



REQUEST FOR DECISION

Subject: Council Remuneration Review Committee Recommendations Report

Presented to: Council

Date: 2021 May 25

Submitted by: Council Remuneration Review
Committee & Administration

Item #: 9.1

RECOMMENDATIONS

That Council:

1. Accept the Council Remuneration Review Committee - May 2021 Recommendations Report for the Corporate Record;
2. Adopt proposed Council Remuneration Policy C1005-1, as presented or with amendments, that would take effective immediately upon the day a new Council is sworn in to reflect the following recommendations of the Committee as presented in their Report:
 - a. Increase the current 2021 Mayoral annual base remuneration, for the 2021-2025 Mayoral term, as follows:
 - i. Current 2021 base remuneration plus 1.4 % until 2022 (\$98, 075);
 - ii. A 2.5 % increase in 2023, plus inflationary base wage market adjustment;
 - iii. A 2.5% increase in 2024 plus inflationary base wage market adjustment; and
 - iv. A 2.5 % increase in 2025, plus inflationary base wage market adjustment.
 - b. That the 2021-2025 Councillor annual base remuneration be calculated at one third of that of the Mayoral annual base remuneration, based on the above increases.
 - c. That effective January 1, 2022 that Per Diem rates be adjusted annually by the inflationary base wage market adjustment.
 - d. Replace the “Computer Allowance” with a “Technology Allowance”, to reflect the broader use of various technology, maintaining the current allowance amount.
 - e. Replace “spouse” with “spouse/partner” to include and reflect diversity in relationships;
 - f. Minor clerical and administrative updates to align the policy with current practices and provide clarity and transparency.)
3. Direct Administration to return to the 2021-2015 Council with options for a Parental Leave Bylaw;
4. Direct Administration to return to the 2021-2025 Council with a briefing report on the per diem payment process for the Bow Valley Waste Commission for review; and
5. Thank the 2020-2021 Council Remuneration Review Committee for their hard work and dedication to the community.

BACKGROUND

Reason for Report

As per the Council Remuneration Policy, Council remuneration is to be reviewed during the last year of the term of each Council. Council convened a committee of public members to review Council

Remuneration to bring forward recommendations that would be effective for the newly elected Council.

The Committee has prepared a report with recommendations as a result of their review. Minding the current workplan of Council and the Governance and Finance Committee, for expediency it is being presented to Council rather than the Governance and Finance Committee. The report is in the form of advice and recommendations and is not binding on Council.

The Committee also recommended that proposed Council Remuneration Policy C1005-1, reflecting the recommendations of the Committee, also be presented to Council for consideration.

Summary of Issue

To facilitate the fair and objective review of Council remuneration, the current practice is for Council to strike a public Committee and provide a scope of work through a terms of reference. The Committee determines, with support from Administration, the most appropriate method by which to meet the requirements of the terms of reference and report recommendations to Council. This can include surveying other municipalities, reviewing relevant legislation, and engaging with current council.

Council reviews and approved the Committee Terms of Reference at their 2021 August 10 Virtual Regular Meeting.

Council appointed Town of Banff electors to the 2020-2021 Council Remuneration Review Committee at their 2020 November 23 Virtual Regular Meeting.

The attached Report provides an overview of the terms of reference, the process and the subsequent recommendations made by the Committee relating to Council Remuneration Policy C1005.

Administration has prepared proposed Council Remuneration Policy C1005-1, reflecting the recommendations of the Committee as well as any necessary administrative changes, for consideration.

The following outlines the rationale for the draft policy changes:

| Policy Section | Committee Recommended Policy Amendments | Administrative Considerations & Requested Draft Wording |
|---------------------------------|--|--|
| Section 1.0 Policy Statement | No change recommended | |
| Section 2.0 Purpose | No change recommended | |
| Section 3.0 Scope | No change recommended | |
| Section 4.0 Responsibilities | No change recommended | |

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| Section 5.0 Related Policies | No change recommended | Administrative Amendment Recommendation: Add Section 5.2 to include Acceptance of Gifts Policy for transparency and clarification |
| Section 6.0 Definitions | Include a new definition of the words “spouse/partner” | <p>Administrative Amendment Recommendation: Correct alphabetical listing</p> <p>Administrative Amendment Recommendation: Add definition Base Wage Market Adjustment to clarify the measure of “inflation” to be used. The base wage market adjustment formula is defined in the Financial Plan and reviewed annually by Council. By keeping the definition general, should the formula change, the policy will continue to be in alignment.</p> <p>Currently the base wage market adjustment is calculated as follows:</p> <p>(a) Alberta CPI – average Alberta annual inflation for the period ending June 30 of the previous budget year and;</p> <p>(b) Statistics Canada - using a calculation of annualized average change in average weekly earnings (non-overtime, non-union, local, municipal, and regional public administration) in Alberta from July of the previous year to June of the current year.</p> <p>Base Wage Market Adjustment means the percentage salary change to base wages approved in the annual budget and granted to other Town of Banff employees.</p> <p>Draft wording for “spouse/partner”</p> <p>Spouse/partner is the person to whom the Councillor:</p> <ol style="list-style-type: none"> a. is lawfully married, or b. is an “adult interdependent partner” as defined in the <i>Adult Interdependent Relationships Act</i>, or c. lives with in a “relationship of interdependence” as defined in the <i>Adult Interdependent Relationships Act</i>. |

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| | | <p>Rationale: The definition drafted reflects the wording from the Alberta <i>Adult Interdependent Partnership Act</i>.</p> <p>The legislation defines an “Adult Interdependent Relationship”. An adult interdependent partner does not have to be conjugal; it can be platonic (between friends or relatives) in one of three situations:</p> <ol style="list-style-type: none"> 1. Two people have signed Adult Interdependent Partner Agreements. 2. Two people have lived together in a relationship of interdependence for three years or more. 3. Two people live together in a relationship of interdependence and have a child together, by birth or adoption. <p>A “relationship of interdependence” exists where two people”</p> <ul style="list-style-type: none"> • share one another’s lives; and • are emotionally committed to one another; and • function as an economic and domestic unit. |
| Section 7.0 General | Recommend that Councillor base remuneration be calculated at one third of that or the Mayoral Compensation | <p>Administrative recommendation: amend section 7.1 to reflect 1/3 ratio for clarification.</p> <p>7.1 While the hours of work for members of Council are not regulated, the position of Mayor is considered to be “full-time” while Councillor’s positions are considered to be “part-time”. <u>Councillor base remuneration will be set at a one-third (1/3) ratio to the Mayor’s base remuneration.</u></p> <p>Administrative recommendation: remove section 7.2 as no longer necessary to reflect 2018 (mid-term) Income Tax Act legislative amendments.</p> |
| Section 8.0 Base Remuneration | Recommend a staggered increase to current 2021 base Mayoral remuneration, for the 2021-Mayoral term as follows: | <p>Draft wording – See Schedule A and replace section 8.2 with the following:</p> <p>8.2 Effective January 1 of each year the Director, Corporate Services shall adjust the base remuneration as provided in Schedule A subject to annual budget approval.</p> |

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| | <ul style="list-style-type: none"> i. Current 2021 base remuneration plus 1.4% until 2022; ii. 2.5% in 2023, plus inflation; iii. 2.5% in 2024 plus inflation; and iv. 2.5% in 2025, plus inflation. <p>Recommend Councillor base remuneration be calculated at 1/3 of that of the Mayor.</p> | |
| Section 9.0 Per Diems | Recommend that per diem rates include an annual base wage market adjustment, commencing the first pay of 2022. | <p>Draft wording - see Schedule A and add section 9.4 keeping consistent with the effective date of base remuneration adjustments.</p> <p>9.4 Effective January 1 of each year the Director, Corporate Services shall adjust the per diems as provided in Schedule A subject to budget approval.</p> |
| Section 10.0 Benefits | No changes recommended | |
| Section 11.0 Allowances and Expenses | | |
| Section 11.1 Computer Allowance | <p>Recommend that Technology Allowance replace Computer Allowance</p> <p>Amend wording in section 11 to reflect the desired broader</p> | <p>Draft wording:</p> <p>1) <u>Technology Allowance</u></p> <p>a) Members of Council are required to use technology that enables them to participate fully as Councillors and keep information confidential. Technology may include, but is not limited to computers, tablets,</p> |

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| | <p>use of various technology.</p> <p>Maintain current allowance dollar amount.</p> | <p>photocopying, printing, internet access, and cell phones.</p> <p>b) Members of Council that wish to use their own personal technology instead of having the Town supply them with the required technology for municipal business shall receive an annual technology allowance as provided in Schedule A of this policy.</p> <p>c) The technology allowance is for the period of November 1 to October 31. If the member of Council leaves office prior to the end of this period, the member of Council shall repay a prorated amount for every full month that they are not eligible for the allowance. If the member of Council chooses not to use their personal technology for council work anymore, then the Town will supply the required technology and the member of Council shall repay the Town for the unused portion of the allowance.</p> <p>d) The Mayor is provided with a cell phone in order to carry out the Mayor’s duties.</p> <p><i>Administrative recommendation: Include wording to reflect the current practice of providing the Mayor with a cell phone for municipal business for transparency purposes.</i></p> |
| Section 11.2 Travel Expenses | <p>Replace “spouse” with “spouse/partner”</p> <p>No other changes recommended.</p> | |
| Section 11.3 Conference, Convention and Seminar Registration Fees | <p>No changes recommended</p> | |
| Section 11.4 Attendance at Local Functions | <p>Replace “spouse with “spouse/partner”.</p> <p>No other changes recommended.</p> | |

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| Section 11.5 Child Care Expenses | No changes recommended. | |
| Section 12.0 Review of Council Remuneration | No changes recommended. | |
| Section 13.0 Exceptions | No changes recommended. | |

Response Options

The proposed motions have been structured to address the recommendations of the Committee.

Council may choose to:

- a) approve all, some, or none of the recommendations.
- b) direct that administration return with other amendments to the Council Remuneration Policy for consideration at future meeting.

IMPLICATIONS OF DECISION

Budget

The recommendations outlined above will be factored into the Town's budget for the appropriate years and brought forward to Council as part of the annual budget process.

Internal Resources

N/A

Communication

Proposed Policy C1005-1 will be posted on the Town of Banff website once approved and communicated to potential candidates in the 2021 Municipal Election.

Banff Community Plan

Local Economy
Social
Environmental

Council Strategic Priorities

Legislation/Policy

As per Council Remuneration Policy C1005, Council's remuneration is to be review during the last year of each Council.

Bylaw 350-1, the Council Committees Bylaw, states in Section 2.1 that "In the year prior to a General Municipal Election, the Committee is established as a temporary Council Committee."

Other

N/A

ATTACHMENTS

Appendix A: Council Remuneration Review Committee Recommendation Report – May 2021

Appendix B: Proposed Council Remuneration Policy C1005-1

Appendix C: Redline Council Remuneration Policy C1005

Circulation date: 2021 May 17

Submitted By: Council Remuneration Review Committee

Supported By: On Original
Barbara King, Director, Human Resources

On Original
Libbey McDougall, Municipal Clerk

On Original
Chris Hughes, Director, Corporate Services

Reviewed By: On Original
Kelly Gibson, Town Manager

COUNCIL REMUNERATION REVIEW



May 2021

Council Remuneration Review Committee Recommendations Report

Submitted by Members:

Marilyn Bell, Connie MacDonald, Hugh Pettigrew

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REPORT CONTEXT

Municipal councils provide both leadership and service through governance. The remuneration that they receive attempts to strike a balance between the work that is required of a public official and the call to serve one's community. The Town of Banff Council has established the Council Remuneration Policy as the governing legislation to guide this balance. The Policy stipulates that a comprehensive review take place every term of Council.

A Council Remuneration Review Committee (CRRC), made up of three Banff citizens, was established by Council to conduct this review in 2021 within the scope of the terms of reference.

The terms of reference identifies the CRRC as an independent body charged with reviewing and bringing forward recommended changes on guiding principles for remuneration, base salary and per diems, benefits and allowance, full time equivalent status and periodic adjustments and remuneration review for the Mayor and Councilors.

Included with this report is a detailed overview of the mandate, methodology and process of the committee. The recommendations, financial impact, policy impact and rationale are outlined in detail. The recommendations are provided for Council's review and approval. The comments and observations are included in the report are provided for context and consideration. The final report and recommendation of the CRRC are not binding upon council, and may be amended or set aside as Council deems appropriate.

The current Council Remuneration Policy C1005 is attached to this report as Appendix A.

The Terms of Reference for the CRCC are attached to this report as Appendix B.

SUMMARY OF RECOMMENDATIONS

Based on the information gathered and discussions on the part of the Council Remuneration Review Committee the following recommendations are presented.

| | |
|---|---|
| Mayor and Council Remuneration 2021-2025 Term | |
| Mayor Base Remuneration | <ul style="list-style-type: none"> a. Increase current base remuneration by 1.4% effective at swearing in until the end of 2022. b. Effective 2023 - annually increase by 2.5% plus the inflationary base wage market adjustment. |
| Councillor Base Remuneration | Set at 1/3 of the Mayor's Base Remuneration |
| Per Diems 2021-2025 Term | |
| That per diem rates be increased annually by the inflationary base wage market adjustment effective 2022. | |
| Benefits 2021-2025 Term | |
| The benefit program offered to Council remain unchanged. | |
| Allowances and Expenses 2021-2025 Term | |
| Computer Allowance | <p>Update Computer Allowance to Technology Allowance</p> <p>The annual computer (technology) allowance of \$500 remain unchanged.</p> |
| Travel Expenses | Update "spouse" to "spouse/partner" with an associated definition. |
| Conference, Convention and Seminar Registration Fees | Update "spouse" to "spouse/partner" with an associated definition. |
| Other | |
| Minor clerical and administrative updates to the Council Remuneration Policy to align the policy with current practices and provide clarity and transparency. | |
| Direct Administration to return to the 2021-2025 Council with options for a Parental Leave Bylaw. | |
| Direct Administration to return to the 2021-2025 Council with a briefing on the per diem payment process for the Bow Valley Waste Commission. | |

HISTORY & BACKGROUND

Council has an established Council Remuneration Policy that sets out compensation and benefits for the duly elected Council of the day. The policy attempts to strike a balance between the work that is required of a public official and the call to serve one's community.

Council Remuneration Policy C1005 states that members of Banff Town Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

Council salaries were first established in 1989 by a consultant hired to set salary grids for staff and council prior to the town's incorporation. Council salaries were adjusted in 2000 using a calculation based on cost-of-living increases received by the Town of Banff employees for the previous ten years. In 2006, the Town of Banff Corporate Affairs Sub-Committee was established to review and make recommendations on the remuneration provided to Council. Following submission of the sub-committee's report, Council established its current remuneration and formula to determine increases on an annual basis.

Council Remuneration (Compensation) Review Committees were convened in 2013 and 2017 with a mandate to review, develop and present a report and recommendations for Council remuneration for the Council of the next term of office. The current Council Remuneration Policy C1005 was adopted by Council in June of 2017. The policy stipulates that that a comprehensive remuneration review would take place every election year prior to the election, and that the review will be conducted through a committee comprised of Banff residents.

Council establishes the terms of reference and recruitment profiles for the Council Remuneration Review Committee (CRRC). Members are recruited in accordance with current Council policy and procedures Council typically appoints members of the current committee at their annual organizational meeting.

In the fall of 2020 Council appointed three members to the CRRC: Ms. Connie MacDonald, Ms. Marilyn Bell and Mr. Hugh Pettigrew. The appointed members bring a wealth of experience including expertise in financial management, human resources, intergovernmental relations and leadership. Ms. MacDonald, who served during the 2016 remuneration review provided the Committee with continuity and further insights into previous recommendations

The Town of Banff Corporate Services and Human Resources departments provided staff support to this public committee.

COMMITTEE GUIDING PRINCIPLES

In establishing the guiding principles, the CRRC gave consideration to the unique circumstance of public office within the Town of Banff and the review of compensation as it relates to municipal public office in a manner that reflects the duties, responsibilities, skill, effort, authority and decision making.

The philosophy of the CRRC bases the compensation for Mayor and Councillors on a realistic scale, comparable to other communities of similar size and complexity, and should reflect the demanding nature and responsibilities of that public office in order to attract motivated and well-qualified candidates; however, such compensation must also be reasonable to both members of Council and to the citizens of Banff.

The impacts of the global pandemic influenced many Council decisions since March 2020, including Council's decision to not take the 2021 cost of living increase of 1.4%. As the CRRC is the only external review of Council remuneration, the committee felt it was prudent that Council remuneration keep pace with cost-of-living index, at the very least, to align with the guiding principles.

The CRRC's deliberations and resulting recommendations were undertaken with consideration of the following guiding principles:

- There is recognition that the work of the Town of Banff Council is critically important to our community and there is a need to ensure that they are remunerated accordingly;
- There is a need for greater accountability and public engagement to address growing expectations of the community with respect to the Mayor and Councillors' responsibilities and obligations throughout their term of office;
- Council salaries should be fair and equitable and not be perceived as a barrier to those seeking to serve the public in the office of Mayor or Councillor;
- The level of compensation should attract and retain a pool of motivated and well qualified community minded citizens for the offices of Mayor and Councillor who reflect the diversity of our community;
- The complexity, responsibilities, time commitments, and accountabilities associated with the role of Mayor and Council in our community is unique based on its stature as an international tourist destination based in a national park; and
- Remuneration must be transparent, fiscally responsible, and easily understood by the electorate.

APPROACH

Due to COVID-19 protocols and restrictions, all meetings of the CRRC were held via Zoom and open to the public. The first meeting of the CRRC was held February 10, 2021. Agendas and minutes from all meetings were posted on the Town of Banff website while the meetings were livestreamed.

Following a review of the Terms of Reference for the Committee and Council Remuneration Policy C1005, members used subsequent meetings to review provided and requested background information gathered to support their work.

Information included previous council compensation review documentation and reports, Town of Banff policies pertaining to council remuneration, allowance, expenses, and per diems, comparator municipality compensation information and recent compensation review reports from other municipalities.

The CRRC held six meetings ensuring the information needed to make informed decisions was available. Meetings focused on the establishment of a Statement of Guiding Principles the selection of an appropriate comparator group of municipalities to compare compensation practices, the review of total compensation, and development of recommendations against the Statement of Principles.

The review process was consistent with the Committee Terms of Reference and as part of the review the following documents, surveys and information were reviewed and discussed by the CRRC:

- Approved Town of Banff documents related to Council remuneration;
- Information concerning the roles and responsibilities of municipal councils;
- 2017 Town of Banff Council Remuneration Review Report to Council;
- Survey of current Council members;
- Sample policies and bylaws for parental leaves and related topics; and
- The CRRC requested information from the following:
 - City of Airdrie;
 - Town of Canmore;
 - Town of Cochrane;
 - Foothills County;
 - Town of High River;
 - Municipality of Jasper;
 - Town of Okotoks;
 - Town of Strathmore;
 - Rockyview County;
 - Town of Sylvan Lake.and
 - Resort Municipality of Whistler

All reference documents are available from the Town of Banff Municipal Clerk subject to the *Freedom of Information and Protection of Privacy Act*.

Input from Members of Council

Members of Council were asked to complete a questionnaire to provide their perspective on their unique activities and commitments. Questions posed to Council related to past and current workloads, policies, use of technology, current remuneration. There was also an opportunity to provide open input on any issue related to remuneration.

Town of Banff Council Compensation Philosophy

The CRRC was briefed by the Director of Corporate Services and Manager of Human Resources on the Town of Banff's compensation philosophy and principles around Council's current remuneration, based on the work of the previous review committees. These are the guiding principles that drive the Town's decision-making about how to pay Council. In keeping with the compensation philosophy, the committee aimed at providing a total compensation package that would attract a broader group of suitable candidates, balanced with the commitment of responsible stewardship of public funds.

Market Survey Findings of Comparative Municipalities

The CRRC engaged Administration to conduct research of comparator municipalities to assist in making informed recommendations. Eleven municipalities were invited to submit wage and benefits information for comparison. Five responded.

For the CRRC final review, the following municipalities, were identified by the CRRC as the most appropriate comparator group for the purposes of establishing compensation for elected officials:

- City of Airdrie;
- Town of Canmore;
- Town of Cochrane; and
- Town of Okotoks.

Consideration was given to population, council structure (full-time mayor/part-time councillors), and consistency with comparisons in past reviews (2013 and 2017).

Compensation and allowance information provided from these comparative municipalities are included within this report as Appendix C.

RECOMMENDATIONS & RATIONALE

Recommendation on the Remuneration of the Position of Mayor

That the position of Mayor remains a full-time position with no additional per diems
That effective upon the swearing in of a new Council in October, 2021, the Mayor's base salary should be adjusted by an increase of 1.4% to \$98,075. This salary will remain in place until January 1, 2022.

Specifically, it is recommended that the base salary for the Mayor be adjusted as follows:

- a) Effective from Swearing In, 2021 until December 31, 2022 increase the base salary of the Mayor from \$96,721 to \$98,075, reflecting the 1.4% Base Wage Market Adjustment approved in the 2021 budget for Town of Banff employees.
- b) Effective January 1, 2023 - previous year base remuneration + a 2.5% increase + Base Wage Market Adjustment approved in the annual budget and granted to Town of Banff employees.
- c) Effective January 1, 2024 - previous year base remuneration + 2.5% increase + Base Wage Market Adjustment approved in the annual budget.
- d) Effective January 1, 2025 - previous year base remuneration + 2.5% increase + Base Wage Market Adjustment approved in the annual budget.

Rationale

The role of the Mayor continues to evolve and all data supports the continuation of full-time position. The Mayor has all the responsibilities of the other members of Council as well as actively advocating for the Town of Banff at local, provincial, national and even international levels. There is an expectation from the public that there is more importance placed on the role of the Mayor, including visibility and public commitments.

The work of the Mayor is a seven-day-a-week commitment and the high profile of our community and the need to continuously demonstrate strong, confident leadership, especially when navigating a global pandemic or other crisis, has further highlighted expectations of the role.

The remuneration of Mayor should reflect of the time commitment and degree of responsibility for this position.

Analysis was conducted using the designated comparator municipalities to determine what the salary level is appropriate for the position of Mayor. Currently, the position is below the average of the comparator group by approximately 6%.

The CRRC determined that given the financial constraints resulting from the economic impacts of the pandemic, a short-term conservative increase was appropriate, with the opportunity later in the term, budget permitting, to maintain moderate increases to ensure the Mayor's salary does not fall further behind the comparator group. Maintaining the annual base wage adjustment as well as a 2.5% annual increase, will maintain a fair compensation level and bridge the gap identified.

As a full-time position, no additional compensation should be provided for items such as chairing committees or representing the Town at an agency, board or committee meeting.

Financial Impact

The recommendation outlined above will be factored into the Town's budget for the appropriate years and brought forward to Council as part of the annual budget process. There are no immediate budget impacts for 2021.

Recommendation of the Remuneration of the Position of Councillor

That the position of Councillor be maintained as a part-time position.

That effective upon the swearing in of a new Council in October, 2021, Councillors should be remunerated at approximately one-third of the Mayor's base salary, to reflect the part-time position.

Specifically, it is recommended that the base salary for Councillors be adjusted as follows:

- (a) Effective from Swearing In, 2021 until December 31, 2022 - \$32,692 (1/3 of the Mayor's Mayor Base Remuneration)
- (b) Effective January 1 for 2023, 2024 and 2025 increase the salary of Councillors to 1/3 of Mayoral Base Remuneration.

Rationale

The work of Banff Councillors reflects a significant part-time commitment on the part of the elected official to fully perform their duties and obligations. Councillors' responsibilities require members to prepare for and attend meetings in addition to keeping informed on current issues while maintaining contact with residents. Councillors in a small community have a high public profile and that they are often required to be engaged with constituents whether in person or through technology.

Like the position of Mayor, the salary of Councillors is under the average to the comparative set. In the Committee's review, it was determined that Councillors commit on average one third of the time committed by the Mayor. Increasing the Mayor's salary, as recommended, will further support a steady and fair increase to Councillors' salaries over the next 4 years.

Demonstrating a commitment to the Statement of Principles for the CRRC, the proposed increases to the salary for Mayor and Councillors will "be fair and equitable and not be perceived as a barrier to those seeking to serve the public in the office of Mayor or Councillor."

Financial Impact

The recommendation outlined above will be factored into the Town's budget for the appropriate years and brought forward to Council as part of the annual budget process. There are no immediate budget impacts for 2021.

Recommendation on Per Diems

That Councillors continue to receive a per diem for required attendance as an official representative outside the Bow Valley and that the rates for per diems be increased as follows:

- (a) Effective Swearing In, 2021 – December 31, 2022
 - 4 hours and less - \$105.00
 - More than 4 hours - \$210.00
- (b) Effective January 1 of 2023, 2024, and, 2025
 - Previous year per diems + Base Wage Market Adjustment.

The CRRC made no recommendation to change any other aspect of the per diem process however, for orientation and understanding, it is recommended that the next term of Council receive a briefing from Administration on the per diem payment process for external Commissions.

Rationale

Per diems reflect the amount that a Councillor would receive when out of the Bow Valley on Town business. This amount is to offset the salary amount resulting from taking a day off work.

The Mayor does not receive per diems due to the full-time status of the position.

Per diem rates for Council have not been increased in four years and based on information from the comparative communities, the recommended changes reflect a conservative increase, but per diems are still at the low end of the scale.

Adding an increase to the annual Base Wage Market Adjustment each year, is a mechanism to ensure our per diem rates don't fall further behind.

Currently the per diem rate is and \$90 per half day (4 hours or less) \$180 per day (4 hours or more).

Financial Impacts

The recommendation outlined above will be factored into the Town's budget for the appropriate years and brought forward to Council as part of the annual budget process.

Recommendation on the Formula for Future Remuneration Increases

That the Base Wage Market Adjustment for Town wages approved in the Financial Plan for all Town of Banff employees continue to be used for annual remuneration increases.

Rationale

The CRRC support the formula used by Administration to establish the annual Base Wage Market Adjustment rate as directed by Council in the Financial Plan.

Annual Adjustment of Town Wages

In 2013, council approved a move from a cost of living adjustment to a market facing system for the annual base wage adjustments.

The base wage market adjustment is based on an average of the council approved formula, which is calculated as an average of the following:

(a) Alberta CPI – average Alberta annual inflation for the period ending June 30 of the previous budget year.

(b) Statistics Canada - using a calculation of annualized average change in average weekly earnings (non-overtime, non-union, local, municipal, and regional public administration) in Alberta from July of the previous year to June of the current year.

Recommendation on Group Health and Dental Benefits

That the current group health and dental benefits plan and contribution rates provided for the class of elected officials be maintained, with no changes.

Council Member Group Benefits include:

- Life Insurance and Accidental Death and Dismemberment;
- Dental Care;
- Extended Health Care; and
- Employee and Family Assistance Program (confidential counselling).

Rationale

A review of the group health benefits plan and contribution rates against comparative communities and programs resulted in no recommended changes.

The group plan is optional for members of Council. Using this benefit plan offers economies of scale because Administration systems are already in place for Town employees. It also provides an attractive incentive for prospective Councillors.

Recommendation on RRSP Benefit Program

That Council Members maintain the option to enroll in the Town of Banff's group registered retirement savings plan where the Town contributes 5 percent of bi-weekly regular wages each pay period and Councillors contribute an optional individual contribution amount.

Rationale

Elected officials are not eligible to participate in the Local Authorities Pension Plan of which the Town is a participating member. The Town of Banff Registered Retirement Savings Plan is in place for employees who are not eligible for in the LAPP due to employment status.

Providing enrolment in a retirement plan further supports the CRRC's total compensation consideration to attract a broad scope of people to run for Council.

Recommendation on Computer Allowance

Rename to Technology Allowance to reflect the broader use of various technology. Maintain current allowance dollar amount.

Rationale

Members of Council who wish to use their own personal technology instead of having the Town supply them with a computer for municipal business shall receive a \$500 annual technology allowance.

This amount was deemed appropriate based on review of comparative communities and is in alignment Town of Banff employee policy.

Recommendation on Travel Expenses

Replace "spouse" with "spouse/partner". No other recommendation for change.

Rationale

To include and reflect diversity in relationships.

Recommendation on Conference, Convention and Seminar Registration Fees

Replace "spouse" with "spouse/partner". No other recommendation for change.

Rationale

To include and reflect diversity in relationships.

Recommendation on Attendance at Local Functions

Replace "spouse" with "spouse/partner". No other recommendation for change to the policy.

Rationale

To include and reflect diversity in relationships.

Recommendation on Child Care Expenses

No recommendation for change to Child Care expenses.

With recent changes to the Municipal Government Act that now allow for a parental leave, the CRRC recommend that that Council direct Administration to present options to the next term of Council for a parental leave bylaw.

Rationale

Parental leave is another way to increase access for people who may be interested in running as a municipal candidate in the next election.

Recommendation on the Review of Council Remuneration

That Council continue to appoint through a public process, an independent committee to review Council remuneration every four (4) years, during the last year of the term of each Council.

RECOMMENDATIONS TO COUNCIL

That Council consider the following:

1. Adoption of proposed Council Remuneration Policy C1005-1; which would take effective immediately upon the day a new Council is sworn in to reflect the following:
 - a. Increase the current Mayoral annual base remuneration, for the 2021-2025 Mayoral term, as follows:
 - i. current 2021 base remuneration plus 1.4 % until December 31, 2022 (\$98,075);
 - ii. a 2.5 % increase January 1, 2023, plus inflationary base wage market adjustment;
 - iii. a 2.5% increase January 1, 2024 plus inflationary base wage market adjustment;
 - iv. a 2.5 % increase January 1, 2025, plus inflationary base wage market adjustment.
 - b. That the 2021-2025 Councillor annual base remuneration be calculated at one third of that of the Mayoral annual base remuneration, based on the above increases.
 - c. That effective January 1, 2023 that Per Diem rates be adjusted annually by the inflationary base wage market adjustment.
 - d. Replace the “Computer Allowance” with a “Technology Allowance”, to reflect the broader use of various technology, maintaining the current allowance amount.
 - e. Replace “spouse” with “spouse/partner” to include and reflect diversity in relationships;
 - f. Minor clerical and administrative updates to align the policy with current practices and provide clarity and transparency.
- 2) Directing Administration to return to the 2021-2025 Council with options for a Parental Leave Bylaw.
- 3) Direct Administration to return to the 2021-2025 Council with a briefing report, on the per diem payment process for the Bow Valley Waste Commission for review.



POLICY COUNCIL REMUNERATION

Policy C1005

| | | | |
|----------------------------------|------------|---------------------------------------|--------------------|
| Adopted by Council: | 2017.06.26 | Administrative Responsibility: | Corporate Services |
| Council Resolution #: | COU17-131 | Last Review Date: | 2017.06 |
| Modified by Resolution #: | | Next Review Date: | 2021 |
| Replaces: | C076-2 | | |

1.0 POLICY

Members of Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

2.0 PURPOSE

This policy is intended to clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

3.0 SCOPE

This policy applies to Council.

4.0 RESPONSIBILITIES

- 4.1 Council is responsible for approving this policy and any amendments to it.
- 4.2 The Director, Corporate Services is responsible for ensuring members of Council are compensated in accordance with this policy.

5.0 RELATED POLICIES

- 5.1 Travel Expenses

6.0 DEFINITIONS

- 6.1 **Bow Valley** means the area between and including Francis Cooke Landfill and Lake Louise.
- 6.2 **Council** includes the positions of Mayor and Councillors.
- 6.3 **Base remuneration** is an all-inclusive amount provided to members of Council for their time and service with respect to attending to municipal matters including all meetings of Council or one of its boards, committees or commissions.

7.0 GENERAL

- 7.1 While the hours of work for members of Council are not regulated, the position of Mayor is considered to be “full-time” while Councillor’s positions are considered to be “part-time”.

- 7.2 Until December 23, 2018, in accordance with provisions of the Municipal Government Act, one-third of the annual remuneration paid to a member of Council will be paid as an allowance for expenses incidental to the discharge of their duties and will not be included in computing council's taxable income in a taxation year. This allowance for expenses is intended to cover costs related to maintaining a home office and travel within the Bow Valley.

8.0 BASE REMUNERATION

- 8.1 Base remuneration shall be paid to members of Council for the performance of their duties as elected officials and provided for in Schedule "A" of this policy.
- 8.2 Unless otherwise provided in Schedule A, effective January 1 of each year the Manager of Corporate Services shall adjust the base remuneration by the same percentage salary change approved in the annual budget and granted to all other Town of Banff employees.
- 8.3 Base remuneration will be paid biweekly with the regular Town of Banff pay cycle.

9.0 PER DIEMS

- 9.1 Councillors may claim a per diem for required attendance as an official representative of the Town at conferences, workshops, seminars and meetings outside the Bow Valley as provided for in Schedule 'A' of this policy.
- 9.2 The Mayor is not eligible to claim per diems.
- 9.3 In situations where a member of Council is appointed to represent the Town in an official capacity on and external agency, board or committee, and a per diem is paid by that organization, the per diem received must be reported to the Town Manager and paid into Town revenue.

10.0 BENEFITS

- 10.1 Members of Council participate in Town of Banff group health and dental benefits program where eligible and as outlined in the terms of the contract with the chosen benefit provider and based on the cost share provided to Town of Banff employees.
- 10.2 Members of Council are eligible to enrol in the Town of Banff's group registered retirement savings plan. A Town of Banff contribution of 5% of regular wages to be made bi-weekly, with an optional individual councillor contribution amount. Contributions begin in the first pay period of the term and cease in the last pay period of the term (or on termination of position).

11.0 ALLOWANCES AND EXPENSES

- 11.1 Computer Allowance
- a) Members of Council are required to use a computer device for municipal business. Members of Council that wish to use their own personal computer instead of having the Town supply them with a computer for municipal business shall receive a \$500 annual allowance.

- b) The allowance is for the period of November 1 to October 31. If the member of Council leaves office prior to the end of this period, the member of Council shall repay a prorated amount for every full month that they are not eligible for the allowance. If the member of Council chooses not to use their personal computer for council work anymore, then the Town will supply a computer and the member of Council shall repay the Town for the unused portion of the allowance.

11.2 Travel Expenses

- a) Members of Council shall be reimbursed for travel and related expenses in accordance with the Town of Banff Travel Expenses Policy.
- b) Spouses of members of Council shall be reimbursed for travel and related expenses when accompanying their spouse to a conference, convention or seminar, to a maximum of one per year for the spouse of a Councillor, and to a maximum of two per year for the spouse of the Mayor, subject to the amount approved in the annual operating budget for this purpose.

11.3 Conference, Convention and Seminar Registration Fees

- a) The Town will pay registration fees for each Councillor to attend a maximum of two conferences, conventions or seminars per year in Canada, with no more than one per year outside of Alberta.
- b) The Town will pay registration fees for the Mayor to attend a maximum of four conferences, conventions or seminars per year in Canada, with no more than two per year outside of Alberta.

11.4 Attendance at Local Functions

The Town will pay costs associated with attendance of elected officials and their spouses at local functions when they are attending as official representatives of the Town.

11.5 Child Care Expenses

Members of Council shall be reimbursed for reasonable child care expenses incurred when attending meetings, conferences, conventions or seminars in an official capacity, upon submission of receipts.

12.0 REVIEW OF COUNCIL REMUNERATION

12.1 Council remuneration is to be reviewed during the last year of the term of each Council.

12.2 Council may request a committee of public members to review Council remuneration and bring forward recommendations that would be effective for the newly elected council.

13.0 EXCEPTIONS

13.1 Exceptions to this policy may be made by a majority vote of council.

14.0 ATTACHMENTS

Schedule A - Council Remuneration Schedule

On original

Karen Sorensen
Mayor

On Original

Robert Earl
Town Manager

SCHEDULE A
Council Remuneration Schedule
(2017)

BASE RENUNERATION

Effective October 23, 2017 until December 23, 2018

| | |
|------------|--------------------------------------|
| Mayor | \$80,540 per annum (1/3 non-taxable) |
| Councillor | \$26,900 per annum (1/3 non-taxable) |

Effective December 24, 2018

| | |
|------------|---|
| Mayor | \$93,426 per annum (100% taxable); plus effective January 1, 2019, the market percentage increase approved in the annual budget and granted to all other Town of Banff employees. |
| Councillor | \$30,185 per annum (100% taxable); plus effective January 1, 2019, the market percentage increase approved in the annual budget and granted to all other Town of Banff employees. |

PER DIEM RATES

Effective October 23, 2017:

| | |
|-------------------|----------------------------|
| 4 hours and less | \$90.00 (1/3 non-taxable) |
| More than 4 hours | \$180.00 (1/3 non-taxable) |

Effective December 24, 2018:

| | |
|-------------------|-------------------------|
| 4 hours and less | \$105.00 (100% taxable) |
| More than 4 hours | \$210.00 (100% taxable) |

OTHER REMUNERATION

Effective October 28, 2017

| | |
|---------------------------|---|
| Computer Allowance | \$500 (1/3 non-taxable) (for the period of November 1 to October 31) |
|---------------------------|---|

Note: Schedule A is reviewed and updated by the Manager of Corporate Services on an annual basis under the authority of Council Policy C1005, Section 8.2. A Council resolution is not required to approve these annual updates.

TOWN OF BANFF

Terms of Reference

Council Remuneration Review Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Council Remuneration Review Committee (the “Committee”) is comprised of three (3) members of the public eligible in accordance with the Town of Banff Committee Appointments Policy.
- 1.2 The Committee shall elect a chairperson at their first meeting.
- 1.3 Members of the Committee will be appointed by Council directly, according to the Town of Banff Committee Appointments Policy.
- 1.4 If a member resigns or is unable to serve, a replacement may be appointed from the original list of applicants.

2.0 TERM OF OFFICE

- 2.1 In the year prior to a general municipal election, the Committee is established as a temporary Council committee.
- 2.2 The Committee shall terminate upon acceptance of the Committee’s final report by Council, which shall be completed on or before June 30th of the year of a general municipal election.

3.0 STATEMENT OF PURPOSE

- 3.1 The purpose of the Committee shall be to review and provide recommendation to the Town of Banff Council (the “Council”) with respect to the Town of Banff Council Remuneration Policy for the next term of office.
- 3.2 The report may include, but is not limited to, recommendations with respect to:
 - i) establishing a set of guiding principles for council remuneration;
 - ii) establishing the appropriate remuneration to be paid to the Council including specific recommendations on base salary and per diem amounts;
 - iii) benefits offered;

- iv) allowances and expenses;
- v) full time equivalent status;
- vi) options for making periodic adjustments to established remuneration; and
- vii) the establishment of standards for remuneration review.

4.0 DUTIES AND POWERS

- 4.1 The Committee is advisory in nature, making recommendations to Council by way of report.
- 4.2 The chairperson and/or another Committee member shall present the Committee's recommendation to the Governance and Finance Committee prior to a public Council meeting to ensure comprehensiveness and completeness.
- 4.3 All decisions and recommendations of the Committee will be made through a consensus based approach. Consensus does not mean a decision that is perfect for all participants. It does mean a decision that all participants can live with, and that all participants agree to support the decision. For issues where consensus cannot be reached, the majority vote will determine the final decision.
- 4.4 The Committee will review relevant survey data and practices of other comparable markets (such as the Small Municipalities Human Resources Team – SMHRT) and the Alberta Municipal Services Corporation/Alberta Urban Municipalities Association – AUMA/AMSC. The Committee may conduct other reviews it feels are necessary to enable it to make recommendations.
- 4.5 The Committee is permitted to solicit external submissions and expertise as required.
- 4.6 Committee members will receive no honorarium for their volunteer services.

5.0 MEETINGS

- 5.1 The Committee will determine the meeting schedule they require to complete their mandate.
- 5.2 All Committee meetings shall be open to the public, with item protected by the Freedom of Information and Protection of Privacy Act discussed in camera in accordance with usual procedures.
- 5.3 The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedural Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

6.0 LIAISON

- 6.1 The Manager of Human Resources, or designate, shall attend Committee meetings to act in an advisory capacity as a non-voting member.
- 6.2 The Municipal Clerk, or designate, shall provide administrative support to the Committee.

7.0 REVIEW

- 7.1 The Committee Terms of Reference shall be reviewed in the year preceding a general election to ensure that they reflect the current mandate of the Committee.

| 2021 | Mayor Compensation | | | | | Councillor Compensation | | | | Mayor & Council Compensation | | |
|---|---------------------------|---------------------|--|--|---|-------------------------|--|--|---|--|--|---|
| Municipality As collected from website (Policies and Financial Statements) | Population | Full Time/Part Time | Annual Mayor (2019 Financial Statement - Aged to 2021) | Per Diem-Mayor | Conference Training/ Travel/ Subsistence | Full Time/Part Time | Annual Councillor 2019 Financial Statement - Aged to 2021) | Per Diem-Council | Conference Training/ Travel/ Subsistence | Car | Benefits (incl termination age) | Other (IT, devices, allowances) |
| Banff | 7849 (Fed) 8875 (Muni) | FT | 107,506.87 per year | 0 Incl in salary | Registration fees for max of 4 conferences per year within Canada and no more than 2 per year outside Alberta | 6 x PT | 35,595.22 per year | < 4hrs-\$105.00 > 4hrs-\$210.00 | Registration fees for max of 2 conferences per year within Canada and no more than 1 per year outside Alberta | As per CRA - or use of Town vehicle - or rental with reimbursement on receipts | 80% ER paid EHC + 100% ER paid Dental (to age 70) 100% ER paid AD&D, Life (to age 70) | \$500.00/yr (Nov 1 - Oct 31) computer allowance Attached travel policy |
| Airdrie | 68,091 | FT | 128,829.05 per year | < 4hrs-\$75 > 4hrs-\$150 | \$12,000.00/ year | 6 x PT | 62,484.16 per year | < 4hrs-\$75 > 4hrs-\$150 | \$3000 each | \$400/mo In Town | AD&D (\$100,000)Extended health/dental 100 ER, HCS-\$850/yr, Genesis Mbrship-single, EE- Optional RRS City's group provider Plan | \$500.00/yr (Nov 1 - Oct 31) computer allowance Attached travel policy |
| Canmore | 13,990 | FT | 114,188.83 per year | 0 Incl in salary | Travel/Subs: M -up to \$1,500 C- up to \$750 Conferences: \$3,000 per council and for mayor | 6 x PT | 47,419.52 per year | < 4hrs - \$125.00 4 - 8 hrs. \$225.00 > 8 hrs. 350.00 | Travel/Subs: M -up to \$1,500 C- up to \$750 Conferences: \$3,000 per council and for mayor | As per CRA - | 100% ER paid EHC + 100% ER paid Dental 70% ER paid AD&D, Life 100% ER Non-Taxable Healthcare Spending Act/Taxable Wellness Spending Act RRS ER 8.65% on reg. based pay | Currently provided a TOC laptop |
| Cochrane | 34,467 | FT | 111,345.05 per year | 0 Incl in salary | Travel/Subs: M -up to \$5,000 C- up to \$1,667 Training: \$1,857 per council and for mayor | 6 x PT | 41,730.94 per year | no | Travel/Subs: M -up to \$5,000 C- up to \$1,667 Training: \$1,857 per council and for mayor | As per CRA - | Life, AD&D Dependant life, health/dental 100 ER also 100 EE Pd Options: Life, ad&D & Critical illness | |
| Okotoks | 28,881 | FT | 101,495.25 per year | < 4hrs-\$100 > 4hrs-\$200 or Child Carew/rcpt max \$2800 annually | Described in Policy P15-02 | 6 x PT | 48,523.61 per year | < 4hrs-\$100 > 4hrs-\$200 or Child Carew/rcpt max \$2800 annually | Described in Policy P15-02 | As per CRA - | ER-100%-Life, DepLife, AD&D, HCS EE-45%-Medical, Dental | To assist with carrying out their duties, elected officials shall be provided with a laptop, iPad or tablet. The Mayor shall also be provided with a cell phone. Any equipment provided remains the property of the Town of Okotoks and shall be returned within 3 days when the individual is no longer an elected official. |



POLICY COUNCIL REMUNERATION

Policy C1005-01

| | | | |
|----------------------------------|-----------------|---------------------------------------|------------------------|
| Adopted by Council: | | Administrative Responsibility: | Corporate Services |
| Council Resolution #: | | Last Review Date: | 2021 |
| Modified by Resolution #: | | Next Review Date: | 2025 |
| Replaces: | C076-2 C1005 | Effective Date: | Council Term 2021-2025 |

1.0 POLICY

Members of Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

2.0 PURPOSE

This policy is intended to clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

3.0 SCOPE

This policy applies to Council.

4.0 RESPONSIBILITIES

- 4.1 Council is responsible for approving this policy and any amendments to it.
- 4.2 The Director, Corporate Services is responsible for ensuring members of Council are compensated in accordance with this policy.

5.0 RELATED POLICIES

- 5.1 Travel Expenses
- 5.2 Acceptance of Gifts

6.0 DEFINITIONS

- 6.1 **Base remuneration** is an all-inclusive amount provided to members of Council for their time and service with respect to attending to municipal matters including all meetings of Council or one of its boards, committees or commissions.
- 6.2 **Base Wage Market Adjustment** means the percentage salary change approved in the annual budget and granted to other Town of Banff employees.
- 6.3 **Bow Valley** means the area between and including Francis Cooke Landfill and Lake Louise.
- 6.4 **Council** includes the positions of Mayor and Councillors.

- 6.5 **Spouse/partner** is the person to whom the Councillor:
- a. is lawfully married, or
 - b. is an “adult interdependent partner” as defined in the *Adult Interdependent Relationships Act*, or
 - c. lives with in a “relationship of interdependence” as defined in the *Adult Interdependent Relationships Act*.

- 6.6 **Technology** includes but is not limited to computers, tablets, photocopying, printing, internet access and cell phones

7.0 GENERAL

- 7.1 While the hours of work for members of Council are not regulated, the position of Mayor is considered to be “full-time” while Councillor’s positions are considered to be “part-time”. Councillor base remuneration will be set at a one-third (1/3) ratio to the Mayor’s base remuneration.

8.0 BASE REMUNERATION

- 8.1 Base remuneration shall be paid to members of Council for the performance of their duties as elected officials and provided for in Schedule “A” of this policy.
- 8.2 Effective January 1 of each year the Director, Corporate Services shall adjust the base remuneration as provided in Schedule A subject to annual budget approval.
- 8.3 Base remuneration will be paid biweekly with the regular Town of Banff pay cycle.

9.0 PER DIEMS

- 9.1 Councillors may claim a per diem for required attendance as an official representative of the Town at conferences, workshops, seminars and meetings outside the Bow Valley as provided for in Schedule ‘A’ of this policy.
- 9.2 The Mayor is not eligible to claim per diems.
- 9.3 In situations where a member of Council is appointed to represent the Town in an official capacity on and external agency, board or committee, and a per diem is paid by that organization, the per diem received must be reported to the Town Manager and paid into Town revenue.
- 9.4 Effective January 1 of each year the Director, Corporate Services shall adjust the per diems as provided in Schedule A subject to budget approval.

10.0 BENEFITS

- 10.1 Members of Council participate in Town of Banff group health and dental benefits program where eligible and as outlined in the terms of the contract with the chosen benefit provider and based on the cost share provided to Town of Banff employees.

- 10.2 Members of Council are eligible to enrol in the Town of Banff's group registered retirement savings plan. A Town of Banff contribution of 5% of regular wages to be made bi-weekly, with an optional individual councilor contribution amount. Contributions begin in the first pay period of the term and cease in the last pay period of the term (or on termination of position).

11.0 ALLOWANCES AND EXPENSES

11.1 Technology Allowance

- a) Members of Council are required to use technology that enables them to participate fully as Councillors and keep information confidential. Technology may include, but is not limited to computers, tablets, photocopying, printing, internet access, cell phones and digital packages.
- b) Members of Council that wish to use their own personal technology instead of having the Town supply them with the required technology for municipal business shall receive an annual technology allowance as provided in Schedule A of this policy.
- c) The technology allowance is for the annual period of November 1 to October 31. If the member of Council leaves office prior to the end of this period, the member of Council shall repay a prorated amount for every full month that they are not eligible for the allowance. If the member of Council chooses not to use their personal technology for council work anymore, then the Town will supply the required technology and the member of Council shall repay the Town for the unused portion of the allowance.
- d) The Mayor is provided with a cell phone in order to carry out the Mayor's duties.

11.2 Travel Expenses

- a) Members of Council shall be reimbursed for travel and related expenses in accordance with the Town of Banff Travel Expenses Policy.
- b) Spouses/partners of members of Council shall be reimbursed for travel and related expenses when accompanying their spouse/partner to a conference, convention or seminar, to a maximum of one per year for the spouse/partner of a Councillor, and to a maximum of two per year for the spouse/partner of the Mayor, subject to the amount approved in the annual operating budget for this purpose.

11.3 Conference, Convention and Seminar Registration Fees

- a) The Town will pay registration fees for each Councillor to attend a maximum of two conferences, conventions or seminars per year in Canada, with no more than one per year outside of Alberta.
- b) The Town will pay registration fees for the Mayor to attend a maximum of four conferences, conventions or seminars per year in Canada, with no more than two per year outside of Alberta.

11.4 Attendance at Local Functions

The Town will pay costs associated with attendance of elected officials and their spouses/partners at local functions when they are attending as official representatives of the Town.

11.5 Child Care Expenses

Members of Council shall be reimbursed for reasonable child care expenses incurred when attending meetings, conferences, conventions or seminars in an official capacity, upon submission of receipts.

12.0 REVIEW OF COUNCIL REMUNERATION

12.1 Council remuneration is to be reviewed during the last year of the term of each Council.

12.2 Council may request a committee of public members to review Council remuneration and bring forward recommendations that would be effective for the newly elected council.

13.0 EXCEPTIONS

13.1 Exceptions to this policy may be made by a majority vote of council.

14.0 ATTACHMENTS

Schedule A - Council Remuneration Schedule

Karen Sorensen
Mayor

Kelly Gibson
Town Manager

**SCHEDULE A
Council Remuneration Schedule
(2021-2025)**

BASE RENUMERATION

| Annual Base Remuneration | Mayor | Councillor |
|--|---|--|
| Swearing In, 2021 to December 31, 2022 | \$98,075 | \$32,692 |
| January 1, 2023 to December 31, 2023 | Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment | 1/3 rd of Mayoral Base Remuneration |
| January 1, 2024 to December 31, 2024 | Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment | 1/3 rd of Mayoral Base Remuneration |
| January 1, 2025 to Swearing In, 2025 | Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment | 1/3 rd of Mayoral Base Remuneration |

PER DIEM RATES

| Per Diems | Half Day (4 hours and less) | Full Day (More than 4 hours) |
|--|--|--|
| Swearing In, 2021 to December 31, 2022 | \$105 | \$210 |
| January 1, 2023 to December 31, 2023 | Previous Year Per Diem Rate + Base Wage Market Adjustment | Previous Year Per Diem Rate + Base Wage Market Adjustment |
| January 1, 2024 to December 31, 2024 | Previous Year Per Diem Rate + Base Wage Market Adjustment | Previous Year Per Diem Rate + Base Wage Market Adjustment |
| January 1, 2025 to Swearing In, 2025 | Previous Year Per Diem Rate + Base Wage Market Adjustment | Previous Year Per Diem Rate + Base Wage Market Adjustment |

OTHER REMUNERATION

Technology Allowance \$500 (annually for the period of November 1 to October 31)
(Taxable Benefit)

Note: Schedule A is reviewed and updated by the Director, Corporate Services on an annual basis under the authority of Council Policy C1005-1. A Council resolution is not required to approve these annual updates.



POLICY COUNCIL REMUNERATION

Policy C1005-01

| | | | |
|---------------------------|---------------------------------|--------------------------------|--|
| Adopted by Council: | 2017.06.26 | Administrative Responsibility: | Corporate Services |
| Council Resolution #: | COU17-131 | Last Review Date: | 2017-06-2021 |
| Modified by Resolution #: | | Next Review Date: | 2024-2025 |
| Replaces: | C076-2 C1005 | Effective Date: | Council Term 2021-2025 |

1.0 POLICY

Members of Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

2.0 PURPOSE

This policy is intended to clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

3.0 SCOPE

This policy applies to Council.

4.0 RESPONSIBILITIES

- 4.1 Council is responsible for approving this policy and any amendments to it.
- 4.2 The Director, Corporate Services is responsible for ensuring members of Council are compensated in accordance with this policy.

5.0 RELATED POLICIES

- 5.1 Travel Expenses
- [5.2 Acceptance of Gifts](#)

6.0 DEFINITIONS

~~6.11.1 Bow Valley means the area between and including Francis Cooke Landfill and Lake Louise.~~

~~6.21.1 Council includes the positions of Mayor and Councillors.~~

~~6.36.1 Base remuneration~~ is an all-inclusive amount provided to members of Council for their time and service with respect to attending to municipal matters including all meetings of Council or one of its boards, committees or commissions.

[6.2 Base Wage Market Adjustment](#) means the percentage salary change approved in the annual budget and granted to other Town of Banff employees.

6.3 **Bow Valley** means the area between and including Francis Cooke Landfill and Lake Louise.

6.4 **Council** includes the positions of Mayor and Councillors.

6.5 **Spouse/partner** is the person to whom the Councillor:

- a. is lawfully married, or
- b. is an “adult interdependent partner” as defined in the *Adult Interdependent Relationships Act*, or
- c. lives with in a “relationship of interdependence” as defined in the *Adult Interdependent Relationships Act*.

6.6 **Technology** includes but is not limited to computers, tablets, photocopying, printing, internet access and cell phones

7.0 GENERAL

7.1 While the hours of work for members of Council are not regulated, the position of Mayor is considered to be “full-time” while Councillor’s positions are considered to be “part-time”. Councillor base remuneration will be set at a one-third (1/3) ratio to the Mayor’s base remuneration.

~~7.2 Until December 23, 2018, in accordance with provisions of the Municipal Government Act, one-third of the annual remuneration paid to a member of Council will be paid as an allowance for expenses incidental to the discharge of their duties and will not be included in computing council’s taxable income in a taxation year. This allowance for expenses is intended to cover costs related to maintaining a home office and travel within the Bow Valley.~~

8.0 BASE REMUNERATION

8.1 Base remuneration shall be paid to members of Council for the performance of their duties as elected officials and provided for in Schedule “A” of this policy.

8.2 ~~Unless otherwise provided in Schedule A, effective~~Effective January 1 of each year the ~~Manager of~~Director, Corporate Services shall adjust the base remuneration ~~by the same percentage salary change approved in the~~as provided in Schedule A subject to annual budget and granted to all other Town of Banff employees approval.

8.3 Base remuneration will be paid biweekly with the regular Town of Banff pay cycle.

9.0 PER DIEMS

9.1 Councillors may claim a per diem for required attendance as an official representative of the Town at conferences, workshops, seminars and meetings outside the Bow Valley as provided for in Schedule ‘A’ of this policy.

9.2 The Mayor is not eligible to claim per diems.

9.3 In situations where a member of Council is appointed to represent the Town in an official capacity on and external agency, board or committee, and a per diem is paid by

that organization, the per diem received must be reported to the Town Manager and paid into Town revenue.

9.4 Effective January 1 of each year the Director, Corporate Services shall adjust the per diems as provided in Schedule A subject to budget approval.

10.0 BENEFITS

10.1 Members of Council participate in Town of Banff group health and dental benefits program where eligible and as outlined in the terms of the contract with the chosen benefit provider and based on the cost share provided to Town of Banff employees.

10.2 Members of Council are eligible to enrol in the Town of Banff's group registered retirement savings plan. A Town of Banff contribution of 5% of regular wages to be made bi-weekly, with an optional individual councilor contribution amount. Contributions begin in the first pay period of the term and cease in the last pay period of the term (or on termination of position).

11.0 ALLOWANCES AND EXPENSES

11.1 Computer Technology Allowance

a) Members of Council are required to use a computer device for municipal business technology that enables them to participate fully as Councillors and keep information confidential. Technology may include, but is not limited to computers, tablets, photocopying, printing, internet access, cell phones and digital packages.

a)b) Members of Council that wish to use their own personal computer technology instead of having the Town supply them with a computer the required technology for municipal business shall receive a \$500 an annual technology allowance: as provided in Schedule A of this policy.

b)c) _____ The technology allowance is for the annual period of November 1 to October 31. If the member of Council leaves office prior to the end of this period, the member of Council shall repay a prorated amount for every full month that they are not eligible for the allowance. If the member of Council chooses not to use their personal computer technology for council work anymore, then the Town will supply a computer the required technology and the member of Council shall repay the Town for the unused portion of the allowance.

d) The Mayor is provided with a cell phone in order to carry out the Mayor's duties.

11.2 Travel Expenses

a) Members of Council shall be reimbursed for travel and related expenses in accordance with the Town of Banff Travel Expenses Policy.

b) Spouses/partners of members of Council shall be reimbursed for travel and related expenses when accompanying their spouse/partner to a conference, convention or seminar, to a maximum of one per year for the spouse/partner of a Councillor, and to a maximum of two per year for the spouse/partner of the Mayor, subject to the amount approved in the annual operating budget for this purpose.

11.3 Conference, Convention and Seminar Registration Fees

- a) The Town will pay registration fees for each Councillor to attend a maximum of two conferences, conventions or seminars per year in Canada, with no more than one per year outside of Alberta.
- b) The Town will pay registration fees for the Mayor to attend a maximum of four conferences, conventions or seminars per year in Canada, with no more than two per year outside of Alberta.

11.4 Attendance at Local Functions

The Town will pay costs associated with attendance of elected officials and their spouses/partners at local functions when they are attending as official representatives of the Town.

11.5 Child Care Expenses

Members of Council shall be reimbursed for reasonable child care expenses incurred when attending meetings, conferences, conventions or seminars in an official capacity, upon submission of receipts.

12.0 REVIEW OF COUNCIL REMUNERATION

12.1 Council remuneration is to be reviewed during the last year of the term of each Council.

12.2 Council may request a committee of public members to review Council remuneration and bring forward recommendations that would be effective for the newly elected council.

13.0 EXCEPTIONS

13.1 Exceptions to this policy may be made by a majority vote of council.

14.0 ATTACHMENTS

Schedule A - Council Remuneration Schedule

~~On original~~

~~On Original~~

Karen Sorensen

Robert Earl

Mayor

Kelly Gibson
Town Manager

Proposed

SCHEDULE A
Council Remuneration Schedule
(2017-2021-2025)

BASE REMUNERATION

Effective October 23, 2017 until December 23, 2018

Mayor ————— \$80,540 per annum (1/3 non-taxable)
Councillor ————— \$26,900 per annum (1/3 non-taxable)

Effective December 24, 2018

Mayor ————— \$93,426 per annum (100% taxable); plus effective January 1, 2019, the market percentage increase approved in the annual budget and granted to all other Town of Banff employees.

Councillor ————— \$30,185 per annum (100% taxable); plus effective January 1, 2019, the market percentage increase approved in the annual budget and granted to all other Town of Banff employees.

| <u>Annual Base Remuneration</u> | <u>Mayor</u> | <u>Councillor</u> |
|---|---|--|
| <u>Swearing In, 2021 to December 31, 2022</u> | <u>\$98,075</u> | <u>\$32,692</u> |
| <u>January 1, 2023 to December 31, 2023</u> | <u>Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment</u> | <u>1/3rd of Mayoral Base Remuneration</u> |
| <u>January 1, 2024 to December 31, 2024</u> | <u>Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment</u> | <u>1/3rd of Mayoral Base Remuneration</u> |
| <u>January 1, 2025 to Swearing In, 2025</u> | <u>Previous Year Base Remuneration + 2.5% + Base Wage Market Adjustment</u> | <u>1/3rd of Mayoral Base Remuneration</u> |

PER DIEM RATES

Effective October 23, 2017:

4 hours and less ————— \$90.00 (1/3 non-taxable)
More than 4 hours ————— \$180.00 (1/3 non-taxable)

Effective December 24, 2018:

4 hours and less ————— \$105.00 (100% taxable)
More than 4 hours ————— \$210.00 (100% taxable)

| <u>Per Diems</u> | <u>Half Day (4 hours and less)</u> | <u>Full Day (More than 4 hours)</u> |
|---|--|--|
| <u>Swearing In, 2021 to December 31, 2022</u> | <u>\$105</u> | <u>\$210</u> |
| <u>January 1, 2023 to December 31, 2023</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> |

| | | |
|---|--|--|
| <u>January 1, 2024 to December 31, 2024</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> |
| <u>January 1, 2025 to Swearing In, 2025</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> | <u>Previous Year Per Diem Rate + Base Wage Market Adjustment</u> |

OTHER REMUNERATION

~~Effective October 28, 2017~~

Computer

Technology Allowance \$500 ~~(1/3 non-taxable)~~
~~(annually for the period of November 1 to October 31)~~
~~(Taxable Benefit)~~

Note: Schedule A is reviewed and updated by the ~~Manager of Director~~, Corporate Services on an annual basis under the authority of Council Policy C1005, ~~Section 8.2-1~~. A Council resolution is not required to approve these annual updates.