

Council Remuneration Review Committee

Agenda

Canmore Civic Centre – Council Chambers

April 17, 2024

9:00 a.m. – 10:30 a.m.

1. CALL TO ORDER

2. APPROVAL OF AGENDA

- Agenda of the April 17, 2024, Canmore Remuneration Review Committee

3. APPROVAL OF MINUTES

- Minutes of the March 18, 2024, Canmore Remuneration Review Committee
- Minutes of the April 4, 2024, Canmore Remuneration Review Committee

4. REVIEW OF ITEMS

- A. Review additional data provided by Administration
- B. Review Committee collaboration document outlining updates to the Bylaw
- C. Update Task Plan and timeline
- D. Include average “per diems hrs” in the 25-30 hrs/wk?
- E. Decide whether to include the required time for three committees in the base.
- F. Data point: spectrum of income at ToC ranges from X to Y
- G. Data point: spectrum of salaries from Alberta Non-profit executives ranges from X to Y
- H. Data point: Alberta Dashboard data shows median income in Canmore is X
- I. Data point: Canmore Living Wage is \$xx/hr *****
- J. Decide on final salary increase number
- K. Decide on implementation of increase (immediate or phased in?)
- L. Include both base AND per diem in RRSP contributions?
- M. Decide on Parental/Medical leaves recommendations (as well as the other 10 types)

5. NEXT SCHEDULED MEETING

- May 2, 2024, at 3:00 p.m.

6. ADJOURNMENT

Council Remuneration Review Committee

Minutes

Canmore Civic Centre - Classroom

March 18, 2024

2:30 p.m. – 4:00 p.m.

Members Present:

Craig Saloff (Chair)

Laurie Edward

Jen Marran

Simon Orrell

Harry Scott

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 March 18, 2024, Council Remuneration Review Committee to order at 2:32 p.m.

2. Approval of Agenda

C. Saloff moved that the committee approve the March 18, 2024, meeting agenda as amended to review item 4B before item 4A.

CARRIED UNANIMOUSLY

3. Approval of Minutes

C. Saloff moved that the committee approve the March 7, 2024, meeting minutes as amended to include the addition to item 4B, "A brief discussion of the video clips which indicated that the diversity we are looking for is related mostly to increasing the diversity of who can afford to take on the role of councillor. Increasing the diversity from people who are retired or have another way to supplement their income to people who could support themselves with only this job."

CARRIED UNANIMOUSLY

4. Items for Discussion

a. Review data provided by Administration requested during March 7, 2024 meeting.

A discussion revolved around ensuring fair and adequate compensation for councillors, considering factors such as living wage, workload, and market comparable within Canmore.

- Clarity was provided on the stats with regards to base salary and per diems.
- Questions arose regarding preparation time, particularly concerning whether it includes per diem-related tasks.
 - o It was confirmed by council that prep time for meetings can be significant, sometimes requiring 2 to 3 times more time than the meeting itself, including committee meetings.
- Noted that the total amount of hours for 2022 were missing the Finance meeting preparation time and meeting.
- The importance of considering various factors, including mandatory committee obligations, in determining compensation was noted.
- Need to simplify the process to avoid complexity by clearly defining what is mandatory, optional, and covered by per diems.
- It was noted that per diem amounts are not considered for the RRSP component.
- Discussion was had whether to increase the base salary or modify per diems.
- Clarity was provided that while the time allowance has remained constant, the rate for per diems has fluctuated over the years.
- Consideration of recommending that this position be classified as something higher than 0.50 FTE.
- Further data needs were identified, including comparative data from other industries within Canmore that are considered .70 or .75 FTE.
- Suggested to gather salary information from various sectors (hospitality, teachers, lawyers, trades, health care, not-for-profit, Spring Creek and Town of Canmore, etc.) to ensure inclusivity in decision-making and to help tell the story of how this committee came up with their recommendations.
- The challenge of determining an attractive wage to encourage applications was acknowledged.
- It was decided to refer to the Town of Canmore census data for wage determinations, considering both minimum and median wage levels.
- Concerns were raised about offering a wage that might equate to minimum wage for full-time work, prompting a reassessment of compensation levels.
- The decision will not be a formula but rather a method and can be used again with future committees.

b. Review Bylaw 2023-13 to ensure a plan for all Committee mandate items

- It was suggested the Committee consider adding benefits, parental leave, and medical leave to the policy.
- Administration will provide the Board with the following:
 - o Remuneration Policy, this quantifies what council has.
 - o Workers' Compensation Board (WCB) and VFIS (AMSC Council Coverage)
 - o Benefits at a Glance - Council document

- The suggestion was made to incorporate any additional items into the Per Diem policy for further clarity and coverage.

c. Timeline for mandate items

- It was confirmed that there are 5 meetings remaining before the presentation to Council.
- S. Orrell proposed initiating a document outlining updates to the Bylaw, facilitating collaboration among members to address outstanding questions, items awaiting decisions, and recommendations.
- If additional time is required, the Committee agreed they could consider scheduling extra meetings or extending current scheduled meeting. It was also suggested members could collaborate offline to expedite progress.

5. Action Items

- Collect average salary data from the Town of Canmore.
- Gather any supplementary information from other employers.
- Utilize the dashboard for collaboration.
- Noted that the scheduled meeting of May 20, 2024, falls on a stat and will need to be rescheduled to another date.

6. Next Scheduled Meeting

- April 4, 2024, at 3:00 p.m.
 - Noted that Craig will be absent for this meeting.

7. Adjournment

Meeting adjourned at 4:04 p.m.

Craig Saloff, Chairperson

Jolene Noël, Recorder

Council Remuneration Review Committee

Minutes

Canmore Civic Centre - Classroom

April 4, 2024

3:00 p.m. – 4:30 p.m.

Members Present:

Simon Orrell

Laurie Edward

Jen Marran

Harry Scott

Members Absent:

Craig Saloff

Administration Present:

Therese Rogers, GM of Corporate Services (non-voting)

Jolene Noël, HR Administrative Assistant (recorder)

1. Call to Order

J. Noel called the April 04, 2024, Council Remuneration Review Committee to order at 3:02 p.m.

2. Approval of Agenda

J. Noel moved that the committee approve the April 04, 2024, meeting agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of Minutes

S. Orrell moved that the committee postpone the approval of the March 18, 2024, to the April 15, 2024, meeting.

CARRIED UNANIMOUSLY

4. Items for Discussion

a. Review additional data provided by Administration

- VFIS vs WCB coverage:
 - To administrations knowledge, only one municipality uses WCB, however some municipalizes are considering switching over to VFIS.
 - While both WBC and VFIS offer coverage in a work-related incident, WCB requires proof of attendance at a meeting, whereas VFIS provides coverage without proof, so the coverage is more flexible. This would be a benefit to switching.
 - Noted there is no sufficient difference in premiums.
 - Conclusion reached that there is no compelling reason to switch to WCB at present, and it is recommended to maintain the current insurance agreement.

- **Benefits**
 - Benefits at a glance: Council document: Recommendation to maintain the current format.
 - Proposal to include other benefits such as parental leave and medical leave in the document, categorized by providers (e.g. Industrial Alliance, Group RSP, Family Assistance)
 - Decision to keep the group and dental package, this allies with the Town of Canmore and would change with any amendments to the whole corporation.
 - Clarity was provided that travel time for meetings is covered for meetings that are out of town.
- **Leaves**
 - Recognition that changes to benefits might affect the base and per-diems.
 - Consensus that obtaining a different benefit plan solely for council members would be complex and costly.
 - Acknowledged this could be an opportunity to inform council members that they'll receive benefits equivalent to an FTE as a less than FTE.
 - Acknowledgement that addressing a leave of absence would necessitate a new policy.
 - Recommendation to follow the Alberta Labour Law as it provides a solid framework.
 - The Municipal Government Act (MGA) covers the expectations of council, a leave of absence policy would fill any current gaps.
 - It was proposed to mirror the existing (Town of Canmore) Time away from work policy for employees, which aligns with the Alberta Labour Law standards, in the creation of a policy for council members with specific focus on legislative leaves.
 - Noted that part-time employees receive legislative leaves but not to the same extent as full-time employees of the TOC.
 - Discussion about past instances where Council had to make exceptions, such as maternity leave or long-term illness, due to the lack of a formal policy.
 - Suggestion to outline and address common leaves likely to occur, such as long-term illness, injury and maternity and parental leave.
- **Technology Allowance and Office Space**
 - Councillors currently receive a laptop or tablet and Bring Your Own Device (with no reimbursement), along with support from IT.
 - Office space with a desk and printer is available at the Civic Centre, in addition to meeting spaces.
- **Town Centre Parking Passes**

- Councillors and TOC employees are not provided with a parking pass.
- Tax-Free Allowances
 - The tax-free allowance was removed in 2018, at the time it was recommended that the impact of this decision be reflected by an increase of their base salary and per-diem.
- Training/Education and Compensation Considerations
 - Training and education allowance is provided to councillors.
 - Noted that mandatory items should be moved to the base salary.
- Committee and time Commitments with Per-Diem Eligibility
 - Noted that committee and board commitments are significant, it is difficult to determine how to compensate for it fairly.
 - Acknowledgement of varying time commitments for councillors due to committee involvement.
 - Proposal for additional per-diems for members with extra commitment beyond the minimum expectations.
- RRSP contributions
 - Consideration of making all eligible compensation (per-diems plus base salary) RRSP eligible.
 - RRSP contributions are monthly, making this a feasible adjustment.
 - Request for confirmation on the financial impact of making per diems RRSP eligible.

b. Review Committee collaborated document outlining updates to the bylaw

The board agreed to amend the following points:

- Section b(i)(1)(c)(iii): Board and committee meetings and meetings of commissions to which councillors are appointed and for which no other per diem is paid.
 - Stays with Per Diem.
- Section b(i)(1)(c)(vi): 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.
 - Stays with per diem.
- Section b(i)(2)(i): add the wording "in a formal capacity" after council and before such:
 - Meetings and social functions held within the municipal boundary when attending as dignitaries representing council [in a formal capacity] 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, Fold Festival events, and grand openings.

Defining Work Expectations

- Discussion on defining FTE number rather than categorizing the job as full-time or part-time.
- Concern around actual meeting prep time, based on the survey feedback there is more than the stated 25 hours a week.
- Reference to TOC administration hours set at 35 hours per week.
- Acknowledged there is no universal FTE standard.
- .75 deemed unsatisfactory and .6 or .7 considered more appropriate.
- Need to determine appropriate salary based on 0.66 FTE (25-30 hours/week).

5. Reschedule May 20, 2024, meeting

- J. Noël will circulate a doodle poll with proposed dates.

6. Action Items

- Check for a more recent version of the document "Benefits at a Glance: Council".
- Provide the board with information regarding leave of absence.
- Provide the board with the "Time away from work" policy for the TOC.
- Provide the board with the MGAs provisions regarding Council's attendance expectations.
- Create a table or chart summarizing MGA, Legislation, and TOC provisions regarding leaves and related information.
- Reschedule April 15, 2024 and May 20, 2024 meetings using doodle

7. Next Scheduled Meeting

- April 15, 2024, at 3:00 p.m.
 - Simon will be away, agreed to reschedule for later in the same week.
 - J. Noel will circulate a doodle poll with proposed dates.

8. Adjournment

- Meeting adjourned at 4:04 p.m.

Craig Saloff, Chairperson

Jolene Noël, Recorder