



## **Council Remuneration Review Committee**

### **Agenda**

Canmore Civic Centre – Council Chambers

May 23, 2024

2:00 p.m. – 3:30 p.m.

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF AGENDA**

- Agenda of the May 23, 2024, Canmore Remuneration Review Committee

#### **3. APPROVAL OF MINUTES**

- Minutes of the April 29, 2024, Canmore Remuneration Review Committee

#### **4. REVIEW OF ITEMS**

- A. Review and finalize all recommendations and supporting rationales
- B. Review expected value of benefits package in light of RRSP recommendation
- C. Is a transition allowance a good idea?
- D. Administration to report back regarding municipal clerk's advice about whether a by-law or resolution is needed to provide for dismissal of a councillor on LTD
- E. Discuss draft presentation

#### **5. NEXT SCHEDULED MEETING**

- May 31, 2024, at 1:30 p.m.

#### **6. ADJOURNMENT**

**Council Remuneration Review Committee  
Minutes**

Canmore Civic Centre – Council Chambers

April 29, 2024

3:00 p.m. – 4:30 p.m.

**Members Present:**

Craig Saloff

Simon Orrell

Jen Marran

Harry Scott

Laurie Edward

**Members Absent:**

None

**Administration Present:**

Johanna Sauvé, Manager of HR (non-voting)

Adam Robertson, Manager of Communication

Jolene Noël, HR Administrative Assistant (recorder)

**1. Call to Order**

C. Saloff called the April 29, 2024, Council Remuneration Review Committee to order at 3:01 p.m.

**2. Approval of Agenda**

C. Saloff moved that the committee approve the April 29, 2024, meeting agenda as amended.

- Replace the word “chart” with “document” under point C.

CARRIED UNANIMOUSLY

**3. Approval of Minutes**

C. Saloff moved that the committee approve the April 17, 2024, meeting minutes as amended.

- Amend to Adjournment time to read a.m. instead of p.m.
- Section 4A, remove the word “Addition’.

CARRIED UNANIMOUSLY

**Review of Items**

**a. Council presentation preparation with A. Robertson**

- J. Sauvé will introduce the committee and speak to the mandate of the committee to set the stage.
- Clearly define the purpose and formation of the committee, emphasizing its objectives.
- Provide background information on the approach taken and the process leading to recommendations.
- Discuss comparisons with other communities and underscore Canmore's unique characteristics and local needs.
- Address the complexity of the community to provide context for the recommendations.

- Present recommendations along with the rationale behind each, using buzzwords like "affordability" to emphasize key points.
  - Stress the importance of the recommendations and their impact on the community.
  - Consider the audience, focusing on both council and potential media attention.
  - A. Robertson acknowledged there could be potential controversy and diverse opinions, reassuring the board that disagreement is acceptable.
  - Advocate for fair remuneration for the workload, emphasizing the value of compensating members appropriately.
  - Keep the presentation concise, aiming for a duration of 10-15 minutes to maintain engagement.
  - Clarity was offered to the question regarding the process for Council receiving the report and how the Committee will present that information.
    - Council receives a report with recommendations (Request for Decision), and the presentation will align with this report.
    - The Request for Decision will outline recommendations.
    - Council will receive the report prior to the meeting for review. Report contains all information to be presented.
    - J. Sauvé referenced the Livability Task Force recommendations as a report example.
      - A copy of the Request for Decision template to incorporate findings was requested by the Committee
    - Council has agenda review meeting beforehand to address any process questions.
    - Discussion will be summarized for report preparation by Therese.
    - Request for Decision will be made available to the public.
    - While the meeting is open to the public, questions will not be entertained, but media engagement is welcome afterward.
- b. Recommendations for mayor's and councillors' new salaries**
- Discussion on Relative Salaries table:
    - Discussion points regarding salary figures and methodology used in the table.
    - Consideration of hourly salary, living wage, and part-time factors.
    - Noted that the consultant is putting together data for the Committee
    - Proposal to include smaller towns for better comparison.
    - Consideration of benefits package inclusion in the table or as an appendix.
    - Debate on the use and reliability of the Living Wage Rate as a comparator, particularly considering Canmore's outlier status.
    - Emphasis on the objective of the report regarding poverty alleviation.
  - Members' Recommendations for Council:
    - Simon: Proposed \$60K/year plus benefits & RRSP matching.
    - Laurie: Proposed \$55K based on 30 hours/week at \$34/hour.
    - Harry: Proposed \$56K, noted his struggle paying councillor's during their 2-month summer break.
    - Jen: Proposed \$60K, awaiting consultation feedback.
    - Craig: Proposed \$50K - \$55K plus per diems of roughly \$10K.

- **Additional Suggestions:**
  - Proposal to display recommendations in the Relative Salaries table to reflect percentage increases.
  - Need to discuss mayor's salary for comparative purposes.

Due to time constraints, the following agenda items were unaddressed:

- c. Review comments to revised collaboration chart**
  - d. Discuss recommendations for per diem increase**
  - e. Review expected value of benefits package in light of RRSP recommendation**
  - f. Is a transition allowance a good idea?**
  - g. Administration to report back regarding municipal clerk's advice about whether a by-law or resolution is needed to provide for dismissal of a councillor on LTD**
- 4. Items for next agenda**
- Unaddressed
- 5. Action Items**
- Administration to circulate the following data to the Committee:
    - Request for Decision template.
    - Condensed version of the TOC pay grade, including a spreadsheet that includes the breakdown of salary.
    - The demographic data from previous election.
- 6. Next Scheduled Meeting**
- May 23, 2024, at 2:00 p.m.
    - Council Chambers
- 7. Adjournment**
- Meeting adjourned at 4:41 p.m.

---

Craig Saloff, Chairperson

---

Jolene Noël, Recorder