



Council Remuneration Review Committee

Minutes

Canmore Civic Centre – Classroom

May 31, 2024

1:30 p.m. – 3:00 p.m.

Members Present:

Craig Saloff

Simon Orrell

Jen Marran (Departed the meeting at 2:30 p.m.)

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 31, 2024, Council Remuneration Review Committee to order at 1:30 p.m.

2. Approval of Agenda

C. Saloff moved that the committee approve the May 31, 2024, meeting agenda as proposed.

CARRIED UNANIMOUSLY

3. Approval of Minutes

C. Saloff moved that the committee approve the May 23, 2024, meeting minutes as amended.

- Section 4 - Mayor Salary (excluding per diem): Amend the salary figure for S. Orrell from \$123,000.00 to \$125,000.00.

CARRIED UNANIMOUSLY

4. Review of Report

- Red text: Indicates amendments made to the sections.
- Strikethrough: Indicates wording that has been removed from the sections.

a. Executive Summary

- Remove any references to Employee and Family Assistance Program throughout the document.
- Add medical leave **policy** to the Employee and Family Assistance Program.
- Add parental leave **bylaw** to the Employee and Family Assistance Program.
- Increase the mayor's annual base salary from ~~\$119,000~~ to \$130,000.



b. Introduction

- ...for changes to councillor and mayor remuneration packages beginning in October 2025 after the next municipal election occurs and a new Council term begins.

c. Purpose

- No changes proposed.

d. Background

- No changes proposed.

e. Scope

- No changes proposed.

f. Methods

- No changes proposed.

g. Preview

- No changes proposed.

h. 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 also consider that the current pool of council candidates...
- 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.

i. Base Pay

- Two Mandatory monthly Council-CAO meetings per month.

j. Per diems

- No changes proposed.

k. Benefits

- Remove the word "premium" to any of the benefits to read as follows:
- Extended Health Care premium
- Dental Care premium
- Non-taxable Healthcare spending account/taxable wellness spending account
- Life insurance premium
- Dependent Life insurance premium
- Accidental Death and Dismemberment premium
- Optional Life insurance premium



- Voluntary AD&D premium
- 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 3: Remain with VFIS AMSC (Alberta Municipal Services Corporation) for insurance coverage instead of switching to WCB.

l. Employee and Family Assistance Program Benefits Program

- Recommendation 1
- Rationale: The allowance aligns with...
- Recommendation 2: Add parental leave to the program that allows councillors to take up to 8 weeks of leave with full pay and an additional 4 months of paid 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. Council will need to decide if the person on leave will be paid at 55% between 8 weeks and 6 months as per EI. The terms of leave to be contained in a parental leave agreement.

m. Allowances and Expenses

- ~~Do we want to make a recommendation here? The Google doc was not clear. Add a phone/data plan allowance? Technology allowance? Home office?~~
- Recommendation: 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 to cell phones.
- Rationale: Council uses their cell phone for town business.
- Recommendation 2: That the Council Remuneration policy be updated to require receipt submission for expense reimbursement.
- Rationale: Reflects current practice.

n. Full-time Equivalent Status

- No changes proposed.

o. Mayor Compensation

- Recommendation 1
- 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.

p. Future Remuneration Review

- Recommendation: ~~That a council remuneration review committee review the council remuneration policy prior to June 30, 2028, to allow for recommendations to be~~



~~submitted to council before budgeting for the 2029 election year.~~ This review should include a survey of the previous two councils. **Per diems should be reviewed to understand the impact of COLA and the recommendations being 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.**

- **Financial Impacts**

Based on the Committee's recommendations administration completed a financial analysis to determine budget implications. The financial impact has been calculated at \$159,126. 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.

Total increase to Pay	\$ 126,076.17
Total Increase to RRSPs	\$ 14,019.59
Total Increase to Burden	\$ 19,030.50
% Tax Increase to support	0.42%

- J. Marran will add the rationale for this section.

q. Conclusion

- No changes proposed.

5. Discuss potential presentation questions

- At the time of this meeting, Council has not seen the report from Administration.
 - T. Rogers will forward any inquires that arise from Council to the committee.
- C. Saloff inquired if any attachments need to accompany the report.
 - No.
- For the presentation, it was proposed to include the wording "from" and "to" in the slides and to note when there are no changes.

6. Action Items

- J. Marran will recirculate the amended report on Monday, June 3, 2024.
- T. Rogers will forward the final report Council for agenda review once received.
- J. Noel will inquire with A. Robertson about his availability to review the report and offer his insights on what should be included or left out of the presentation's content to Council.

7. Next Scheduled Meeting

- June 6, 2024, at 3:00 p.m.
 - Council Chambers



8. Adjournment

- Meeting adjourned at 3:00 p.m.

DocuSigned by:

A handwritten signature in black ink, appearing to read "Craig Saloff", enclosed within a blue DocuSign signature box.

C42D52837872459...

Craig Saloff, Chairperson

DocuSigned by:

A handwritten signature in black ink, appearing to read "Jolene Noël", enclosed within a blue DocuSign signature box.

9D386D24E1E543E...

Jolene Noël, Recorder