



APPROVED

**Council Remuneration Review Committee  
Minutes**

Canmore Civic Centre - Classroom

March 7, 2024

3:00 p.m. – 4:30 p.m.

**Members Present:**

Craig Saloff (Chair)

Laurie Edward

Jen Marran

Simon Orrell

Harry Scott

**Members Absent:**

None.

**Administration Present:**

Johanna Sauvé, Manager of HR (*non-voting*)

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

Sara Jones, Executive Assistant (*recorder*)

**1. Call to Order**

C. Saloff called the March 7, 2024, Council Remuneration Review Committee to order at 3:04 p.m.

**2. Approval of Agenda**

C. Saloff moved that the committee approve the March 7, 2024, meeting agenda as presented or amended.

CARRIED UNANIMOUSLY

**3. Approval of Minutes**

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

CARRIED UNANIMOUSLY

**4. Items for Discussion**

**a. Review survey results**

The committee discussed the results of the survey and noted their observations:

- The amount of time required per week varies as the work fluctuates depending on the current issues, and the time commitment by Councilor varies based on committee assignments as well as experience as an elected official.
- Committee members would like to better understand the difference in the hours noted between some survey responses.



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- See action item below regarding per diem data. This will help to identify if busier Council members are on more committees.
- Consensus that the average time is around 30 hours per week; this may suggest that a councillor's job should be classified as 0.75 PTE.
- While not quite a full-time job, it is also not a part-time job.
  - What constitutes full-time? 30 hours a week can be considered full-time.
- Difficult to diversify those who can run for Council, as a limited number of people can commit the time required and also find work that will complement the commitment needed to be on Council, especially when the time requirements can fluctuate on a weekly basis.
- Diversity is seen as a broad representation of the community, not in the social sense of gender/ethnicity necessarily.
- Council schedule does not align with the school breaks. This makes it very difficult for parents. Childcare should be considered.
- Compensation is not just about being well paid but being compensated appropriately; respectable/dignified.
- Comment that 'always being on' is part of the role and perhaps isn't a consideration for compensation.
- Council can create boundaries, stepping away from certain commitments to prioritize their personal time and only committing to a certain number of hours per week.
- Noted that the per diem process appears to be complicated. Could the base salary be raised and include more of the current per diemable meetings and reduce the amount of per diems needing to be entered every week.
- There was discussion on whether to meet with survey respondents 1x1 to gain further context/clarification on some of their responses.
  - Decision is to wait to review the quantitative data that Administration is gathering before setting up any 1x1 meetings. Meetings may not be required after quantitative data is reviewed.
  - If 1x1 meetings do occur, committee members need to be clear what they're looking for from those meetings.
- When making recommendations to Council, the committee wants to ensure they are making a meaningful directional change.
- If recommending a pay increase, consideration needs to be given to how the recommendation could land in the community (i.e., if other industries/businesses are not able to provide raises, a pay increase for Council may not be received well).
- S. Orrell noted two comments from one councillor that was asked to be discussed but which wasn't included in their survey responses:
  - Council not being covered by WCB.
    - Administration noted WCB is not required for elected officials in Alberta and that they have different insurance, which provides greater coverage than WCB.



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- RRSP is not applied to per diems, only the base pay.

**b. Discussion of Council Clips**

- A brief discussion of the video clips which indicated that the diversity we are looking for is related mostly to increasing the diversity of who can afford to take on the role of councillor. Increasing the diversity from people who are retired or have another way to supplement their income to people who could support themselves with only this job.

**c. Factors for improved comparisons**

- The committee agreed that they want to move away from using the list of comparator municipalities as a baseline tool.
- Consensus was that the communities on the list are simply too different in the issues they face and therefore the workload is not comparable. That said, the committee would like supporting data to assist in this assumption (i.e., that Canmore faces different issues).
  - See action item below regarding comparable issues.
- L. Edward shared data points from four non-profit organizations in Canmore, suggesting that this may be an industry that is used as a comparator.
  - Executive Director wages are comparable to what the Mayor currently makes in Canmore.
  - It was noted that experience and education requirements are different for executive directors than for elected officials.

**d. Review of comparator list**

- A brief discussion of the video clips which indicated that the diversity we are looking for is related mostly to increasing the diversity of who can afford to take on the role of councillor. Increasing the diversity from people who are retired or have another way to supplement their income to people who could support themselves with only this job.

**e. Review Bylaw to ensure a plan for all Committee mandate items**

Discussion will take place at the March 18 committee meeting, ensuring the following topics are covered:

- Parental leave
- Medical leave

**5. Action Items**

Administration:

- **Per Diem Data:**
  - S. Jones and T. Rogers to review per diem reports from 2022 and 2023 and summarize how much each Councillor was paid per year on top of their base pay and which committees each councillor was on.



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- **Base Salary vs. Per Diem:**
  - T. Rogers to provide a breakdown of what is part of base pay and what is per diemable.
    - Committee members are interested in knowing how many hours per week are spent as part of base pay and how many are per diemable hours.
- **Total Compensation**
  - T. Rogers to determine the total amount paid to the mayor and councillors (including expenses) from the Town's financial statements.
- **Comparable Issues:**
  - T. Rogers to pull together information on the following for 2022 and 2023:
    - Assessment values for the town
    - Number of assessment appeals received
    - Dollar value in development permits

**6. Items for Next Meeting**

- a. Review Bylaw to ensure a plan for all Committee mandate items
- b. Review data provided by Administration requested during March 7 meeting
- c. Timeline for mandate items
- d. Decision Log

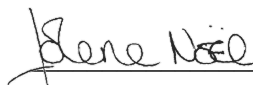
**7. Next Scheduled Meeting**

March 18, 2024, at 2:30 p.m.

**8. Adjournment**

Meeting adjourned at 4:30 p.m.

DocuSigned by:  
  
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Craig Saloff, Chairperson

  
Jolene Noël, Clerk