



## **Council Remuneration Review Committee**

### **Agenda**

Canmore Civic Centre - Classroom

February 01, 2024

3:00 p.m. – 4:30 p.m.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
  - Agenda of the February 01, 2024, Canmore Remuneration Review Committee
- 3. APPROVAL OF MINUTES**
  - Minutes of the January 15, 2024, Canmore Remuneration Review Committee
- 4. ITEMS FOR DISCUSSION**
  - a. Review of draft questionnaire
  - b. Factors for improved comparisons
  - c. Review of comparator list
  - d. Living wage review
- 5. ACTION ITEMS**
- 6. ITEMS FOR NEXT AGENDA**
- 7. NEXT SCHEDULED MEETING**
  - February 22, 2024, at 2:30 p.m.
- 8. ADJOURNMENT**

**Council Remuneration Review Committee**

**Minutes**

Canmore Civic Centre - Classroom

January 15, 2024

2:30 p.m. – 4:00 p.m.

**Members Present:**

Laurie Edwards

Jen Marran

Simon Orrell

Craig Saloff

Harry Scott

**Administration Present:**

Johanna Sauvé, Manager of HR (non-voting)

Jolene Noël, HR Administrative Assistant (*Recorder*)

**Approval of Agenda**

- In the absence of an elected Chairperson, J. Sauvé moved that the committee approve the January 15, 2024, meeting agenda as presented.

CARRIED UNANIMOUSLY

**Election of Chairperson**

- Moved by L. Edwards that S. Orrell be elected as Chair. Member S. Orrell declined this nomination.
- Moved by S. Orrell that C. Saloff be elected as Chair. Member C. Saloff accepted this nomination.

CARRIED UNANIMOUSLY

**Approval of Minutes**

- None.

**Review of Information**

- The Committee's review of Bylaw 2023-12 focused on what it regarded as the following threshold issues: i) what is meant by a "diverse and representative" pool of candidates and how to identify underrepresented groups; ii) what are the perceived barriers to candidacy and what can be done to alleviate them; and iii) what is meant by "fair and reasonable" compensation, who are Canmore's comparators and what factors should be considered to make more accurate comparisons?
- Comparator Group
  - Emphasis on the critical role of the tax base for Canmore and its budget restraints compared to bigger municipalities.
  - Consideration of salary rates in comparison with other municipalities.

- Exploration of what other municipalities pay their Councilors and what the expectations are.
- Identification of competition in terms of local employers and cost of living rates. Who is Canmore competing against?
  
- Discussion on compensation being “fair and reasonable.”
  - Acknowledgement that a consideration of whether full-time vs. part-time positions for Councilors is within the Committee’s scope.
  - Need to determine much time is typically spent on a council position (and whether more time needs to be spent).
  - Discussion on if part-time is realistic and if full-time would create more barriers.
  - Consideration of motivating factors like civic duty, dignity, and values.
  - Acknowledgement that the floor is the cost-of-living wage.
  
- Need to define part-time positions and determine the base salary.
  - Current rate: \$31.38/hour for 20 hours, including full-time employee benefit package and RRSP contributions. It was recognized that this implied hourly rate is below the current living wage for Canmore.
  - Clarity required on “off time” during summer recess.

#### **Survey of Current Council Members**

- Rob Selley offered to speak to the Committee regarding his experience as a past Council member.
- Proposed to also survey other past Council members for the last two council terms.
- Consideration of survey vs. focus groups to gather information relevant to the threshold issues, especially why good potential candidates may not have stepped up.
  - Administration would need to coordinate with Communications to see if they would have the capacity to manage this.
- Suggested to consult with Johanna McCallum since she spoke with interested individuals who were considering running but did not.
- Last question of survey to ask if the participants would be willing to meet with the Board in person.
- Send questionnaire anonymously.

#### **Action Items**

- Draft questionnaire for current and former Council members.
  - The Committee agreed to use Google Drive to share and collaborate on documents.
  - S. Orrell will create the draft questionnaire in Google Docs and circulate to the Committee members.
- What other factors can be considered to make comparisons better? To be discussed at next Committee meeting.
- Circulation of a Comparator list to include Town of Canmore

- Look to the 5 similar municipalities (Town of High River, City of Lacombe, Town of Stony Plain, Town of Strathmore and Town of Sylvan Lake) and gather the following data:
  - Growth percent
  - Tax base
  - Council and Mayor compensation and time commitment (i.e., .5 FTE or FTE)

#### **Information Request**

- The Committee requested a copy of relevant minutes regarding discussions in connection with the preparation of Bylaw 2023-12 to assist in determining the meaning of terms such as “diverse and representative” and “fair and reasonable”.

#### **Next Meeting**

- Review the draft questionnaire.
- Discuss what other factors can be considered to make comparisons better.
- Review the comparator list.

#### **Next Scheduled Meeting**

- February 1, 2024, at 3:00 p.m.
  - Harry will be absent.
- The scheduled meeting of February 19, 2024, will be rescheduled to February 22, 2024, at 2:30 p.m.

#### **Adjournment**

Meeting adjourned at 4:02 p.m.

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Craig Saloff, Chairperson

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Jolene Noël, Recorder