Up to \$5,000	Up to \$2,500	Supports regional travel, meetings, and community outreach and supports as desired.
<b>Professional Development / Leadership Training</b>	Up to \$2,000	Up to \$1,000	Encourages continued learning, conference attendance, or relevant certification
<b>Total:</b>	\$11,000 (Full-Time)    \$5,500 (Part-Time)		

## Additional Compensation Consideration: Police Governance & Oversight Responsibility

### Context

Unlike many municipalities that delegate police oversight to an independent Police Board or to the Chief Administrative Officer (CAO), the Mayor currently maintains direct oversight of the municipal police department. This includes:

- Regular consultation with the Chief of Police and senior command staff
- Budget development and operational review
- Involvement in discipline, staffing, and recruitment at the senior level
- Representation at provincial policing forums or justice-related meetings
- Community safety and strategic long-term initiatives

As the municipality plans expansion of its policing jurisdiction, the complexity and liability exposure of this oversight will continue to increase. These duties mirror aspects of board governance, public accountability, and organizational risk management, requiring both time and expertise beyond standard Mayoral responsibilities.

### Proposed Structure

	Description	Suggested Annual Compensation	Notes
<b>Role Component</b>			
<b>Police Governance &amp; Oversight Responsibility</b>	Provides governance leadership for the municipal police department, including strategic oversight, budget accountability, and liaison with the Province and Police Chief.	<b>\$8,000 per year</b>	Based on operational scope, full-time time commitment, and the expansion of jurisdiction

This amount would be in addition to the proposed \$61,000 annual total compensation package for a full-time Mayor.

If the Mayor operates **part-time**, there would be no extra compensation for police governance and oversight as council would delegate the oversight function (as formally) to the **CAO**.

### **Additional Consideration: Personal Wellness and Rest Periods for a Full Time Mayor only**

#### **Proposed Structure**

<b>Category</b>	<b>Full-Time Mayor</b>	<b>Notes</b>
<b>Leadership Wellness and Personal Leave Allowance</b>	4–5 weeks per year (combined vacation and sick time)	Reflects time for personal wellness, family commitments, or illness. Not tracked or accrued as employment leave — governed by mutual understanding with Council.

While the Mayor's role is compensated through a stipend and not governed by an employment relationship, Council recognizes the importance of maintaining reasonable rest, family, and personal wellness time.

The Mayor is encouraged to take up to four to five weeks per year of combined vacation or personal wellness time (inclusive of sick days) if serving in a full-time capacity.

These periods are not tracked or accrued as formal leave but are to be managed transparently in coordination with Council to ensure continuity of leadership and municipal operations.

This understanding aligns with Council's commitment to supporting sustainable workloads, personal health, and responsible governance practices in line with the evolving expectations of modern municipal leadership.

#### **Compensation Overview**

<b>Component</b>	<b>Description</b>	<b>Full-Time Mayor</b>	<b>Part-Time Mayor</b>
Base Stipend		\$50,000	\$32,000
Leadership Support Package	Retirement, Expense, PD	\$11,000	\$5,500
Police Governance Responsibility Allowance	Oversight of Police Department	\$8,000	-----
Leadership Wellness and Personal Leave Allowance	Included by Agreement	<i>4-5 weeks combined</i>	Per council
<b>Total Compensation (approx.)</b>		<b>\$69,000</b>	<b>\$37,500</b>