



APPROVED

Council Remuneration Review Committee

Minutes

Canmore Civic Centre – Classroom

April 29, 2024

3:00 p.m. – 4:30 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)

Adam Robertson, Manager of Communication

Jolene Noël, HR Administrative Assistant (recorder)

1. Call to Order

C. Saloff called the April 29, 2024, Council Remuneration Review Committee to order at 3:01 p.m.

2. Approval of Agenda

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

- Replace the word “chart” with “document” under point C.

CARRIED UNANIMOUSLY

3. Approval of Minutes

C. Saloff moved that the committee approve the April 17, 2024, meeting minutes as amended.

- Amend to Adjournment time to read a.m. instead of p.m.
- Section 4A, remove the word “Addition”.

CARRIED UNANIMOUSLY

Review of Items

a. Council presentation preparation with A. Robertson

- J. Sauvé will introduce the committee and speak to the mandate of the committee to set the stage.
- Clearly define the purpose and formation of the committee, emphasizing its objectives.
- Provide background information on the approach taken and the process leading to recommendations.
- Discuss comparisons with other communities and underscore Canmore's unique characteristics and local needs.
- Address the complexity of the community to provide context for the recommendations.



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- Present recommendations along with the rationale behind each, using buzzwords like "affordability" to emphasize key points.
 - Stress the importance of the recommendations and their impact on the community.
 - Consider the audience, focusing on both council and potential media attention.
 - A. Robertson acknowledged there could be potential controversy and diverse opinions, reassuring the board that disagreement is acceptable.
 - Advocate for fair remuneration for the workload, emphasizing the value of compensating members appropriately.
 - Keep the presentation concise, aiming for a duration of 10-15 minutes to maintain engagement.
 - Clarity was offered to the question regarding the process for Council receiving the report and how the Committee will present that information.
 - Council receives a report with recommendations (Request for Decision), and the presentation will align with this report.
 - The Request for Decision will outline recommendations.
 - Council will receive the report prior to the meeting for review. Report contains all information to be presented.
 - J. Sauvé referenced the Livability Task Force recommendations as a report example.
 - A copy of the Request for Decision template to incorporate findings was requested by the Committee
 - Council has agenda review meeting beforehand to address any process questions.
 - Discussion will be summarized for report preparation by Therese.
 - Request for Decision will be made available to the public.
 - While the meeting is open to the public, questions will not be entertained, but media engagement is welcome afterward.
- b. Recommendations for mayor's and councillors' new salaries**
- Discussion on Relative Salaries table:
 - Discussion points regarding salary figures and methodology used in the table.
 - Consideration of hourly salary, living wage, and part-time factors.
 - Noted that the consultant is putting together data for the Committee
 - Proposal to include smaller towns for better comparison.
 - Consideration of benefits package inclusion in the table or as an appendix.
 - Debate on the use and reliability of the Living Wage Rate as a comparator, particularly considering Canmore's outlier status.
 - Emphasis on the objective of the report regarding poverty alleviation.
 - Members' Recommendations for Council:
 - Simon: Proposed \$60K/year plus benefits & RRSP matching. This includes base salary and Per Diem.
 - Laurie: Proposed \$55K based on 30 hours/week at \$34/hour. This includes base salary and Per Diem.
 - Harry: Proposed \$56K, noted his struggle paying councillor's during their 2-month summer break.
 - Jen: Proposed \$60K, awaiting consultation feedback.



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- Craig: Proposed \$50K - \$55K plus per diems of roughly \$10K.
- Additional Suggestions:
 - Proposal to display recommendations in the Relative Salaries table to reflect percentage increases.
 - Need to discuss mayor's salary for comparative purposes.

Due to time constraints, the following agenda items were unaddressed:

- c. **Review comments to revised collaboration chart**
- d. **Discuss recommendations for per diem increase**
- e. **Review expected value of benefits package in light of RRSP recommendation**
- f. **Is a transition allowance a good idea?**
- g. **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**

4. Items for next agenda

- Unaddressed

5. Action Items

- Administration to circulate the following data to the Committee:
 - Request for Decision template.
 - Condensed version of the TOC pay grade, including a spreadsheet that includes the breakdown of salary.
 - The demographic data from previous election.

6. Next Scheduled Meeting

- May 23, 2024, at 2:00 p.m.
 - Council Chambers

7. Adjournment

- Meeting adjourned at 4:41 p.m.

DocuSigned by:

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Craig Saloff, Chairperson

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Jolene Noël, Recorder