

THE CITY OF PRINCE ALBERT ELECTED OFFICIAL COMPENSATION REVIEW COMMISSION

**TUESDAY, JUNE 14, 2022 - 8:05 A.M.
2ND FLOOR, MAIN BOARD ROOM, CITY HALL**

MEETING MINUTES

Present: Stan Loewen, Co-Chair
Arne Lindberg, Co-Chair

Terri Mercier, Secretary
Sherry Person, City Manager

Absent: Brenda Mishak, Member at Large

1. CALL TO ORDER

Co-Chair S. Loewen opened the meeting at 8 a.m. and confirmed quorum.

2. APPROVAL OF AGENDA

004. Moved by A. Lindberg

That the Agenda for this meeting be approved, as presented.

CARRIED

3. APPROVAL OF MINUTES

005. Moved by A. Lindberg

That the May 20, 2022 Elected Official Compensation Review Commission Meeting Minutes be approved.

CARRIED

4. ADOPT GUIDING PRINCIPLES

006. Moved by A. Lindberg

That the following guiding principles be adopted by the Commission in their evaluation of the compensation review:

1. Election to City Council is a public service not a career;
2. Accountability in members' duties and required time commitment, including being fiscally responsible in allocating resources;
3. Fairness in comparison to other similar jurisdictions and to attract diversity of qualified individuals;
4. Transparency in providing open and easy communications with the public;
5. Predictability in allowing periodic adjustments in compensation to account for market changes.

CARRIED

5. ADOPT METHODOLOGY OF REVIEW (APPENDIX B)

007. Moved by A. Lindberg

The Elected Official Compensation Review Commission recommends the following methodology, further detailed in the attached Appendix B, to undertake the review:

1. Current Council policies reflective of Commission's Mandate
2. Most Recent Compensation Review
3. Legislative framework for setting remuneration
4. Canada Revenue Agency (CRA) provisions for taxation
5. Consumer Price Index (CPI) comparisons
6. Public Consultation options including:
 - a. Public Engagement Survey and Advertising
 - b. Business/Target Groups Survey
7. Questionnaire to sample Cities for comparisons
8. Survey to current and past Members of Council, and interviews with 2 selected members

9. Statistical information for the last 10 years as follows:
- Prince Albert Council Remuneration
 - Compensation changes to City Employees
 - Average annual income of Prince Albert resident
 - Provincial Cabinet Minister remuneration
 - Police Service rates
 - Council appointments and attendance on internal and external Boards & Committees

CARRIED

6. ADJOURNMENT – 10:24 A.M.

008. **Moved by: S. Loewen**

That this Committee do now adjourn.

CARRIED


STAN LOEWEN
CO-CHAIRPERSON


ARNE LINDBERG
CO-CHAIRPERSON


CITY CLERK

MINUTES ADOPTED THIS 10TH DAY OF AUGUST, 2022.

APPENDIX B – DETAILED APPROVED METHODOLOGY LISTING

THE CITY OF PRINCE ALBERT ELECTED OFFICIAL COMPENSATION REVIEW COMMISSION

The following information outlines the proposed methodology in the evaluation of compensation practices for elected officials approved at the June 14, 2022 Elected Official Compensation Review Commission meeting.

1. Current Council policies reflective of Commission's Mandate

- Benefit/Allowances with Approvals is attached.
- Summary of Allowances & Benefits – City of Prince Albert Current Compensation listing

2. Most Recent Compensation Review

1989 Report of Committee to Review Aldermanic and Mayoral Indemnity Payments.

3. Legislative framework for setting remuneration

Section 56, 65 and 66 of The Cities Act, and The City's Procedure Bylaw No. 23 of 2021

4. Canada Revenue Agency (CRA) provisions for taxation

- Report from City Clerk dated July 18, 2019 with respect to Indemnity Payments of Members of Council (RPT 18-428) outlines history of the elimination of a 1/3 non-taxable allowance previously provided by the Federal Government until January, 2019
- Section 2 and paragraphs 6(1)(a,b,c) of the Canada Pension Plan
- Section 23 and 23 of the Canada Pension Plan Regulations
- Paragraphs 5(1)(d), 5(4)(d) and 5(4)(g) of the Employment Insurance Act
- Section 2(1) and subsection 6(f) of the Employment Insurance Regulations.

5. Consumer Price Index (CPI) comparisons

Comparison of the rate of Council compensation growth vs Consumer Price Index, including the rate at which City employee salaries have grown over time. *(Resources will include Statistics Canada, City of Prince Albert and Government of Saskatchewan-Economic Reports and Statistics)*

6. Public Consultation options

Deadline Date: July 13, 2022

a. Public Engagement:

- Media Release with opportunity for public to complete an on-line survey.
- On-line survey for public, posted on the City's website.
- Newspaper advertising (1/4 page) with information available on-line or by paper through pick up at City Hall.
- Social Media with link to webpage.

b. Business/Target Groups:

- Send out business/target group survey in an email to the organizations listed in attachment who have been identified as a target audience.

7. Questionnaire to sample Cities for comparisons

Deadline Date: July 13, 2022

- Contact City Clerk in each City by phone to advise of upcoming questionnaire, which includes remuneration comparisons within the Commission's mandate.
- Email requests to City Clerks in the sample Cities with link to complete survey. The following Cities have been previously identified by the Commission as being comparable to the City of Prince Albert, which 2021 population is 36768.

Brandon	Manitoba	50532
Campbell River	British Columbia	38108
Penticton	British Columbia	36893
Mission	British Columbia	36193
Moose Jaw	Saskatchewan	32813
Lloydminster	Saskatchewan	31582
Fort Saskatchewan	Alberta	26831
Fort St. John	British Columbia	21123

8. Survey to current and past Members of Council

The survey questions include an ability to measure value to work expectations and full and/or part-time dedication, along with various other measures to account for time spent on civic duties.

Deadline Date: July 13, 2022

- Contact individuals by phone advising that a survey will be forwarded. The two surveys, one for current members and one for past members, will differ slightly only in terms of present vs. past tense.
- Select 2 members from present or past members for interview selection. Those members will be contacted by phone to set up an interview with the City Clerk. The questions will be based on the survey, with an opportunity to elaborate on their municipal experiences.

9. Statistical information for the last 10 years:

The following documents will be evaluated by the Commission:

- Prince Albert Council Remuneration
- Compensation changes to City Employees, including Police Services rates
- Average annual income of PA resident
- Provincial Cabinet Minister remuneration
- Council appointments and attendance on internal and external Boards & Committees