

**TOWN OF CANMORE**  
**AGENDA**  
Special Meeting of Council  
Council Chamber at the Civic Centre, 902 – 7 Avenue  
**Tuesday, June 18, 2024 at 3:30 p.m.**

- A. CALL TO ORDER AND APPROVAL OF AGENDA**
  - 1. Land Acknowledgement
  - 2. Agenda for the June 18, 2024 Special Meeting of Council
  
- B. PUBLIC HEARINGS – none**
  
- C. DELEGATIONS – none**
  
- D. APPROVAL OF MINUTES – none**
  
- E. BUSINESS ARISING FROM THE MINUTES – none**
  
- F. UNFINISHED BUSINESS – none**
  
- G. BYLAW APPROVAL – none**
  
- H. NEW BUSINESS**
  - 1. **Council Remuneration Committee Recommendations**

Recommendations: That Council:

    - (1) accept the Council Remuneration Review Committee’s recommendations;
    - (2) direct administration to return to Council with options for a Council Maternity/Parental Leave Bylaw;
    - (3) direct administration to return to Council with options for a Council Medical Leave Policy; and
    - (4) direct administration to update the Council Remuneration Policy as recommended by the Council Remuneration Review Committee.
  
- I. REPORTS FROM ADMINISTRATION – none**
  
- J. NOTICES OF MOTION – none**
  
- K. CLOSED SESSION – none**
  
- L. ADJOURNMENT**



# Request for Decision

**DATE OF MEETING:** June 18, 2024 **Agenda #:** H 1

**TO:** Council

**SUBJECT:** Council Remuneration Review Committee Recommendations

**SUBMITTED BY:** Johanna Sauvé, Manager of Human Resources  
 Therese Rogers, GM, Corporate Services

**RECOMMENDATION:** That Council accept the Council Remuneration Review Committee’s recommendations;

That Council direct administration to return to Council with options for a Council Maternity/Parental Leave Bylaw;

That Council direct administration to return to Council with options for a Council Medical Leave Policy; and

That Council direct administration to update the Council Remuneration Policy as recommended by the Council Remuneration Review Committee.

**EXECUTIVE SUMMARY**

The Council Remuneration Review Committee (CRRC) was struck by Council in 2023. The Committee is advisory in nature and is presenting their recommendations for elected official remuneration to Council following a thorough analysis of many sources of data.

**RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS**

Oct. 24, 2023	254-2023	Council appointed public members to the Council Remuneration Committee
May 2, 2023	95-2023	Council Remuneration Review Committee Bylaw approved
March 7, 2023	48-2023	Council directed administration to draft a terms of reference to establish a new committee to review council remuneration
January 5, 2022	17-2022	Amendments to the Council Remuneration Policy approved by Council

**DISCUSSION**

The Council Remuneration Committee was struck in October 2023 and members are Craig Saloff, Simon Orell, Laurie Edward, Harry Scott and Jen Marran were selected by Council following an application and interview process. Administrative support was provided by Johanna Sauvé, Jolene Noël and Therese Rogers.

The work of Council is critically important to the community. Increased levels of engagement from the community have resulted in greater accountability and responsibility in the role of elected officials.

Compensation should not be a barrier to residents running for office and to attracting a diverse slate of candidates.

The CRRC operated under the following mandate:

- Make recommendations to Council regarding the Council Remuneration Policy.
- Establish a set of guiding principles for Council remuneration.
- Recommend appropriate remuneration for Council members, including:
  - base salary and per diem amounts.
  - benefits.
  - allowances and expenses.

Throughout the course of their work the CRRC applied the following principles to their analysis and recommendations:

1. Remuneration must be fair and reasonable.
2. Remuneration must not be a barrier to a diverse and representative pool of candidates from Canmore residents.
3. Remuneration must recognize the complexity, responsibilities, and time commitments associated with the role of elected officials in Canmore.

In conducting their work, the Committee determined that remuneration for elected officials in Canmore is more complex than that of municipalities of similar size. Canmore's context is unique and as a result the workload is more significant. Comparisons of the municipality's assessment value, and the volume and value of building permits, all point to Canmore being a more complex municipality than population alone would indicate. There is great variability with the time requirements of the role.

Elected officials are never really off duty. Constituents interact with their elected officials at all times – when they are in the grocery store, out with their families, recreating etc. Additionally, elected officials must be residents of the community – it is not possible for a member of Council to live in Cochrane or Calgary and be on Council in Canmore whereas staff have the ability to live in other communities.

The Committee sourced and reviewed in detail a significant amount of data and information. Both current and former members of Council were surveyed to better understand the demands of the role of mayor and councillor. In support of the goal of attracting a more diverse group of candidates, the Committee reviewed the demographic profile of the 2021 slate of candidates.

Remuneration data was provided to the Committee from a variety of sources to ensure a comprehensive look at relevant comparators. The data analysis was very thorough and was intended to validate rationale, not to create a formulaic approach to calculating compensation. Some of the key documents reviewed include:

1. Canmore Council Remuneration Review Report (Horovatin Consulting Ltd.)
2. Alberta Municipal Services Corporation 2023 Wage & Compensation Survey for Large Towns (5K+ population)
3. Government of Alberta Regional Dashboard (2020)
4. Alberta Living Wage Report – Community Calculations & Methodology

Based on a thorough analysis of information and informed by their principles the Committee is making the following recommendations:

**Councillor Base Pay**

**Recommendation 1:** Move activities all councillors are required to attend from per diem to base salary including:

- Council orientation sessions
- Council planning sessions and working sessions
- Canmore Community Housing (CCH) shareholder meetings
- Mandatory monthly Council-CAO meeting
- Business meetings with other municipal Councils
- Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting
- Meetings to complete the CAO performance review
- Finance Committee meetings

Rationale: Enables base salary to reflect required time commitment and simplifies administration of per diems.

**Recommendation 2:** increase Councillor base salary to \$53,000.

Rationale: Increase reflects high workload (25-30 hours per week), inclusion of required activities to base salary and away from per diems, and local affordability adjustment.

**Recommendation 3:** That a Cost-of-Living Adjustment (COLA) be applied to the councillor base pay on an annual basis.

Rationale: Recognizes the increasing cost of living and aligns with the Town of Canmore employee salary adjustments.

**Councillor Per Diems**

**Recommendation 1:** That events and meetings not all members of Council are required to attend move from base pay to per diem, including:

- Meetings and social functions held within the municipal boundary when attending as dignitaries representing Council [in a formal capacity] such as Remembrance Day, Canada Day events
- Bow Valley Builders and Developers Association (BOWDA) lunches
- Service club meetings
- Miner’s Day events
- Winter Carnival events
- Folk Festival events
- Grand openings

Rationale: Attendance at these events is not consistent for all councillors and not required by all councillors.

Recommendation 2: That the current per diem rate remain the same but be reviewed by the next Council Remuneration Review Committee before the 2029 election.

Rationale: With many duties moving from per diem to base pay, the current per diem rate is appropriate. The per diem rate should be reviewed by the next remuneration review committee with a consideration for a one-time adjustment for COLA.

\*\* See attachment 4 for detailed recommendations for per diem.

Estimated impact to councillor base pay and per diems are:

	Base Pay	Average/estimated per diems	GRSP	Total
2025 estimated earnings	\$33,801	\$13,342	\$2,923	\$50,067
<b>Recommendations</b>	<b>\$53,000</b>	<b>\$6,000</b>	<b>\$5,104</b>	<b>\$64,104</b>

**Full-Time Equivalent Status**

Recommendation: That councillor time commitment be expressed in terms of hours per week rather than Full-Time Equivalent (FTE) and that this be communicated as an average of 25-30 hours per week.

Rationale: It is difficult to express councillor time commitment as FTE, as FTEs vary across sectors and positions. A weekly average time commitment better reflects the reality of the commitment required for a councillor to complete their job, and it also communicates that the irregular hours may preclude a councillor from obtaining a full-time job and also make it difficult to obtain many other part-time jobs.

**Mayor’s Compensation:**

Recommendation 1: To increase the mayor’s annual salary to \$130,000.

Rationale: This increase reflects the responsibility of the mayor’s position and the time required to complete the job. It also considers living affordability in Canmore.

Recommendation 2: That a Cost-of-Living Adjustment (COLA) be applied to Mayor’s salary on an annual basis.

Rationale: This recognizes the increasing cost of living and aligns with the Town of Canmore employee salary adjustments.

**Council Benefits**

Recommendation 1: Basic health, dental, and retirement benefits remain unchanged for Council.

Rationale: These benefits are provided for a full-time equivalent position even though the role of councillor is not full-time. The benefits package is already generous and aligns with Town of Canmore employee benefits. The committee reviewed Alberta small municipality comparators and determined that the current benefit package is at least as broad, if not broader, than comparator communities. The benefits package is also the highest monetary value compared to similar municipalities and well above the median.

Recommendation 2: When calculating the group retirement savings plan contribution, include both base pay and per diems in the calculated percentage (instead of base pay only).

Rationale: The RRSP contribution should recognize total councillor compensation; this will result in an approximate increase of \$2,000/annually per councillor in RRSP contributions. –This change better recognizes the total time commitment required by councillors.

Recommendation 3: Remain with AMSC (Alberta Municipal Services Corporation) for insurance coverage instead of switching to WCB.

Rationale: The AMSC coverage provides insurance 24/7 which is appropriate for the irregular hours worked by Council.

### **Council Leaves**

Recommendation 1: Add medical leave to the program that allows members of council to take up to 16 weeks of excused paid time off for recognized medical reasons. If time is required past the 16 weeks, council will review the request and pass either a bylaw or resolution (as may be required) giving council the authority to determine the path forward beyond 16 weeks.

Rationale: This aligns with Alberta Employment Standards, and medical leave is currently offered to Town of Canmore employees. Amendments to the MGA in 2017 allow medical leave to be offered for members of council.

Recommendation 2: Add parental leave to the program that allows members of council to take up to 8 weeks of medical leave with full pay for the birth of a child and an additional 4 months of leave paid in accordance with Employment Insurance and with optional meeting attendance. The person on leave can still participate in council activities to the extent they wish. The terms of leave are to be contained in a parental leave agreement.

Rationale: Providing parental leave makes council positions more accessible/feasible for more people. The Town of Banff has already passed a parental leave bylaw and other municipalities offer the same. The Municipal Government Act includes a provision for councils to enact bylaws to “respect maternity and parental leaves for councillors”

### **Allowances and Expenses**

Recommendation 1: In addition to the provision of laptop or tablet, that members of council be eligible to participate in the Town’s BYOD (Bring Your Own Device) program for cell phones.

Rationale: Members of council use their cell phones for Town business.

Recommendation 2: That the Council Remuneration Policy be updated to require receipt submission for expense reimbursement.

Rationale: Reflects current practice.

### **Future Remuneration Review**

Recommendation: The 2024 CRRC recommends that the next review of Council remuneration should include a survey of the previous two councils. Per diems should also be reviewed to understand the impact of inflation and the recommendations on earnings made by this committee. Moving compensation from per diems to

base pay should be analyzed to understand the impact on overall compensation and administrative burden. Provision needs to be made for immediate changes to Canada Revenue Agency (CRA) regulations for anything impacting elected officials' compensation.

**ANALYSIS OF ALTERNATIVES**

The CRRC is advisory in nature and was appointed by Council and therefore administration believes that the committee's recommendations should be accepted by Council. Council may choose to reject some recommendations or amend what is being proposed.

**FINANCIAL IMPACTS**

The financial impact of these recommendations would take effect following the next municipal election in 2025 with the updated rates of pay applying to the newly elected Council in November of 2025. These recommendations will come to Council for approval as part of the next budget cycle this fall. Based on the Committee's recommendations administration completed a financial analysis to determine budget implications. The total budget impact if all recommendations are implemented is \$161,226. This amounts to approximately \$10.00 per year or \$0.83 per month for the median household in Canmore.

Total increase to Pay	\$ 126,076
Total Increase to RRSPs	\$ 14,020
BYOD	\$ 2,100
Total Increase to Employer Premiums and Deductions	\$ 19,030
Total	\$ 161,226
% Tax Increase to support	0.46%

**STAKEHOLDER ENGAGEMENT**

The Council Remuneration Review Committee is comprised of community members with education or experience in finance, human resources, or business. The Committee surveyed current and former members of council.

**ATTACHMENTS**

- 1) Council Remuneration Review Committee Recommendation Report
- 2) Council Remuneration Review Committee Bylaw
- 3) Council Remuneration Policy
- 4) Base Pay and Per Diem Recommendations

**AUTHORIZATION**

Submitted by:	Johanna Sauvé Manager of Human Resources	Date:	<u>May 31, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>June 10, 2024</u>
Approved by:	Therese Rogers GM, Corporate Services	Date:	<u>May 31, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>June 11, 2024</u>

# **Town of Canmore Council Remuneration Review Committee Recommendation Report**

Submitted to: Town of Canmore Council

Submitted by: Craig Saloff, Simon Orrell, Laurie Edward, Harry Scott, Jen Marran

Administrative Support: Therese Rogers, Johanna Sauve, Jolene Noel

**June 2024**

## Executive Summary

This report provides recommendations for Town of Canmore Council remuneration with goals to provide a fair and reasonable remuneration for Council members, diminish barriers so a more diverse and representative pool of candidates can run for Council, and recognize the complexity, responsibilities, and time commitments associated with the role of an elected official in Canmore.

The recommendations are:

- Move mandatory council duties from per diem pay to base pay.
- Increase annual base pay for a councillor to \$53,000.
- Apply an annual COLA (Cost of Living Allowance) increase to councillor base pay.
- Move voluntary council duties from base pay to per diem pay.
- Maintain the current per diem rate for the next Council elected in 2025.
- Express a councillor position as an average time commitment requiring 25-30 hours per week instead of using a Full-Time Equivalent (FTE) status comparison.
- Increase the mayor's annual base salary to \$130,000.
- Apply an annual COLA increase to the mayor's base salary.
- Keep the current benefits package unchanged.
- Include both base pay and per diem pay in the Group Retirement Savings Plan (GRSP) matching calculation.
- Remain with AMSC (Alberta Municipal Services Corporation) for insurance coverage.
- Add a medical leave policy.
- Add a parental leave bylaw.
- Allow Council to participate in the town's BYOD (Bring Your Own Device) program for cell phones.
- Update the Council Remuneration Policy to require receipt submission for expenses.
- Include specific tasks/research points in the next Council remuneration review process.

This report includes background information and research methods, as well as detailed rationale, for each of the above recommendations. It also includes the forecasted financial impacts if these recommendations are adopted by Council.

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## Introduction

This report outlines the Town of Canmore Council Remuneration Review Committee recommendations for changes to councillor and mayor remuneration beginning in October 2025 after the next municipal election occurs and a new Council term begins.

## Purpose

The committee was established in May 2023 in accordance with Bylaw 2023-12 to review Council remuneration and make recommendations to develop a plan that “is fair and reasonable; attracts a diverse and representative pool of candidates from Canmore residents; and recognizes the complexity, responsibilities, and time commitments associated with the role of elected officials.”

## Background

This is the first time a remuneration review committee has been established in the Town of Canmore. The committee consisted of five Canmore residents appointed by the Town of Canmore Council in Fall 2023, and the committee members first met in November 2023. Between then and June 2024, the committee met regularly on a bi-weekly basis. According to the bylaw, the committee will adjourn no later than June 30, 2024 and will be re-established two years before the 2029 general municipal election.

## Scope

The committee’s scope included “establishing a set of guiding principles for Council remuneration; establishing the appropriate remuneration paid to Council members, including specific recommendations on base salary and per diem amounts, benefits, allowances and expenses, full-time equivalent status, options for making periodic adjustments to established remuneration; and establishing standards for remuneration review.”

## Methods

The committee reviewed many sources of data – both primary and secondary – to inform the recommendations included in this report. These included a survey of past and present Council members, a demographic profile of 2021 Council candidates, Canmore Council remuneration statistics, Canmore Council Remuneration Review Report provided by Horovatin Consulting Ltd., the Alberta Municipal Services Corporation 2023 Wage & Compensation Survey for large towns (5K+ population), the Government of Alberta Regional Dashboard (2020), Town of Canmore 2024 Pay Grid, and the Alberta Living Wage Report – Community Calculations & Methodology. The committee also looked at salary data for similar positions in other Alberta municipalities and professional jobs in Canmore.

## Preview

This report provides recommendations for councillor base pay, per diems, full-time equivalent status, the mayor’s compensation, benefits, medical and parental leaves, allowances and expenses, and standards for future remuneration review. It also includes anticipated financial impacts if the recommendations are adopted.

## Committee Recommendations

These recommendations consider that Canmore is unique in its economy, labour market, and affordability context, and that Canmore's growth and development in recent years has resulted in a higher and more complex workload for Council than what is typically experienced in other comparable communities. The recommendations are based more on comparison data from the local context with less focus on data from comparator towns.

The recommendations also consider that a pool of potential candidates interested in running for Council must live in Canmore, and therefore experience the financial and affordability challenges unique to Canmore.

The committee also recognizes that the role of councillor requires more than a part-time commitment, that the time commitment fluctuates both seasonally and weekly including mandatory full-day Council meetings mid-week that make it difficult to maintain another job, and that while the requirements for running for the position of councillor are low, the responsibilities of an elected official are significant.

With those considerations, and following the mandate and direction set forth in Bylaw 2023-12, the Town of Canmore Council Remuneration Review Committee has outlined their recommendations below.

### Councillor Base pay

**Recommendation 1:** That the following duties be moved from per diem rate to base pay:

- Council orientation sessions
- Council planning sessions and working sessions
- Canmore Community Housing (CCH) shareholder meetings
- Mandatory monthly Council-CAO meeting
- Business meetings with other municipal Councils
- Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting
- Meetings to complete the CAO performance review
- Finance Committee meetings

**Rationale:** All Councillors are required to attend the non-optional activities and meetings listed above, so they should be recognized as core duties and included in base pay. This also simplifies the administration of per diems and allows the base salary to better reflect the time commitment required by councillors.

**Recommendation 2:** That annual councillor base pay increase to \$53,000.

**Rationale:** This increase recognizes that the councillor role requires more time commitment than a typical part-time position but does not require the time commitment equivalent of a full-time position. It also recognizes the addition of duties listed above, moved from per diem rates, to the base salary. The committee anticipates that the average annual per diems claimed per councillor

will decrease from approximately \$13,000 to \$6,000. This, combined with the updated base salary, will result in an estimated total annual compensation of approximately \$59,000 (not including benefits). In developing this recommendation, the committee considered many data points including the spectrum of Town of Canmore wages, the average salaries across vocations in Canmore, the Alberta Dashboard data that shows an annual Canmore median family income of \$125,000 and lone parent median income of \$72,000, and the Canmore living wage.

**Recommendation 3:** That a Cost-of-Living Adjustment (COLA) be applied to the councillor base pay on an annual basis.

**Rationale:** This recognizes the increasing cost of living and aligns with the Town of Canmore employee salary adjustments.

## Councillor Per diems

**Recommendation 1:** That the following activities be moved from base pay to per diem:

Meetings and social functions held within the municipal boundary when attending as dignitaries representing Council [in a formal capacity] such as Remembrance Day, Canada Day events, Bow Valley Builders and Developers Association (BOWDA) meetings, service club meetings, Miner's Day events, Winter Carnival events, Folk Festival events, and grand openings.

**Rationale:** Attendance at these events is not required, for all councillors.

**Recommendation 2:** That the current per diem rate remain the same but be reviewed by the next Remuneration Committee before the 2029 election.

**Rationale:** With many duties moving from per diem to base pay, the current per diem rate is appropriate. The per diem rate should be reviewed by the next remuneration review committee with a consideration for a one-time adjustment for COLA.

## Full-time Equivalent Status

**Recommendation:** That councillor time commitment be expressed in terms of hours per week rather than Full-Time Equivalent (FTE) and that this be communicated as an average of 25-30 hours per week.

**Rationale:** It is difficult to express councillor time commitment as FTE as FTEs vary across sectors and positions. A weekly average time commitment better reflects the reality of the commitment required for a councillor to complete their job, and it also communicates that the irregular hours preclude a councillor from maintaining a concurrent full-time job and many other part-time jobs.

## Mayor's Compensation

**Recommendation 1:** To increase the mayor's annual salary to \$130,000.

**Rationale:** This increase reflects the responsibility of the mayor's position and the time required to complete the job. It also considers living affordability in Canmore.

**Recommendation 2:** That a Cost-of-Living Adjustment (COLA) be applied to the mayor's salary on an annual basis.

**Rationale:** This recognizes the increasing cost of living and aligns with the Town of Canmore employee salary adjustments.

## Council Benefits

**Recommendation 1:** That the following benefits remain unchanged:

- Extended Health Care
- Dental Care
- Non-taxable Healthcare spending account/taxable wellness spending account
- Life insurance
- Dependent Life insurance
- Accidental Death and Dismemberment
- Optional Life insurance
- Voluntary AD&D

**Rationale:** These benefits are provided for a full-time equivalent position even though the role of councillor is not full-time, so the benefits package is already generous and aligns with Town of Canmore employee benefits. The committee reviewed Alberta small municipality comparators and determined that the current benefit package is at least as broad, if not broader, than comparator communities. The benefits package is also the highest monetary value compared to similar municipalities and well above the median for elected officials.

**Recommendation 2:** When calculating the group retirement savings plan contribution, include both base pay and per diems in the calculated percentage (instead of the current calculation which considers base pay only).

**Rationale:** The GRSP (Group Retirement Savings Plan) contribution should recognize total councillor compensation; this will result in an approximate increase of \$2,000/annually in GRSP contributions. This change better recognizes the total time commitment required by councillors.

**Recommendation 3:** Remain with AMSC (Alberta Municipal Services Corporation) for insurance coverage instead of switching to WCB.

**Rationale:** The AMSC coverage provides insurance 24/7 which is appropriate for the irregular hours worked by councillors.

## Council Medical and Parental leaves

**Recommendation 1:** Add medical leave to the program that allows Council members to take up to 16 weeks of excused paid time off. If time is required past the 16 weeks, that Council review the request and pass either a bylaw or resolution (as may be required) giving Council the authority to determine the path forward beyond 16 weeks.

**Rationale:** This allowance aligns with Alberta Employment Standards, and medical leave is currently offered to Town of Canmore employees.

**Recommendation 2:** Add parental leave to the program that allows Council members to take up to 8 weeks of medical leave with full pay for the birth of a child and an additional 4 months of leave paid in accordance with Employment Insurance and with optional meeting attendance. The person on leave can still participate in Council activities to the extent they wish. The terms of leave will need to be contained in a parental leave agreement.

**Rationale:** Providing parental leave makes Council positions more accessible/feasible for more people. Banff has already passed a parental leave bylaw and other municipalities offer the same.

## Allowances and Expenses

**Recommendation 1:** In addition to the provision of laptop or tablet, that Council be eligible to participate in the Town's BYOD (Bring Your Own Device) program for cell phones.

**Rationale:** Council uses their cell phones for Town business.

**Recommendation 2:** That the Council Remuneration Policy be updated to require receipt submission for expense reimbursement.

**Rationale:** This update reflects current business practice.

## Future Remuneration Review

**Recommendation:** That the future remuneration review committee should include the following in their review process:

- Direct administration to conduct a survey of the previous two Councils.
- Review per diems to understand the impact of COLA and the recommendations being made by this committee.
- Analyze the move of per diems to base pay to understand the impact on overall compensation and administrative burden.
- Ensure a provision is included for immediate changes to Canada Revenue Agency (CRA) regulations for anything impacting elected officials' compensation.

**Rationale:** This is the first time a Town of Canmore Council remuneration committee has been created, and the recommendations in this report need to be assessed to ensure fair and reasonable compensation for Council.

## Financial Impacts

Based on the committee's recommendations, administration completed a financial analysis to determine budget implications. The financial impact has been calculated at \$161,226 annually. Changes would come into effect following the next municipal election in 2025 with the updated rates of pay applying to the newly elected Council. These recommendations will come to Council for approval as part of the next budget cycle this fall. This amounts to approximately \$10.00 per year or \$0.83 per month for the median household in Canmore.

Total increase to Pay	\$ 126,076
Total Increase to RRSPs	\$ 14,020
BYOD	\$ 2,100
Total Increase to Employer Premiums and Deductions	\$ 19,030
Total	\$ 161,226
% Tax Increase to support	0.46%

## Conclusion

This report provides recommendations for changes to councillor base pay, per diems, full-time equivalent status, the mayor's compensation, benefits, medical and parental leave, and allowances and expenses. It also provides recommendations for the next Council remuneration review committee and includes the anticipated financial impacts if these recommendations are adopted.

Considering the unique complexities of holding public office in Canmore, including the high cost of living, the Town of Canmore Council Remuneration Review Committee believes these recommendations reflect a fair and reasonable remuneration for Council members. The recommendations may also diminish barriers so a more diverse and representative pool of candidates can run for Council, and the committee believes the recommended remuneration changes better recognize the complexity, responsibilities, and time commitments associated with the role of an elected official in Canmore.



## BYLAW 2023-12

### A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING A COUNCIL REMUNERATION REVIEW COMMITTEE

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The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

#### TITLE

- 1 This bylaw shall be known as the Council Remuneration Review Committee.

#### ESTABLISHMENT

- 2 The Council Remuneration Review Committee is hereby established.
- 3 The purpose of the committee is to make recommendations to Council with respect to approval of the Council Remuneration Policy to develop a plan that
  - a) is fair and reasonable,
  - b) attracts a diverse and representative pool of candidates from Canmore residents, and
  - c) recognizes the complexity, responsibilities, and time commitments associated with the role of elected officials.
- 4 The committee's scope includes but is not limited to
  - a) establishing a set of guiding principles for council remuneration,
  - b) establishing the appropriate remuneration paid to council members, including specific recommendations on
    - (i) base salary and per diem amounts,
    - (ii) benefits,
    - (iii) allowances and expenses,
    - (iv) full-time equivalent status,
    - (v) options for making periodic adjustments to established remuneration,
 and
  - c) establishing standards for remuneration review.

## POWERS AND DUTIES

- 5 The Committee is advisory in nature.
- 6 The chair (or a member chosen by the committee if the admin member is the chair) shall present the Committee's recommendations to Council on or before June 30 the year before a general municipal election.
- 7 The Committee shall review relevant survey data and practices of comparable markets and may conduct other reviews as required.
- 8 The Committee may solicit external submissions and expertise.
- 9 Committee members shall not be compensated for their services.

## MEMBERSHIP AND TERM

- 10 The committee shall be comprised of
  - a) three or five public members, and
  - b) the general manager of corporate services or designate (non-voting).
- 11 Council shall appoint public members at Council's annual organizational meeting.
- 12 The Committee term will commence two years before a general municipal election and end no later than June 30 the year before a general municipal election.

## ELIGIBILITY

- 13 To be eligible for public membership on the Committee, a person must
  - a) be a resident of Canmore,
  - b) be at least eighteen years of age, and
  - c) have education or experience in finance, human resources, or business.
- 14 Town employees are not eligible to be public members.
- 15 A public member is not eligible for continuing a term on the Committee and/or for reapplying for the next subsequent term on that committee if the public member
  - a) fails to attend three consecutive meetings of the committee, unless that absence is caused through illness or is authorized in advance by resolution of the Committee, or
  - b) ceases to meet the eligibility requirements set out in this bylaw.

Bylaw approved by:

## RESIGNATIONS AND REMOVALS

- 16 Any public member may resign from the Committee at any time by sending written notice to the committee chair.

## MEETING SCHEDULE AND PROCEDURES

- 17 Quorum is three voting members.
- 18 The committee shall determine their own meeting schedule.
- 19 Public notice of a meeting is provided on the Town's website at least 24 hours prior to a meeting.
- 20 The committee conducts its meetings in public except where authorized by the Municipal Government Act to close a meeting to the public.
- 21 The committee chair is selected by a majority vote of committee members.
- 22 Matters are decided by majority vote.

## MEETING RECORDS

- 23 Agendas are made available to committee members at least three days prior to a meeting and made available to the public at least one day prior to a meeting.
- 24 Minutes are prepared for every committee meeting and contain the following:
  - a) the date, time, and location of the meeting,
  - b) the names of all committee members present,
  - c) the name of anyone other than a committee member who participated in the meeting, and
  - d) any motions made at the meeting, along with the results of the vote on the motion.
- 25 Questions and debate are not recorded in the minutes.
- 26 Minutes may, at the discretion of the members, include action items agreed upon by unanimous consent, including, but not limited to, action items accepted by individual committee members.
- 27 Minutes of a meeting are adopted by motion at the next meeting.
- 28 Any member may request a correction to the minutes before they are adopted; corrections are deemed adopted when the motion to adopt the minutes has carried.
- 29 Approved minutes are signed by the chairperson and the recorder who were present at the meeting where the minutes were taken, wherever possible. Where not possible, the minutes shall be signed by the current presiding officer and recording secretary.

Bylaw approved by: SK AR

**ENACTMENT/TRANSITION**

30 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

31 This bylaw comes into force on the date it is passed.

FIRST READING: May 2, 2023

SECOND READING: May 2, 2023

THIRD READING: May 2, 2023

Approved on behalf of the Town of Canmore:

  
Sean Krausert  
Mayor

May 3, 2023  
Date

  
Allyssa Rygersberg  
Deputy Municipal Clerk

May 3, 2023  
Date

Bylaw approved by:  

 Town of <b>CANMORE</b>	<b>Council Policy</b>
<b>Policy Title:</b>	<b>Council Remuneration</b>
<b>Policy Number:</b>	EX-002
<b>Date in Effect:</b>	January 1, 2018
<b>Current as of:</b>	January 11, 2022

**POLICY STATEMENT**

1. Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for approved expenses incurred while fulfilling their responsibilities.

212-2018; 176-2021

**PURPOSE**

2. This policy provides guidelines and procedures for the remuneration of council.

**DEFINITIONS**

3. “Automobile allowance” means any payment that Council receives from the Town for using their own vehicle while fulfilling their responsibilities.

176-2021

4. “Council” includes the mayor and all councillors.

5. “Councillor” is a member of council, excluding the mayor, and is considered a part-time position.

6. “Mayor” is a member of council and is considered a full-time position.

7. “Deputy mayor” is a councillor appointed to fill the position of deputy mayor on a rotational basis and may act as mayor in the mayor’s absence.

8. “Per diems” are the rates paid to councillors Council for attending to municipal business in accordance with this policy.

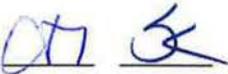
212-2018

**RESPONSIBILITIES**

9. Council is responsible for reviewing and approving this policy once each term in the year leading up to the general election.

10. Councillors are responsible for submitting per diem expense claims.

11. The mayor is responsible for approving per diem expense claims.

Policy approved by: 

**BASIC RATE**

12. Council will be remunerated at the basic rates as set out below and as increased annually with the cost of living adjustment approved in the annual budget for the Town of Canmore. Basic rates for 2021 are:

- a) Councillor: \$28,772
- b) Mayor: \$101,388

212-2018; 176-2021

13. The basic rate is paid to councillors for the following:

- a) Up to four council meetings per month, including: regularly scheduled council meetings, committee of the whole meetings, and special council meetings (including public hearings), up to a maximum of 16 hours per month,  
212-2018; 271-2018
- b) Informal meetings with the CAO, staff and council,
- c) Staff social functions such as employee service awards, annual holiday party, farewell events for staff and council,  
212-2018
- d) Informal meetings with other municipal councils such as dinners and socials,  
212-2018
- e) Evening networking events while at conferences and conventions,  
212-2018
- f) Preparation for council and committee meetings,
- g) Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town of Canmore initiative or facility,  
212-2018
- h) Public workshops, open houses and other public input sessions, and
- i) Meetings and social functions held within the municipal boundary when attending as dignitaries representing council 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, Folk Festival events, and grand openings.  
212-2018

14. The basic rate will be paid biweekly with the regular Town of Canmore pay cycle.

**PER DIEMS**

15. Councillors are eligible to claim per diems for attending to the following municipal business:

- a) Council orientation sessions,
- b) Council planning sessions and working sessions, as required or requested to attend,
- c) Board and committee meetings and meetings of commissions to which councillors are appointed and for which no other per diem is paid,

Policy approved by:  

- d) Canmore Community Housing Corporation (CCHC) shareholder meetings,
- e) Two Council-CAO meetings per month,
- f) 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,
- 271-2018
- g) Town Hall meetings,
- h) Conferences and conventions (including but not limited to the Alberta Association of Urban Municipalities (AUMA) and Federation of Canadian Municipalities (FCM)),
- i) On-line or in-person educational and training course including time to complete exams and tests,
- j) Business meetings with other municipal councils,
- k) Meetings with other government agencies and businesses on behalf of the Town of Canmore,
- l) Grand openings or meetings outside Canmore, if formally invited to present a verbal or written presentation,
- m) *Repealed 212-2018,*
- n) Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting,
- o) All other meetings or public appearances approved by council or made at the request of the mayor,
- p) Meetings to complete the CAO performance review,
- 212-2018
- q) Finance Committee meetings, and
- 17-2022
- r) Agenda setting meetings or other required meetings with executive directors of external boards or commissions when acting in the position of chair of the board or commission.
- 17-2022

16. Per diem rates in effect upon approval of this policy are set out below and may be adjusted annually by council during the budget process:

Up to 4 hours:	\$125
Over 4 hours and up to 8 hours:	\$225
Over 8 hours:	\$350

Policy approved by: CTT [Signature]

- 212-2018
17. On days when councillors attend more than one meeting consecutively, time for all meetings should be added together and the amount for the cumulative time should be claimed.
- 212-2018; 271-2018
18. On days when councillors attend non-consecutive meetings, separate per diems may be claimed to a maximum equivalent to the “over 8 hours” per diem rate.
- 212-2018; 271-2018
19. Time calculated for per diem claims includes travel time to and from the activity.
20. Per diem expense claims should be submitted and approved on the biweekly Town of Canmore pay cycle.
- 212-2018
21. Remuneration for per diems must be reviewed and approved by the mayor or deputy mayor to ensure compliance with this policy.
- 212-2018

#### VEHICLE USE EXPENSES

22. Council shall use Town vehicles for travel whenever possible. If no Town vehicle is available for use, an automobile allowance for the use of personally owned vehicles will be reimbursed at the reasonable per-kilometre allowance rate set by the Canada Revenue Agency (CRA). If council chooses to use a personally owned vehicle when a Town vehicle is available, the reimbursement rate is 20% of the CRA’s rate.
- 176-2021
23. When automobile allowance claims are submitted, there is no further reimbursement for any other vehicle related expenses, including fuel.
- 176-2021
24. When using a personally owned vehicle for Town business Council shall carry adequate personal vehicle insurance. In the event of an accident, council shall be responsible for all costs, including any insurance deductibles.
- 176-2021

#### ELIGIBLE REIMBURSABLE EXPENSES

25. Reasonable accommodation costs and associated gratuities,
- 176-2021
26. Reasonable meal costs and associated gratuities,
- 176-2021
27. Reasonable transportation costs, including economy class air, train or bus fares (and any associated fees) required for travel to and from the destination, or, if estimated costs are expected to be less, a rental car for travel to, from, and within the destination,
- 176-2021
28. Taxi fares and associated gratuities, or other public transportation costs, and
- 176-2021
29. Parking.
- 176-2021
30. Wherever possible, the Mayor shall use the Town purchasing card to pay for other eligible travel expenses.
- 176-2021

#### RESTRICTIONS

Policy approved by: OT SE

31. In general, the following are not eligible expenses and the Town will not provide reimbursement for costs associated with:
- a) Use of a personal vehicle within Canmore,
  - b) Charges for alcoholic beverages,
  - c) Entertainment costs,
  - d) Upgrades to higher classes travel,
  - e) Fines for traffic or parking violations,
  - f) Personal items, such as clothing and toiletries,
  - g) Additional expenses resulting from travelling with a spouse or other guests, and
  - h) Expense related to a home office.

176-2021

**BENEFITS**

32. Members of Council will be provided with benefits in accordance with the Town of Canmore Benefits Policy. In addition, council members will be entitled to any and all benefits offered to elected officials through AUMA.

176-2021

33. The following tables outline the benefit types and cost share ratio provided under the Town's group benefits plan. Participation in the plan is mandatory for all employee groups identified herein and elected officials, except those benefit types listed as "Optional" or "Voluntary" under this section of this policy.

Benefit Type	Cost Sharing	
	Plan Member	Town
Extended Health Care premium	N/A	100%
Dental Care premium	N/A	100%
Non-Taxable Healthcare Spending Account/ Taxable Wellness Spending Account	N/A	100%
Life Insurance premium	30%	70%
Dependent Life Insurance premium	30%	70%
Accidental Death & Dismemberment (AD&D) premium	30%	70%
Optional Life Insurance premium	100%	N/A
Voluntary AD&D premium	100%	N/A
Group Retirement Savings Plan contribution (on regular base pay)	5.5%	8.65%

Policy approved by: 

176-2021

**EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**

34. The Town will provide council, and their dependents (spouse and children) with access to a confidential, third-party employee and family assistance program at no cost to the council member.

176-2021

35. Elevation Place Membership

a) The Town will provide all of council with the option to purchase an individual Elevation Place membership at rates equivalent to those set out in the Corporate Wellness Membership Program offered to our local businesses.

b) Elected Officials are responsible for 100% of the cost of the corporate membership.

176-2021

**GENERAL**

36. *Repealed 212-2018*

37. *Repealed 176-2021*

38. *Repealed 176-2021*

39. Upon submission of receipts, and where alternate arrangements could not be made, Council shall be reimbursed for reasonable child or family care expenses up to a maximum of \$2000 per annum if incurred while attending meetings, conferences, conventions, education or training courses, in an official capacity.

**EXCEPTIONS**

40. Exceptions to this policy may be made by majority vote of council

**POLICY REVIEW**

41. This policy will be reviewed by Council on or before July 30, 2025.

**RELATED DOCUMENTS**

42. Procedural Bylaw 2018-01

271-2018

**REPEALS POLICY: 509-2012**

**AUTHORIZATION:**



Sean Krausert  
Mayor



Cheryl Hyde  
Municipal Clerk

Policy approved by: 

**REVISION HISTORY**

Action	Date	Council Motion	Notes
Approved	2017-03-21	93-2017	Policy in effect 2018-01-01
Amended	2018-10-02	212-2018	Address changes in federal tax legislation
Amended	2018-12-04	271-2018	Adjust basic rate of pay to reflect meeting schedule change; amendment in effect 2018-12-16.
Amended	2021-07-06	176-2021	Update basic rate of pay for 2021; include travel expenses and reimbursement.
Amended	2022-01-11	17-2022	Update per diem eligibility.

Policy approved by: 



<b>Current</b>	<b>Recommendation</b>	<b>Current</b>	<b>Recommendation</b>
<b>Base Pay</b>		<b>Per Diem</b>	
Up to four council meetings per month, including: regularly scheduled council meetings, committee of the whole meetings, and special council meetings (including public hearings), up to a maximum of 16 hours per month,	Base Pay	Council orientation sessions	Move to Base Pay
Informal meetings with the CAO, staff and council	Base Pay	Council planning sessions and working sessions, as required or requested to attend	Move to Base Pay
Staff social functions such as employee service awards, annual holiday party, farewell events for staff and council	Base Pay	Board and committee meetings and meetings of commissions to which councillors are appointed and for which no other per diem is paid	Per Diem
Informal meetings with other municipal councils such as dinners and socials	Base Pay	Canmore Community Housing Corporation (CCHC) shareholder meetings	Move to Base Pay
Evening networking events while at conferences and conventions	Base Pay	Two Council-CAO meetings per month	1 mandatory meeting – move to base pay
Preparation for council and committee meetings	Base Pay	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	Per Diem
Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town of Canmore initiative or facility	Base Pay	Town Hall meetings	Per Diem
Public workshops, open houses and other public input sessions	Base Pay	Conferences and conventions (including but not limited to the Alberta Association of Urban Municipalities (AUMA) and Federation of Canadian Municipalities (FCM))	Per Diem

Attachment 4

<b>Current</b>	<b>Recommendation</b>	<b>Current</b>	<b>Recommendation</b>
<b>Base Pay</b>		<b>Per Diem</b>	
Meetings and social functions held within the municipal boundary when attending as dignitaries representing council 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, Folk Festival events, and grand openings	Move to per diem	On-line or in-person educational and training course including time to complete exams and tests	Per Diem
		Business meetings with other municipal councils,	Move to Base Pay
		Meetings with other government agencies and businesses on behalf of the Town of Canmore,	Per Diem
		Grand openings or meetings outside Canmore, if formally invited to present a verbal or written presentation	Per Diem
		Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting	Move to Base Pay
		All other meetings or public appearances approved by council or made at the request of the mayor	Per Diem
		Meetings to complete the CAO performance review	Move to Base Pay
		Finance Committee meetings	Move to Base Pay
		Agenda setting meetings or other required meetings with executive directors of external boards or commissions when acting in the position of chair of the board or commission	Per Diem