



**Council Remuneration Review Committee**

**Minutes**

Canmore Civic Centre – Council Chambers

May 23, 2024

2:00 p.m. – 3:30 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)  
Therese Rogers, GM of Corporate Services (non-voting)  
Jolene Noël, HR Administrative Assistant (recorder)

**1. Call to Order**

C. Saloff called the May 23, 2024, Council Remuneration Review Committee to order at 2:03 p.m.

**2. Approval of Agenda**

C. Saloff moved that the committee approve the May 23, 2024, meeting agenda as proposed.

CARRIED UNANIMOUSLY

**3. Approval of Minutes**

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

- Section B
  - L. Edward and S. Orrell's and proposed rates to both note it includes base salary and per-diems.

CARRIED UNANIMOUSLY

**4. Review of Items**

**a. Review and finalize all recommendations and supporting rationales.**

*Looked to the Committee's collaboration document and reviewed the following points under the "remaining discussions/decisions" section:*

- I. Decide on final salary increase number and crisp rationale for recommendation.
  - Discussion on salary rationale.
  - Clarify the assumption of 25 hours per week, which impacts the hourly rate.
  - Acknowledged the challenge of holding another job due to council hours and recognized the position as more than part-time, impacting the ability to live off the salary offered.



- Focus on providing fair and reasonable compensation given the expected hours.
  - Agreed on the following:
    - Base salary of \$53,000 plus per diem.
    - Estimated per diem of \$5,000 - \$6,000.
    - Total monetary remuneration average between \$59,000 and \$60,000.
    - Position is more than part-time but not quite full-time.
    - Benefits are on top of that.
  - Discussion on keeping the presentation high-level and including the documents in the report for comparison.
  - Consider using “local jobs” instead of “competing jobs” to describe comparable positions in Canmore.
  - T. Rogers and A. Robertson will work with C. Saloff to assist him in preparing responses to potential questions around decision rationale.
- II. Recommendations to per diem increase? COLA yearly or one time?
- No change recommended to the Per Diem rate for the upcoming term.
  - Per diem rate to be reviewed and adjusted with COLA for the following term.
- III. Expected value of benefits package per our recommendations (RRSP change + Leaves) increases from \$9700 to ?.
- Increase from \$9,700 (premium average) to an estimated \$12,000 (premium average).
    - HR to confirm that the amount is \$12,000.00.
  - RRSP contribution increased from \$27,900 to \$40,700.
  - Estimated overall benefits increase: \$2,000.
  - It was noted that leaves are a maintenance cost with no additional expenses.
  - Option to use the same compensation letter template for TOC employers to break down base salary increase and RRSP contribution change.
  - It was recommended for the presentation to include a slide showing the impact of total compensation, one slide for base salary and one slide for per diem, without specific numbers since it is a range.
    - T. Rogers offered to assist.
- IV. Current proportion of base : per diem is about  $\frac{2}{3} : \frac{1}{3}$  ... with our recommendations, that changes to  $\sim \frac{4}{5} : \frac{1}{5}$  ?
- Agreed to not include this in the presentation but will be prepared to address it if it arises.
- V. We will be increasing the percentage of mayor’s salary from about 40% to x% ... just as a gut check
- Craig will include this information in the speaker notes but not in the presentation slides.
- VI. As a gut check ... living wage of \$38.80 \* 35 hrs \* 50 weeks is  $\sim$ \$68k?
- This information will be captured in the rationale and Craig will be able to speak to it.



- VII. As a gut check maybe focus on a teacher's average salary that while higher hourly commitment also has 2 months 'off' ... and knowing teachers are vastly underpaid.
- Confirmed this will not go into the slide, the number is confirmed should Craig have to speak to it.

**Mayor Salary (excluding per diem)**

- C. Saloff
  - \$135,000.00
- S. Orrell
  - \$125,000.00 or higher
- J. Marran
  - \$135,000.00
- H. Scott
  - \$130,000.00 - \$135,000.00
- L. Edward
  - \$130,00.00
- There is benefit in keeping it high-level and equivalent to the TOC manager level.
- Discussion on the different responsibilities of the mayor compared to Councillors, such as chairing boards, being the spokesperson for media and being the first point of contact for the public.
- Agreed on a salary of \$130,000.00 for the mayor.
- Percentage of mayor's salary increases from 28% to 40%.

**b. Review expected value of benefits package in light of RRSP recommendation**

- Discussed above.

**c. Is a transition allowance a good idea?**

- Withdrawn

**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**

- The MGA addresses this issue, and Council will be informed on the appropriate course of action as this is outside the scope of this Committee.

**e. Discuss draft presentation**

- J. Marran offered to assist with final amendments, including wording and presentation.
- Slides should focus on the main points: additional details will be included in the speaking notes.
- It was confirmed that there should be a slide that speaks to budget impact.

**5. Items for next agenda**

- Review the Recommendation Report for Council created by the Committee. This report is due by May 31, 2024



**6. Action Items**

- J. Noel will invite A. Robertson to the June 6, 2024, meeting.
- J. Noel will share a report template to the Committee for reference.
- Will cancel the scheduled June 17, 2024, meeting closer to the date if necessary.
- A wrap-up meeting will be scheduled for a debriefing with the committee.

**7. Next Scheduled Meeting**

- May 31, 2024, at 1:30 p.m.
- Noted that L. Edward may not be in attendance to the June 6, 2024, meeting.

**8. Adjournment**

- Meeting adjourned at 3:30 p.m.

DocuSigned by:  
  
045E24CE9100400...  
Craig Saloff, Chairperson

DocuSigned by:  
*Jolene Noel*  
9D388D24E1E543E...  
Jolene Noël, Recorder