

Council Remuneration Review Committee

Agenda

Canmore Civic Centre - Classroom

March 7, 2024

3:00 p.m. – 4:30 p.m.

1. CALL TO ORDER

2. APPROVAL OF AGENDA

- Agenda of the March 07, 2024, Canmore Remuneration Review Committee

3. APPROVAL OF MINUTES

- Minutes of the February 01, 2024, Canmore Remuneration Review Committee

4. ITEMS FOR DISCUSSION

- a. Review survey results (15 minutes)
- b. Discussion of council clips (5 minutes)
- c. Factors for improved comparisons (15 minutes)
- d. Review of comparator list (10 minutes)
- e. Review Bylaw to ensure a plan for all Committee mandate items (15 minutes)

5. ACTION ITEMS

6. ITEMS FOR NEXT AGENDA

7. NEXT SCHEDULED MEETING

- March 18, 2024, at 2:30 p.m.

8. ADJOURNMENT

Council Remuneration Review Committee

Minutes

Canmore Civic Centre - Classroom

February 1, 2024

3:00 p.m. – 4:30 p.m.

Members Present:

Laurie Edward

Jen Marran

Simon Orrell

Craig Saloff

Members Absent:

Harry Scott

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 February 1, 2024, Council Remuneration Review Committee to order at 3:04 p.m.

2. Approval of Agenda

C. Saloff moved that the committee approve the February 1, 2024, meeting agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of Minutes

C. Saloff moved that the committee approve the January 15, 2024, meeting minutes as amended:

- Correction of spelling to Laurie Edwards to read Laurie Edward
- Correction of spelling to Johanna McCallum to read Joanna McCallum
- Correction of spelling to Rob Selly to read Rob Selley

CARRIED UNANIMOUSLY

4. Items for Discussion

a. Review of draft questionnaire

The Committee reviewed the survey questions and confirmed the questions and format for response as follows:

1. On average, how many hours/week do/did you allocate to perform the role of Town Councillor? [sliding scale]
2. On average, how many hours/week do you think the time commitment should be to perform this role effectively? [sliding scale] OPEN TEXT
3. Does this change throughout the year, and if so, how? [free form text]
4. What barriers have you encountered for yourself, or in speaking with others, about allocating time to perform this role? [free form list]

5. What do you believe are the main reasons that might prevent someone from putting themselves forward as a candidate for Town Councillor? [free form list]
6. How important was the remuneration package (base salary, per diems, and benefits) in your decision to run for Council?
 - Not important
 - Somewhat important
 - Important
 - Very important
7. Please comment on your satisfaction with the remuneration (base salary, per diems, and benefits) package? [free form text]
8. What do you think would represent fair and reasonable remuneration for the role of Councillor or Mayor and why? [free form text]
9. If the role of Town Councillor were to be classified as full-time, what challenges and/or benefits do you anticipate for someone fulfilling this role [free form list]
10. One of the mandates of this committee is to make recommendations to develop a plan that “attracts a diverse and representative pool of candidates from Canmore residents.” From your experience as a councillor, how would you define a “diverse and representative pool of candidates from Canmore residents”? [free form text]
11. Would you be willing to be contacted for an in-person discussion about this survey? [Y/N]
12. If you answered YES to the previous question, please provide name and contact information [free form text that is not mandatory]

b. Factors for improved comparisons

Unreviewed agenda item due to time restraints.

c. Review of comparator list

The committee deliberated on the efficient use of time focused on the comparable list. A suggestion was made to shift the focus on identifying the “floor” by determining livable wages, clarifying whether positions are full-time or part-time and what the salaries and per diems are.

d. Living wage review

Administration advised the Committee to move away from using the Living wage review as a wage directive and rather to look to other careers in Canmore, focusing on replacement costs.

Administration explained that the living wage, initially intended as an affordability indicator, lost its relevance as the associated calculator is no longer available and comparisons to previous years were deemed inappropriate due to evolving factors.

5. Action Items

Committee Members:

- Survey: S. Orrell will forward the final version of the survey to J. Noel for circulation. The survey deadline will be 3 weeks from circulation.
- Review Council Clips circulated and discuss at next meeting.
- Individually review the bylaw and bring any suggestions to the next meeting.
- Research whether the committee can add another councillor or if council can amend this structure. Pull information from the MGA.
- L. Edward to compile non-profit competitors' wages.

Administration:

- T. Rogers or J. Noël to provide the Committee with the Town of Canmore Candidate Guide.
- Pull data the salaries of common jobs within the Bow Valley (i.e. Teacher, nurse) and provide to the Committee.
- J. Noël to complete pulling the FTE and PTE data for the comparable table and add the Town of Banff to the list.

6. Items for Next Meeting

- Review survey results

7. Next Scheduled Meeting

February 22, 2024, at 2:30 p.m.

8. Adjournment

Meeting adjourned at 4:36 p.m.

Craig Saloff, Chairperson

Jolene Noël, Recorder