



TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202
Comox BC V9M 1R9 Fx: (250) 339-7110

COMMITTEE OF THE WHOLE MEETING AGENDA FOR WEDNESDAY JANUARY 8, 2020

We respectfully acknowledge that we live, work and play on the traditional lands of the K'ómoks First Nation ... Gila'kasla ... Hay ch q' a'

Meeting Location: Council Chambers, 1801B Beaufort Avenue, Comox

Call to Order: 4:15 p.m.

Adoption of the Agenda

1. DELEGATIONS:

- (3) a. [Mike Corkish \(d'Esterre Senior Centre\) Funding for new elevator](#)

2. MINUTES OF MEETINGS: NIL

3. DEPARTMENT REPORTS: NIL

4. STAFF REPORTS:

- (4) a. [Review of Council Remuneration](#)

That a Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.

5. CORRESPONDENCE: NIL

ADJOURNMENT

Deputy Corporate Administrator



REQUEST TO APPEAR AS A DELEGATION

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LOG: 19-585	REFER:	AGENDA: COW 08JAN20
FILE: 0230-20	ACTION: MR	

REQUESTS TO APPEAR BEFORE COUNCIL OR THE COMMITTEE OF THE WHOLE MUST BE SUBMITTED NO LATER THAN WEDNESDAY NOON, THE WEEK PRIOR TO THE MEETING.

Name(s) of person(s) speaking:

Mike Corkish, President

RECEIVED

Dec. 15, 2019

TOWN OF COMOX

Organization you are representing: D'Esterre Senior Centre

Primary purpose of Organization: Seniors helping seniors Number of members: 1,000

Mailing address: 2292 Heron Crescent

City: Comox, B.C. Postal Code: V9M 3Y2

Contact name: Marg Grant Email: gandmgrant@shaw.ca

Phone: 250-871-4082 Fax: _____

Subject matter:

The D'Esterre Seniors Centre elevator is in need of replacement to accommodate

seniors with mobility issues.

Specific request of Council, if any (i.e., letter of support, funding):

Seeking funding for a new elevator

Requested meeting and date: January 8, 2020 AV equipment required: _____

Date of application: Dec. 16, 2019 Signature of applicant: _____
(or print name) M. Grant

Please Note:

1. Regular Council Meetings start at 5:30 p.m., while Committee of the Whole Meetings start at 4:15 p.m. Delegations are dealt with at the beginning of each meeting.
2. Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
3. Presenters are to address Council or the Committee of the Whole, and not the audience.
4. All presentation materials/handouts must be submitted no later than Thursday noon, the week prior to the meeting. If the Friday prior to the meeting is a statutory holiday, then presentation materials must be submitted by Wednesday noon.
5. Please ensure that your cell phone is turned OFF during the meeting.

Council and Committee of the Whole Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website.



**TOWN OF COMOX
COMMITTEE OF THE WHOLE**

STAFF REPORT

Meeting Date: January 8, 2020

TO: Committee of the Whole	FILE: 0530-02
FROM: Shelly Russwurm, Deputy Corporate Administrator	DATE: Dec. 20, 2019
SUBJECT: Review of Council Remuneration	

Prepared by: Shelly Russwurm, DCA	Supervisor: _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved: Al Kenning, CAO
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Recommendation from the Chief Administrative Officer

That a Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.

Purpose

To provide background information on Council’s remuneration levels over the past several years and recommend that a local advisory group be authorized to undertake a review.

Strategic Plan Linkage

Mayor and Councillor remuneration levels fall under Council’s Core Service of Strong Governance and Administration.

Background

In early 2006, the Town engaged the services of an independent consultant to review Council remuneration levels in comparison to other similar municipalities. Council accepted the recommendation of the consultant, and adopted the Comox Council Remuneration and Expense Bylaw, 2006 (the Council Remuneration Bylaw), which adjusted remuneration levels and established a process that would help to ensure that changes in levels remained consistent with those of similar municipalities (Courtenay, Qualicum Beach, Parksville and Sidney) over time.

The Council Remuneration Bylaw adopted in 2006 also included a provision to undertake an additional independent market survey of Council remuneration in 2010, which was never completed. With the adoption of a new Council Remuneration Bylaw in 2018, the provision to undertake an independent market survey was removed.

Issue

Despite the provision in the Council Remuneration Bylaw to help ensure that remuneration levels remain consistent with similar municipalities, levels for both the mayor and councillors have fallen behind, as can be seen from the table:

	MAYOR		COUNCILLOR	
	Comox	Average of four similar municipalities	Comox	Average of four similar municipalities
2007	\$25,317	\$27,994	\$12,538	\$12,851
2018	\$38,384	\$52,062	\$20,230	\$26,197

The Union of BC Municipalities Council and Board Remuneration Guide, 2019 (the UBCM Guide)¹, highlights the importance of remuneration to elected officials and states that, while most elected officials are driven by a strong sense of public service to their communities, they should also expect fair and reasonable compensation for their time and efforts. The UBCM Guide stresses the need for local remuneration programs to remain fair over time as expectations and circumstances change, and suggests that regular reviews be conducted in order to ensure this.

Options for Consideration:

1. Status quo:

Council could continue to apply the adjustment as included in the Council Remuneration Bylaw, which states that remuneration levels be adjusted by a rate equivalent to 50% of the average change in Vancouver CPI plus 50% of the average change in similar municipalities noted previously (both over the previous year). However, since the average CPI increase has typically been less than the average increase in similar municipalities, Comox's remuneration levels have fallen behind, and will continue to fall behind as long as the trend continues. This option does not ensure that Comox remuneration levels remain consistent with other similar municipalities.


2. Lump Sum Increase:

A lump sum increase to bring levels back to the average of the similar municipalities would address the inequality in the short term. However, as mentioned above, as long as the current adjustment is used to attempt to keep Comox levels consistent, Comox remuneration would continue to fall behind once again.

3. Independent Review:

Council could authorize that another independent review be conducted in order to ensure fair and reasonable compensation levels for Mayor and Council. The UBCM Guide identifies three options to undertake a review of remuneration levels – local government staff, independent consultant or independent task force. While the UBCM Guide identifies that most local governments surveyed (mainly smaller municipalities) use staff to undertake the market survey, it also suggests that this approach may be seen as being less than independent or having a perceived conflict of interest. Using an independent task force, such as a local advisory group comprised largely or entirely of local residents and appointed by the Chief Administrative Officer, is recommended as the preferred approach for undertaking elected official reviews in the UBCM Guide. An independent advisory group understands the local context, is cost-effective, and has the potential to raise the profile of local government. This is the approach recommended that Council pursue for its own review.

¹ <https://www.ubcm.ca/EN/meta/news/news-archive/2019-archive/council-board-remuneration-guide.html>

 TOWN OF COMOX	COUNCIL REMUNERATION ADVISORY GROUP	
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1. Introduction

- 1.1 Comox Council endorses the idea of an independent group of local residents reviewing Mayor and Councillor remuneration levels and making recommendations to Council.
- 1.2 The Town of Comox has established the Council Remuneration Advisory Group to review Mayor and Councillor remuneration levels in similar communities and to consider fair and reasonable levels for Comox Mayor and Councillors.

2. Mandate


- 2.1 The mandate of the Council Remuneration Advisory Group is to make the following recommendations regarding remuneration levels for Comox Mayor and Councillors:
 - a. fair and reasonable remuneration levels,
 - b. an annual adjustment costing formula, and
 - c. the timing and frequency of any subsequent reviews.
- 2.2 The Advisory Group will provide a Final Report to the Chief Administrative Officer with its recommendations, no later than April 2020. Recommendations will be presented to Council as soon as possible following the Chief Administrative Officer's receipt of the Advisory Group's Final Report.

3. Scope of Work

- 3.1 The Advisory Group will research and consider all aspects of compensation that it believes is relevant to making its recommendations, specifically considering the following:
 - a. the desire for remuneration levels to be sufficient to attract individuals to office;
 - b. the existing remuneration levels for Mayor and Councillor;
 - c. comparative rates from other similar municipalities;
 - d. the functions and responsibilities of Mayor and Councillors;
 - e. the level of community engagement and the time commitment required of individuals holding municipal public office, including, but not limited to, meetings, events, preparation time, and communication with the public;
 - f. the Town's corporate objective to be fiscally responsible in allocating Town resources;
 - g. alternate formulas to replace current annual remuneration adjustments, taking into consideration formulas used by other municipalities; and
 - h. the need for, and timing of, any periodic independent reviews to compensation.

4. Membership

- 4.1 The Advisory Group will consist of three members, as follows:
 - a. one person who is a business owner within the Town of Comox;
 - b. one person who has previously served on Council for the Town of Comox; and
 - c. one member at large who resides within the Town of Comox.
- 4.2 The staff liaison appointed to the Advisory Group shall be the Chief Administrative Officer or delegate. Other staff resources will provide support as required.

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- 4.3 Advisory Group members will be appointed by the Chief Administrative Officer.
- 4.4 The Advisory Group shall appoint a Chair from among its members.
- 4.5 The appointments to the Advisory Group will expire once the final recommendations are provided to the Chief Administrative Officer.

5. Governance

- 5.1 The Advisory Group will establish its schedule by consensus and will meet as needed.
- 5.2 Quorum is three members and is required to conduct Advisory Group business.
- 5.3 Members are expected to attend all Advisory Group meetings.
- 5.4 Meetings shall comply with the rules and provisions contained in these Terms of Reference, Roberts Rules of Order and, to the greatest extent possible, the Comox Council Procedure Bylaw 2009.
- 5.5 Meetings shall be structured to encourage free and open discussion.
- 5.6 Meetings are not open to the public, however agendas, minutes and records will be available to the public upon request to the Deputy Corporate Administrator.
- 5.7 Agendas and minutes will be prepared by Town of Comox staff, in consultation with the Advisory Group Chair.

6. Responsibilities and Conduct

- 6.1 Members shall avoid situations potentially leading to conflicts of interest.
- 6.2 Members shall not speak on behalf of the Town of Comox.
- 6.3 Members shall not speak on behalf of the Advisory Group until the Chief Administrative Officer’s recommendations are presented to Council at a Regular Meeting of Council.
- 6.4 Once the Chief Administrative Officer’s recommendations are presented to Council at a Regular Meeting of Council, members are expected to respect the collective decisions and recommendations of the Advisory Group as a whole, as reported in the Final Report, rather than individual personal opinions.

7. Confidentiality

- 7.1 Advisory Group members are expected to maintain confidentiality throughout the term of the Advisory Group. Discussions and votes that take place at Advisory Group meetings are in confidence, and final recommendations shall not be publicly discussed until the Final Report and Chief Administrative Officer’s recommendations are submitted and presented to Council at a Regular Meeting of Council.