

Council Remuneration Review Committee

Minutes

Canmore Civic Centre - Classroom

February 1, 2024

3:00 p.m. – 4:30 p.m.

Members Present:

Laurie Edward

Jen Marran

Simon Orrell

Craig Saloff

Members Absent:

Harry Scott

Administration Present:

Johanna Sauv , Manager of HR (*non-voting*)

Therese Rogers, GM of Corporate Services (*non-voting*)

Jolene No l, HR Administrative Assistant (*Recorder*)

1. Call to Order

C. Saloff called the February 1, 2024, Council Remuneration Review Committee to order at 3:04 p.m.

2. Approval of Agenda

C. Saloff moved that the committee approve the February 1, 2024, meeting agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of Minutes

C. Saloff moved that the committee approve the January 15, 2024, meeting minutes as amended:

- o Correction of spelling to Laurie Edwards to read Laurie Edward
- o Correction of spelling to Johanna McCallum to read Joanna McCallum
- o Correction of spelling to Rob Selly to read Rob Selley

CARRIED UNANIMOUSLY

4. Items for Discussion

a. Review of draft questionnaire

The Committee reviewed the survey questions and confirmed the questions and format for response as follows:

1. On average, how many hours/week do/did you allocate to perform the role of Town Councillor? [sliding scale]
2. On average, how many hours/week do you think the time commitment should be to perform this role effectively? [sliding scale] OPEN TEXT
3. Does this change throughout the year, and if so, how? [free form text]
4. What barriers have you encountered for yourself, or in speaking with others, about allocating time to perform this role? [free form list]

5. Action Items

Committee Members:

- Survey: S. Orrell will forward the final version of the survey to J. Noel for circulation. The survey deadline will be 3 weeks from circulation.
- Review Council Clips circulated and discuss at next meeting.
- Individually review the bylaw and bring any suggestions to the next meeting.
- Research whether the committee can add another councillor or if council can amend this structure. Pull information from the MGA.
- L. Edward to compile non-profit competitors' wages.

Administration:

- T. Rogers or J. Noël to provide the Committee with the Town of Canmore Candidate Guide.
- Pull data the salaries of common jobs within the Bow Valley (i.e. Teacher, nurse) and provide to the Committee.
- J. Noël to complete pulling the FTE and PTE data for the comparable table and add the Town of Banff to the list.

6. Items for Next Meeting


- Review survey results

7. Next Scheduled Meeting

February 22, 2024, at 2:30 p.m.

8. Adjournment

Meeting adjourned at 4:36 p.m.



Craig Saloff, Chairperson



Jolene Noël, Recorder