



Council Remuneration Review Committee

Minutes

Canmore Civic Centre - Classroom

March 18, 2024

2:30 p.m. – 4:00 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)

Jolene Noël, HR Administrative Assistant (recorder)

1. Call to Order

C. Saloff called the March 18, 2024, Council Remuneration Review Committee to order at 2:32 p.m.

2. Approval of Agenda

C. Saloff moved that the committee approve the March 18, 2024, meeting agenda as amended to review item 4B before item 4A.

CARRIED UNANIMOUSLY

3. Approval of Minutes

C. Saloff moved that the committee approve the March 7, 2024, meeting minutes as amended to include the addition to item 4B, "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."

CARRIED UNANIMOUSLY



4. Items for Discussion

a. Review data provided by Administration requested during March 7, 2024 meeting.

A discussion revolved around ensuring fair and adequate compensation for councillors, considering factors such as living wage, workload, and market comparable within Canmore.

- Clarity was provided on the stats with regards to base salary and per diems.
- Questions arose regarding preparation time, particularly concerning whether it includes per diem-related tasks.
 - o It was confirmed by council that prep time for meetings can be significant, sometimes requiring 2 to 3 times more time than the meeting itself, including committee meetings.
- Noted that the total amount of hours for 2022 were missing the Finance meeting preparation time and meeting.
- The importance of considering various factors, including mandatory committee obligations, in determining compensation was noted.
- Need to simplify the process to avoid complexity by clearly defining what is mandatory, optional, and covered by per diems.
- It was noted that per diem amounts are not considered for the RRSP component.
- Discussion was had whether to increase the base salary or modify per diems.
- Clarity was provided that while the time allowance has remained constant, the rate for per diems has fluctuated over the years.
- Consideration of recommending that this position be classified as something higher than 0.50 FTE.
- Further data needs were identified, including comparative data from other industries within Canmore that are considered .70 or .75 FTE.
- Suggested to gather salary information from various sectors (hospitality, teachers, lawyers, trades, health care, not-for-profit, Spring Creek and Town of Canmore, etc.) to ensure inclusivity in decision-making and to help tell the story of how this committee came up with their recommendations.
- The challenge of determining an attractive wage to encourage applications was acknowledged.
- It was decided to refer to the Town of Canmore census data for wage determinations, considering both minimum and median wage levels.
- Concerns were raised about offering a wage that might equate to minimum wage for full-time work, prompting a reassessment of compensation levels.
- The decision will not be a formula but rather a method and can be used again with future committees.

b. Review Bylaw 2023-13 to ensure a plan for all Committee mandate items

- It was suggested the Committee consider adding benefits, parental leave, and medical leave to the policy.
- Administration will provide the Board with the following:
 - o Remuneration Policy, this quantifies what council has.
 - o Workers' Compensation Board (WCB) and VFIS (AMSC Council Coverage)
 - o Benefits at a Glance - Council document



- The suggestion was made to incorporate any additional items into the Per Diem policy for further clarity and coverage.

c. Timeline for mandate items

- It was confirmed that there are 5 meetings remaining before the presentation to Council.
- S. Orrell proposed initiating a document outlining updates to the Bylaw, facilitating collaboration among members to address outstanding questions, items awaiting decisions, and recommendations.
- If additional time is required, the Committee agreed they could consider scheduling extra meetings or extending current scheduled meeting. It was also suggested members could collaborate offline to expedite progress.

5. Action Items

- Collect average salary data from the Town of Canmore.
- Gather any supplementary information from other employers.
- Utilize the dashboard for collaboration.
- Noted that the scheduled meeting of May 20, 2024, falls on a stat and will need to be rescheduled to another date.

6. Next Scheduled Meeting

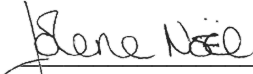
- April 4, 2024, at 3:00 p.m.
 - Noted that Craig will be absent for this meeting.

7. Adjournment

Meeting adjourned at 4:04 p.m.

DocuSigned by:

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Craig Saloff, Chairperson


Jolene Noël, Recorder