



Council Remuneration Review Committee

Minutes

Canmore Civic Centre - Classroom

April 4, 2024

3:00 p.m. – 4:30 p.m.

Members Present:

Simon Orrell

Laurie Edward

Jen Marran

Harry Scott

Members Absent:

Craig Saloff

Administration Present:

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

Jolene Noël, HR Administrative Assistant (recorder)

1. Call to Order

J. Noel called the April 04, 2024, Council Remuneration Review Committee to order at 3:02 p.m.

2. Approval of Agenda

J. Noel moved that the committee approve the April 04, 2024, meeting agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of Minutes

S. Orrell moved that the committee postpone the approval of the March 18, 2024, to the April 15, 2024, meeting.

CARRIED UNANIMOUSLY

4. Items for Discussion

a. Review additional data provided by Administration

- VFIS vs WCB coverage:
 - To administrations knowledge, only one municipality uses WCB, however some municipalizes are considering switching over to VFIS.
 - While both WBC and VFIS offer coverage in a work-related incident, WCB requires proof of attendance at a meeting, whereas VFIS provides coverage without proof, so the coverage is more flexible. This would be a benefit to not switching.
 - Noted there is no sufficient difference in premiums.
 - Conclusion reached that there is no compelling reason to switch to WCB at present, and it is recommended to maintain the current insurance agreement.



- Benefits
 - Benefits at a glance: Council document: Recommendation to maintain the current format.
 - Proposal to include other benefits such as parental leave and medical leave in the document, categorized by providers (e.g. Industrial Alliance, Group RSP, Family Assistance)
 - Decision to keep the group and dental package, this aligns with the Town of Canmore and would change with any amendments to the whole corporation.
 - Clarity was provided that travel time for meetings is covered for meetings that are out of town.

- Leaves
 - Recognition that changes to benefits might affect the base and per-diems.
 - Consensus that obtaining a different benefit plan solely for council members would be complex and costly.
 - Acknowledged this could be an opportunity to inform council members that they'll receive benefits equivalent to an FTE as a less than FTE.
 - Acknowledgement that addressing a leave of absence would necessitate a new policy.
 - Recommendation to follow the Alberta Labour Law as it provides a solid framework.
 - The Municipal Government Act (MGA) covers the expectations of council, a leave of absence policy would fill any current gaps.
 - It was proposed to mirror the existing (Town of Canmore) Time away from work policy for employees, which aligns with the Alberta Labour Law standards, in the creation of a policy for council members with specific focus on legislative leaves.
 - Noted that part-time employees receive legislative leaves but not to the same extent as full-time employees of the TOC.
 - Discussion about past instances where Council had to make exceptions, such as maternity leave or long-term illness, due to the lack of a formal policy.
 - Suggestion to outline and address common leaves likely to occur, such as long-term illness, injury and maternity and parental leave.

- Technology Allowance and Office Space
 - Councillors currently receive a laptop or tablet and Bring Your Own Device (with no reimbursement), along with support from IT.
 - Office space with a desk and printer is available at the Civic Centre, in addition to meeting spaces.

- Town Centre Parking Passes



- Councillors and TOC employees are not provided with a parking pass.
- Tax-Free Allowances
 - The tax-free allowance was removed in 2018, at the time it was recommended that the impact of this decision be reflected by an increase of their base salary and per-diem.
- Training/Education and Compensation Considerations
 - Training and education allowance is provided to councillors.
 - Noted that mandatory items should be moved to the base salary.
- Committee and time Commitments with Per-Diem Eligibility
 - Noted that committee and board commitments are significant, it is difficult to determine how to compensate for it fairly.
 - Acknowledgement of varying time commitments for councillors due to committee involvement.
 - Proposal for additional per-diems for members with extra commitment beyond the minimum expectations.
- RRSP contributions
 - Consideration of making all eligible compensation (per-diems plus base salary) RRSP eligible.
 - RRSP contributions are monthly, making this a feasible adjustment.
 - Request for confirmation on the financial impact of making per diems RRSP eligible.

b. Review Committee collaborated document outlining updates to the bylaw

The board agreed to amend the following points:

- Section b(i)(1)(c)(iii): Board and committee meetings and meetings of commissions to which councillors are appointed and for which no other per diem is paid.
 - Stays with Per Diem.
- Section b(i)(1)(c)(vi): Special council meetings over and above the four meetings, or maximum 16 hours of regularly scheduled council meetings covered by the basic rate, including but not limited to public hearings, Canmore Planning Commission meetings; Subdivision and Development Appeal Board hearings, and Assessment Review Board hearings.
 - Stays with per diem.
- Section b(i)(2)(i): add the wording "in a formal capacity" after council and before such:
 - Meetings and social functions held within the municipal boundary when attending as dignitaries representing council [in a formal capacity] such as Remembrance Day ceremonies, Canada Day



events, Bow Valley Builders and Developers Association (BOWDA) meetings, service club meetings, Miner's Day events, Winter Carnival events, Fold Festival events, and grand openings.

Defining Work Expectations

- Discussion on defining FTE number rather than categorizing the job as full-time or part-time.
- Concern around actual meeting prep time, based on the survey feedback there is more than the stated 25 hours a week.
- Reference to TOC administration hours set at 35 hours per week.
- Acknowledged there is no universal FTE standard.
- .75 deemed unsatisfactory and .6 or .7 considered more appropriate.
- Need to determine appropriate salary based on 0.66 FTE (25-30 hours/week).

5. Reschedule May 20, 2024, meeting

- J. Noël will circulate a doodle poll with proposed dates.

6. Action Items

- Check for a more recent version of the document "Benefits at a Glance: Council".
- Provide the board with information regarding leave of absence.
- Provide the board with the "Time away from work" policy for the TOC.
- Provide the board with the MGAs provisions regarding Council's attendance expectations.
- Create a table or chart summarizing MGA, Legislation, and TOC provisions regarding leaves and related information.
- Reschedule April 15, 2024 and May 20, 2024 meetings using doodle

7. Next Scheduled Meeting

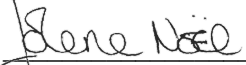
- April 15, 2024, at 3:00 p.m.
 - Simon will be away, agreed to reschedule for later in the same week.
 - J. Noel will circulate a doodle poll with proposed dates.

8. Adjournment

- Meeting adjourned at 4:04 p.m.

DocuSigned by:

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Craig Saloff, Chairperson


Jolene Noël, Recorder