



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Independent Review & Market Analysis of Council Remuneration	NO. ADMIN – 58
<p><u>PURPOSE</u></p> <p>The purpose of the independent consultant is to <u>To have staff, or an independent consultant,</u> review the current remuneration paid to the Township of Esquimalt Mayor and Members of Council and recommend present options for an appropriate remuneration structure, for implementation in the month of the inaugural meeting of the newly elected Council following a local government election.</p> <p><u>MANDATE</u></p> <p>The Staff, or an independent consultant will, consistent with the purpose described above, undertake the following:</p> <ol style="list-style-type: none">1. Review the alternative to the current remuneration structure based on comparison with other comparable municipalities in British Columbia and adjustment in accordance with the change in the Victoria Consumer Price Index [CPI].2. Consider the functions and responsibilities of the Mayor and Council, the level of community engagement and time commitment required for all duties including meetings, events, preparation time, and communication with the public.3. Consider providing optional access to the employee benefits package for the position of Mayor, equivalent to that provided to exempt employees of the Township of Esquimalt.4. Consider providing optional access to the employee benefits package for the position of Councillor, equivalent to the standard package offered by the Union of British Columbia Municipalities.5. Consider the full remuneration package for Mayor and Councillors including the tax free expense allowance.6. Follow the process and criteria set out in Council Policy ADMIN-62 Remuneration for Elected Officials. <p>The independent consultant will submit to Council a report with recommendations by the end of March.</p>	

EFFECTIVE DATE: March 5, 2018	APPROVED BY: Council	REF: ADM-15-038 ADM-27-030 ADM-18-009	AMENDS NO. April 15, 2013 November 2, 2015 December 11, 2017	PAGE 1 OF 2
---	--------------------------------	---	--	--------------------

TITLE: ~~Independent~~ Review & Market
Analysis of Council Remuneration

NO. ADMIN – 58

APPOINTMENT

The selection and appointment process for ~~the~~an independent consultant is to be determined by staff.

TERM

~~The term of appointment of the independent consultant will conclude upon submission of a final report and recommendations to Council.~~

EFFECTIVE DATE:
March 5, 2018

APPROVED BY:
Council

REF:
ADM-15-038
ADM-27-030
ADM-18-009

AMENDS NO.
April 15, 2013
November 2, 2015
December 11, 2017

PAGE 2 OF 2



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
COUNCIL POLICY

TITLE: Remuneration for Elected Officials

NO. ADMIN – 62

PURPOSE

To outline the process for calculating the remuneration to be paid to the elected positions of Mayor and Councillor, and the process for providing for an annual increase.

PROCESS

1. In January of the fourth year of a Council term, Council will initiate a study to compare remuneration in Esquimalt to the remuneration paid in comparable communities in British Columbia using pre-determined selection criteria. The study information will be used to assist in decision making regarding any further adjustment of Council remuneration.
2. Council will appoint staff or an independent consultant to review Council remuneration, in accordance with Council Policy ADMIN-58 ~~Independent~~ Review & Market Analysis of Council Remuneration.
3. (a) Council remuneration will be based on the median remuneration as the most objective and fair measurement for this process.

(b) In the event the median values decrease, the current remuneration will remain unchanged.
4. The remuneration established in the fourth year of a Council term will be paid to the newly elected Council members commencing in the month of their inaugural meeting [i.e. November to October – year one].
5. Annual adjustments in Council remuneration during the term of Council will be in accordance with Council Remuneration Bylaw, 2014, No. 2836, as amended or replaced.

SELECTION CRITERIA FOR COMPARISON STUDY

1. Factors to be considered in establishing a sample grouping are the selection of municipalities that are:
 - similar in population,
 - similar in activities/functions as indicated by their total expenditures and total number of employees.

EFFECTIVE DATE: December 11, 2017	APPROVED BY: Council	REFERENCE ADM-15-038 Bylaw 2836 ADM-17-030	AMENDS NO. Oct. 24, 2011 November 2, 2015	PAGE 1 OF 2
---	--------------------------------	--	--	--------------------

2. (a) The sources used to collect market data for the comparison study will be:
 - CIVICINFOBC survey data [civicinfo.bc.ca]
 - British Columbia Municipal RedBook [published by Reed Construction Data] which are updated on an annual basis and report detailed financial, personnel and geographic data for all municipal government offices in British Columbia.

(b) Where this information is not current, updated information shall be gathered by telephone or written survey of the selected municipalities.
3. The Primary Data to be used in selecting the comparable municipalities for the Market Study shall include the following criteria:
 - Population: between 10,000 and 24,999
 - Total Expenditures: 30% + / - Esquimalt's total expenditures
 - A minimum of 10 municipalities within British Columbia that meet the criteria for data selection.
4. The Secondary Data to be used in selecting the comparable municipalities for the Market Study shall include the following criteria:
 - Total Employees: 100 – 300 range
5. Where possible, the comparable remuneration data should also include remuneration scheduled to take effect in alignment with the timelines of the Township of Esquimalt's remuneration adjustment timelines (i.e. in ~~October~~ November following a local government election).
6. In addition to the criteria provided in this Policy, additional criteria may be used to assist in determining reasonable remuneration provided the rationale for such use has been submitted to and approved by Council in advance.
7. Staff, or t~~t~~The independent consultant will meet with Council for clarity on the criteria and process prior to commencing the review.

EFFECTIVE DATE: December 11, 2017	APPROVED BY: Council	REFERENCE ADM-15-038 Bylaw 2836 ADM-17-030	AMENDS NO. Oct. 24, 2011 November 2, 2015	PAGE 2 OF 2
---	--------------------------------	--	--	--------------------