

 Director	 Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>March 31, 2025</u>	Item: <u>10.4.</u>



**DISTRICT OF WEST VANCOUVER**  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

## COUNCIL REPORT

Date:	February 10, 2025
From:	Eva Glickman, Director of Human Resources
Subject:	Council Remuneration
File:	01-0282-02

### RECOMMENDATION

That the honoraria provided to Mayor and Council remains unchanged.

#### 1.0 Purpose

To present for Council's consideration the recommendation that the honoraria provided to Mayor and Council remains unchanged in accordance with the Council Resolution passed on March 26, 2012, and the Council Remuneration and Expense Policy dated May 28, 2012.

#### 2.0 Legislation/Bylaw/Policy

Council Remuneration and Expenses Policy 02-10-338 (2012) (attached as **Appendix A**).

#### 3.0 Council Strategic Objective(s)/Official Community Plan

Council's Strategic Objectives do not apply. The Official Community Plan does not apply.

#### 4.0 Financial Implications

None.

#### 5.0 Background

The level of honoraria provided to Mayor and Council was last reviewed with public input in 2012. The March 26, 2012 Council resolution and the May 28, 2012 Council Remuneration and Expense Policy provides direction that the level of honoraria be re-examined every three years to remain in line with the identified four comparable municipalities.

## 5.1 Previous Decisions

Prior Resolutions: at its March 26, 2012 meeting Council passed the following resolution:

*THAT*

1. *The West Vancouver Mayor and Council honoraria be adjusted April 1, 2012 to \$75,000 for the position of Mayor and \$30,000 for the position of Councillor with the existing Acting Mayor adjustment of 5% of the Mayor's base rate.*
2. *The West Vancouver Mayor and Council honoraria be adjusted to reflect the lowest comparator for Councillors identified in the December 2011 survey of the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), Maple Ridge, and New Westminster (Appendix D of the Director of Human Resources and Payroll Services report) starting December 1, 2014; this would be \$32,284 for the position of Councillor with the existing Acting Mayor adjustment of 5% of the Mayor's base rate; the Mayor's honorarium will be set at \$80,710 being 2.5 % the rate set for Councillors, which is lower than the lowest comparator for Mayors in the 4 comparable municipalities.*
3. *The annual honoraria be increased on January 1<sup>st</sup> of each calendar year by the annual percentage change of the Consumer Price Index (CPI) for Vancouver (for the previous year).*
4. *The levels of honoraria be re-examined every three years (starting in March 2015) by employing a process which takes into account the following factors:*
  - a) *honoraria is to be set with the primary concern of attracting candidates who are representative of West Vancouver;*
  - b) *honoraria should also be reflective of the significant time required to fill the role of Mayor and Councillor; and*
  - c) *honoraria is intended to remain in line going forward with the remuneration offered by the following four comparable municipalities: North Vancouver (City), North Vancouver (District), New Westminster, and Maple Ridge.*

## 6.0 Analysis

### 6.1 Discussion

A survey was undertaken to gather the relevant information from the four comparable municipalities to determine their 2024 and 2025 levels of honoraria for Mayor and Council (survey results attached as **Appendix C**).

## 7.0 Options

### 7.1 Recommended Option

That the honoraria provided to Mayor and Council remains unchanged. The Council Remuneration and Expense Policy of May 28, 2012, recommends that the West Vancouver Mayor and Council honoraria be adjusted to reflect the lowest comparator for Councillors of the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), Maple Ridge, and New Westminster.

As per the 2024 and 2025 Mayor and Council remuneration survey results, the honoraria provided to Mayor and Council is above the lowest comparator for Councillors of the 4 comparable municipalities. As such, an adjustment to the honoraria provided to Mayor and Council is not required.

## 7.2 Considered Options

## 8.0 Conclusion

That the honoraria provided to Mayor and Council remains unchanged in line with the Council Remuneration and Expense Policy of May 28, 2012.

Author: \_\_\_\_\_



Concurrence \_\_\_\_\_

Appendices:

**Appendix A Council Remuneration and Expenses Policy 02-10-338 (2012)**

**Appendix B Public Input of Changes to Mayor and Council Remuneration dated March 22, 2012**

**Appendix C Survey results – Mayor and Council 2024 and 2025 levels of honoraria**

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**Appendix A Council Remuneration and Expenses Policy 02-10-338 (2012)**

**District of West Vancouver**

**CORPORATE POLICY**

Human Resources and Payroll Services Division	<b>COUNCIL REMUNERATION AND EXPENSES POLICY</b>
Policy 02-10-338 (2012)	
CIS File: 1365-01	

**1.0 Purpose**

To provide an annual remuneration and the payment of benefits and expenses for the Mayor and Councillors.

**2.0 Policy**

**2.1 Remuneration for Council Members**

There shall be paid out of annual revenue during each calendar year beginning April 1, 2012:

- a) The West Vancouver Mayor and Council honoraria be adjusted April 1, 2012 to \$75,000 for the position of Mayor and \$30,000 for the position of Councillor with the existing Acting Mayor adjustment of 5% of the Mayor's base rate.
- b) The West Vancouver Mayor and Council honoraria be adjusted to reflect the lowest comparator for Councillors identified in the December 2011 survey of the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), Maple Ridge, and New Westminster (Appendix D of the Director of Human Resources and Payroll Services report) starting December 1, 2014; this would be \$32,284 for the position of Councillor with the existing Acting Mayor adjustment

of 5% of the Mayor's base rate; the Mayor's honorarium will be set at \$80,710 being 2.5 times the rate set for Councillors, which is lower than the lowest comparator for Mayors in the 4 comparable municipalities.

- c) The annual honoraria be increased on January 1st of each calendar year by the annual percentage change of the Consumer Price Index (CPI) for Vancouver (for the previous year).
- d) The levels of honoraria be re-examined every three years (starting in March 2015) by employing a process which takes into account the following factors:
  - honoraria is to be set with the primary concern of attracting candidates who are representative of West Vancouver;
  - honoraria should also be reflective of the significant time required to fill the role of Mayor and Councillor; and
  - honoraria is intended to remain in line going forward with the remuneration offered by the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), New Westminster, and Maple Ridge.

## **2.2 Annual Remuneration Adjustment**

The annual honoraria be increased on January 1st of each calendar year by the annual percentage change of the Consumer Price Index (CPI) for Vancouver (for the previous year).

## **2.3 Health Benefits for Council Members**

There shall be paid out of annual revenue during each calendar year beginning January 1st:

- a) Basic Medical coverage
- b) Extended Health Benefits coverage
- c) Dental benefits coverage
- d) Life Insurance benefits coverage.

All benefits will be offered on the same basis, at the same benefits level, and with the same eligibility criteria as for exempt staff.

## **2.4 Incidental Expenses**

One third of the annual remuneration established for each member of Council under Section 2.1 is paid as an allowance for the expenses incidental to the discharge of the duties of the member, and excepted from taxation in accordance with the *Income Tax Act*.

## **2.5 Kilometre/Vehicle Allowance**

Mayor and Councillors shall be reimbursed for using their personal automobiles while involved in Council business outside the boundary of West Vancouver. Reimbursement will be in accordance with the Vehicle Use and Allowance Policy.

## **2.6 Expenses Incurred**

2.6.1 Notwithstanding section 2.4, each Council member shall be reimbursed for reasonable expenditures necessarily incurred to attend a convention, orientation, education and training, or function directly related to the duties of a member of Council.

2.6.2 The Mayor shall be entitled for reimbursement of expenditures in accordance with section 2.6.1 for up to \$5,500 per annum and members of Council up to \$3,500 per annum. Any expenditures exceeding these amounts shall be authorized by resolution of Council.

2.6.3 Reimbursement to Mayor and Councillors for expenditures set out in sections 2.6.1 and 2.6.2 shall be by written claim in accordance with the Travel Expenses Policy.

## **2.7 Qualifying Expenses**

The classes of expense that may qualify for payment under section 2.6.1 are:

- (a) overnight accommodation required while outside the Greater Vancouver Regional District (Metro Vancouver)
- (b) transportation other than personal vehicle
- (c) telephone or facsimile transmission
- (d) photocopying
- (e) meals not otherwise provided
- (f) gratuities
- (g) registration fees
- (h) other appropriate incidentals.

Council members shall be reimbursed for the amount of reasonable expenses necessarily incurred which comply with the Travel Expenses Policy.

## **2.8 Periodic Remuneration Review**

The Council Remuneration and Expenses Policy be re-examined every three years (starting in March 2015) by employing a process which takes into account the following factors:

- honoraria is to be set with the primary concern of attracting candidates who are representative of West Vancouver;
- honoraria should also be reflective of the significant time required to fill the role of Mayor and Councillor; and
- honoraria is intended to remain in line going forward with the remuneration offered by the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), New Westminster, and Maple Ridge.

### 3.0 Previous Policy Rescission

Council Remuneration and Expenses Policy #02-10-103 approved in 2002 is rescinded.

Approval date: May 28 2012	Approved by: Council
Effective date: May 28 2012	

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**Appendix B Public Input of Changes to Mayor and Council Remuneration  
dated March 22, 2012**

**DISTRICT OF WEST VANCOUVER**  
750 – 17<sup>TH</sup> STREET, WEST VANCOUVER, BC V7V 3T3

**COUNCIL REPORT**

Date: March 22, 2012 File: 07.1365.01.2012  
From: Terrence J. (TJ) Schmaltz, Director of Human Resources & Payroll Services  
Subject: **Public Input on Changes to Mayor and Council Remuneration**

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**RECOMMENDED THAT:**

1. The report entitled *Public Input on Changes to Mayor and Council Remuneration* be received for information;
2. The previous and enclosed third-party reports clearly convey the fact that West Vancouver Council's remuneration has not kept pace with comparable municipalities and therefore should be adjusted to a comparable range;
3. Council establish a procedure for considering their remuneration at regular, set intervals; and,
4. Council provide direction to the Director of Human Resources on the steps Council wishes to take in setting their remuneration and policy framework.

**Purpose**

The purpose of this report is to provide Council with the feedback received from the public on possible changes to Mayor and Council's remuneration.

**1.0 Background**

At the March 6, 2012 Special Council meeting, Council received the *Updated Data from Council Remuneration Task Force Report* dated February 23, 2012 and passed the following resolution:

“THAT:

1. the report from the Director of Human Resources entitled *Updated Data from Council Remuneration Task Force* be received for information;
2. the public have the opportunity to provide their input on changes to Mayor and Council’s remuneration by way of letter or email to the Mayor and Council until the end of the day on March 20, 2012; and,
3. the Director of Human Resources will provide a summary of this input to Mayor and Council for their consideration at the March 26, 2012 Council meeting.”

In response to this resolution, the February 23, 2012 Council Report entitled, *Updated Data from Council Remuneration Task Force*, was posted on the District’s homepage along with an invitation for members of the public to provide their input via electronic or regular mail (Attached as Appendix A). In addition, an article appeared in the North Shore News on March 16, 2012 entitled, “*West Vancouver Council to Consider Its Own Pay Hike*” (Attached as Appendix B). This article also advised the public of the opportunity to provide their input via electronic mail. This report offers a brief summary of the public comments and submissions received by the District.

## 2.0 Policy

Council remuneration is currently governed by the *Council Remuneration and Expense Policy*.

### 2.1 Reference to Community Strategic Plan

CORPORATE OBJECTIVES	STRATEGIC INITIATIVES
3.1 COLLABORATION: Advance cross departmental collaboration	<u>3.1.1</u> Identify and allocate appropriate staff to formal cross departmental work teams
3.2 EXCELLENCE: Attract the best and implement strategies for growth and retention	<u>3.2.2</u> Invest in programs, practices and services to attract, develop and retain talent
3.4 INNOVATION: Emphasize best practices from private and public sectors	<u>3.4.1</u> Determine optimal structure for delivering District Capital programs

## 3.0 Analysis

Council is responsible for setting the foundational compensation philosophy both for itself as well as for District exempt staff. Human resource professionals consider compensation best practices to include the following elements:

- (a) Choosing an appropriate comparator group to use as a benchmark;

- (b) Establishing the benchmark level (typically a percentile of the comparator group);
- (c) Conducting regular compensation reviews at set intervals to consider the appropriateness of the comparator group, the benchmark level and also determine whether any other rate changes are needed to keep in line with the compensation philosophy. Such reviews are typically conducted every three to five years; and,
- (d) Establishing a mechanism to allow for general wage increases/market adjustments on an annual basis (if appropriate).

### **3.1 Council's Comparator Group Options**

The 2008 Report concluded that the appropriate comparator group was a set of nine municipalities as follows:

- (1) Delta;
- (2) Langley (City);
- (3) Langley (Township);
- (4) Maple Ridge;
- (5) New Westminster;
- (6) North Vancouver (City);
- (7) North Vancouver (District);
- (8) Port Coquitlam; and,
- (9) Port Moody.

These Municipalities were chosen as a result of their relative population. The updated compensation data (as of December 31, 2011) for this group of comparators is attached as Appendix C.

In 2011, District Human Resources carried out a review which concluded that there were six municipalities within the Metro Vancouver area that represented the most appropriate comparable group on the basis of a number of criteria, including:

- geographic proximity;
- similarity with regard to the nature of the services provided;
- similarity in complexity of municipal operations;
- similarity in size of operating budget; and,
- similarity in employer size/population size.

This comparable group is made up of:

- (1) Coquitlam;
- (2) Langley (Township);
- (3) Maple Ridge;

- (4) New Westminster;
- (5) North Vancouver (City); and,
- (6) North Vancouver (District).

These municipalities provide Council with an alternative and more comprehensive comparator group. These six municipalities were chosen on the basis of a variety of criteria (noted above) and a mix of compensation philosophies to provide a balanced and fair group of comparator benchmarks. These six municipalities are currently used by District Human Resources as the comparator group for compensation comparison purposes. The compensation data (as of December 31, 2011) for these six municipalities is attached as Appendix D.

### **3.2 Council's Benchmark Level**

The 2008 Report recommended that Council's remuneration be benchmarked at the average of the nine comparators shown in Appendix B. This would result in a gross salary of \$90,399.00 for the Mayor and a gross salary of \$37,230.00 for Council members.

Alternatively, Council could consider benchmarking at a percentile of the comparator group. Both Appendix C and D show the remuneration rates at the average, median (50<sup>th</sup> percentile), the 60<sup>th</sup> and the 75<sup>th</sup> percentiles.

### **3.3 Council's Compensation Review Cycle**

Regular reviews of compensation are important within any organization to ensure small adjustments are made at appropriate intervals to allow wage rates to keep pace with the comparator group. Smaller adjustments are typically more palatable from a budget and optics perspective. The 2008 Report recommended that Council remuneration be reviewed every five years. As noted above, the 2008 Report recommendations were not implemented.

### **3.4 General Wage Increase/Market Adjustment**

Current Policy states that:

"The annual remuneration be increased by the annual percentage change, January over January of the Consumer Price Index (CPI) for Vancouver on January 1, 2004 and January 1 thereafter."

### **3.5 Public Input**

As of the afternoon of March 21, 2012, the District had received a total of 15 submissions from the public for which consent to publish has been received

(Attached in date order as Appendix E). The responses contained a wide variety of viewpoints which cannot be easily categorized except in a broad fashion. Broadly speaking, the submissions can be categorized as follows:

In favour of a remuneration increase as per the 2008 and 2012 Reports	3
In favour of a remuneration increase, but at different rates than the 2008 and 2012 Reports	5
Opposed to an increase to Council remuneration	7
<b>TOTAL</b>	<b>15</b>

### 3.6 Comments and Guidance Offered by External Compensation Specialist

As an additional source of information for Council's consideration, the District asked Ms. Julie Case, an independent external compensation consultant with experience in Council remuneration, to offer her thoughts and guidance to Mayor and Council. Ms. Case has offered some additional guidance and comments based on her professional experience that is attached as Appendix F.

## 4.0 Consultation

This report was prepared on the basis of the submissions received from the public between March 6 and 21, 2012 and the commentary provided by Ms. Julie Case, an independent external compensation consultant, who has worked with other Municipal Council's on compensation matters.

## 5.0 Options

5.1 Council may:

- (1) Receive this Report for information;
- (2) Provide Staff with further direction;
- (3) Request further information.

Author:

T. Schmaltz, Director  
HR & Payroll Services

### Appendices:

- Appendix A: *Council Seeks Public Input on Council Remuneration*  
(<http://www.westvancouver.ca>)
- Appendix B: North Shore News Article entitled, "West Vancouver Council to Consider Its Own Pay Hike" dated March 16, 2012
- Appendix C: Comparative Compensation Wage Rate Table – 2008 Data Updated to 2011
- Appendix D: Comparative Compensation Wage Rate Table – 6 Comparable Municipalities
- Appendix E: Public Comments (March 6-21, 2012)
- Appendix F: Memorandum, "Elected Officials Compensation" by Ms. Julie Case dated March 21, 2012

**Appendix C Survey results – Mayor and Council 2024 and 2025 levels of honoraria per year**

Note: All of the below listed municipalities are still using 2024 rates, apart from the District of North Vancouver (DNV).

Effective January 1, 2025, DNV Mayor annual rate is \$162,090.87 and DNV Councillor annual rate is \$ 64,836.35 due to 2.60% CPI increase.

Municipality	Mayor 2024 rate (per year)	Councillor 2024 rate (per year)
City of New Westminster	\$152,973.00	\$58,836.00
District of North Vancouver	\$157,983.28	\$63,193.26
City of North Vancouver	\$150,042.00	\$50,114.00
Maple Ridge	\$138,546.60	\$55,418.60
District of West Vancouver	\$148,632.84	\$54,466.08