



**Council Remuneration Review Committee**

**Minutes**

Canmore Civic Centre – Council Chambers

April 17, 2024

9:00 a.m. – 10:30 a.m.

**Members Present:**

Craig Saloff

Simon Orrell

Jen Marran

Harry Scott

**Members Absent:**

Laurie Edward

**Administration Present:**

Johanna Sauvé, Manager of HR (non-voting)

Therese Rogers, GM of Corporate Services (non-voting) Departed the meeting at 9:30 a.m.

Jolene Noël, HR Administrative Assistant (recorder)

**1. Call to Order**

C. Saloff called the April 17, 2024, Council Remuneration Review Committee to order at 9:00 p.m.

**2. Approval of Agenda**

C. Saloff moved that the committee approve the April 17, 2024, meeting agenda as presented.

CARRIED UNANIMOUSLY

**3. Approval of Minutes**

C. Saloff moved that the committee approve the March 18, 2024, meeting minutes as proposed.

CARRIED UNANIMOUSLY

C. Saloff moved that the committee approve the April 4, 2024, meeting minutes, with amendments made to correct grammar.

CARRIED UNANIMOUSLY

**4. Review of Items**

**a. Review additional data provided by Administration**

- Benefits at a glance – Elected Officials
  - No changes required to the document.
- Leave comparison chart
  - Parental leave
    - Discussion was had to ensure inclusivity for individuals planning to have children within the four-year term.
    - 8 weeks of medical leave with full pay.



- 6 months of paid leave with no mandatory attendance at meetings required.
- Parental leave arrangements to be reflected in a parental leave agreement.
- To be decided: whether persons on leave will be paid at 55% between 8 weeks and 6 months as per EI.
- Recommendation to Council is that they pass a by-law providing for parental leave with details to be finalized later.
- Medical and long-term illness
  - Discussion was had highlighting the importance of removing barriers for potential candidates by offering the option of compensated time off for these types of situations.
  - Align with Alberta guidelines: 16 weeks of excused paid time off.
  - Council to pass either a by-law or resolution (as may be required) giving Council the authority to determine the path forward beyond 16 weeks.
- Financial expectations of making per diems RRSP eligible
  - The Committee agreed to recommend making per diems RRSP eligible.
- Compensation for meeting prep time.
  - There was a suggestion to reconsider compensating prep time for meetings based on meeting length rather than per diem.
  - It was agreed that per diems often cover more than just the meeting itself, encompassing prep time.
  - The total pay would equate 30 hours per week. The next step is to determine the base and per diem amounts.
- b. Review Committee collaboration document outlining updates to the Bylaw**
  - The original document was based on the bylaw; however, this document has now become a record of current thoughts and decisions.
- c. Update Task Plan and timeline**
  - Recommendation that all required committees and activities be included in the base.
  - J. Noel tasked with rescheduling the upcoming May 2nd meeting.
  - The May 20<sup>th</sup> meeting has been rescheduled.
  - The committee requested an additional meeting between May 23<sup>rd</sup> and June 6<sup>th</sup> to allow for additional time for the presentation to Council.
  - Optional date for presentation to Council
    - Presentation to Council on June 28.
    - Request for Decision deadline would be June 3.



- d. Include average “per diems hrs.” in the 25-30 hrs/wk?**
  - The average “per diems hours” will be included within the 25-30 hours per week range, this meets the expectations
  - The per diems’ structure/block of hours will remain unchanged.
  
- e. Decide whether to include the required time for three committees in the base.**
  - If the expectation is to sit on three committees, it’s included in the 25-30 hours per week, noting that some committees require more commitment.
  - Recommended to maintain all committees per-diemable, with the base covering prep time for meetings.
  - Deputy Mayor is included in the base and will remain unchanged.
  
- f. Data point: spectrum of income at ToC ranges from X to Y**
  - Discussion on whether this information is still needed or relevant.
  
- g. Data point: spectrum of salaries from Alberta Non-profit executives ranges from X to Y**
  - Discussion on whether this information is still needed or relevant.
  - Decided to consult L. Edward to determine the current relevance of this data point.
  
- h. Data point: Alberta Dashboard data shows median income in Canmore is X**
  - Determined the need for this information and its continued relevance.
  
- i. Data point: Canmore Living Wage is \$xx/hr \*\*\*\*\***
  - Discussion on the relevance of this information, it was noted that we move away from this due to the lack of comparability.
  - The factors used in this calculation have changed over the year and will not hold because we won’t have it in the future to reference.
  - Emphasis to speak to affordability rather than living wage.
  - Distinction was made that councillors must reside locally, unlike employees who can commute.
  - New data point may be added reflecting salaries of common local job categories if Administration is able to obtain such data from a compensation consultant.
  
- j. Decide on final salary increase number**
  - Need to determine the final salary increase.
  
- k. Decide on implementation of increase (immediate or phased in?)**
  - Discussion on the need to attract candidates from outside the usual pool by establishing a starting salary for Councillors
  - Need to consider increasing by a percentage each year or phasing it.



**I. Include both base AND per diem in RRSP contributions?**

- Discussed in section 4a of the minutes

**m. Decide on Parental/Medical leaves recommendations (as well as the other 10 types)**

- Discussed in section 4a of the minutes

**5. Action Items**

- J. Noel:
  - Reschedule the upcoming May 2nd meeting.
  - Schedule an additional meeting between May 23rd and June 6th that could be used to finalize the presentation.
  - Change location of June 6th meeting to the Council Chambers for a dry run of the presentation to Council.
  - Have the Manager of Communication (A. Robertson) attend next meeting to prepare committee for presentation to Council.
- J. Sauvé:
  - Follow up with the Municipal Clerk on the process to creating a bylaw or resolution for managing medical leave limitations so the Committee can make a recommendation on this.
  - Meeting with consultant regarding compensation and will report findings to the committee.
- Next meeting agenda topics:
  - Increasing per diem amounts based on COLA.
  - Cleaning up the document to reflect all the decisions made.
    - Focus on the data points.
  - Discussion of what the increase should be; members should come prepared to share their opinions.

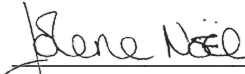
**6. Next Scheduled Meeting**

- May 2, 2024, at 3:00 p.m.

**7. Adjournment**

- Meeting adjourned at 10:34 a.m.

DocuSigned by:  
  
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Craig Saloff, Chairperson

  
Jolene Noël, Recorder