

# Report

Date June 1, 2022  
Subject Review of Council Remuneration Report

---

File:

## PURPOSE

To consider the report prepared by Sainas Consult Inc. on Mayor and Council's remuneration and what follow-up action should be taken.

## BACKGROUND

Council, at their January 11, 2022 Committee of the Whole meeting (in accordance with section 2 of the [Delegation of Authority Bylaw](#)), directed staff to issue a request for quotation for a compensation consultant to complete an independent review of Council's compensation that included:

- (1) comparator group based upon similarly sized populations and operating budgets;
- (2) minimum of 10 municipalities, including North Cowichan, be used for the comparator group;
- (3) the compensation for the offices of Mayor and Councillor, including additional compensation paid, such as the amount paid when a Councillor is Acting Mayor, but excluding benefits;
- (4) the preferred mechanism for making periodic adjustments to compensation; and,
- (5) comparison of the percentage factor of Councillor to Mayor compensation be undertaken.

The request for quotation also included an exempt staff compensation review within the scope of work to maximize any available efficiencies or cost savings associated by having the same vendor complete both processes. Two quotes (including proposals) were obtained, and it was determined that the Sainas Consult Inc. provided the best value in accordance with the Procurement Policy.

## DISCUSSION

The report submitted by Sainas Consult Inc. also included (at no additional cost) reviews of vehicle allowances, group benefits, and approaches for reviewing and adjusting Council members' compensation.

### Council Remuneration

Sainas Consult Inc. found that the Mayor and Councillor compensation was very close to the median salaries in their research and recommended that Council maintain the current levels based on the annual adjustments using the Consumer Price Index for British Columbia (CPI for B.C.) percentage change in the [Council Remuneration Bylaw](#).

### Acting Mayor Pay

Sainas Consult Inc. found that the average additional pay provided to a Councillor to act for the Mayor was approximately 7% of the Mayor's monthly salary or \$600 per month. Acting pay for North Cowichan is \$389.76 per month (for 2022, which includes the annual adjustment) as per section 1 (3) of the [Council Remuneration Bylaw](#). This amount is approximately 4.6% of North Cowichan's Mayor's monthly salary. Sainas Consult Inc. did not make any recommendations to change this practice.

## Vehicle Allowances

Sainas Consult Inc. found that vehicle allowances were provided at one of the nine comparison municipalities. Sainas Consult Inc. did not make any recommendations to change this practice.

## Group Benefits

Sainas Consult Inc. found that Council members are offered benefits for extended health and dental services similar to those provided to employees and officers. Sainas Consult Inc. did not make any recommendations to change this practice.

## Approaches for Reviewing and Adjusting Council Members Compensation

Sainas Consult Inc. found that where a municipality had a policy for reviewing Mayor and Council remuneration, their approach was consistent with the direction given by Council on January 11, 2022. For adjustment between reviews, Sainas Consult Inc. found that the annual CPI for B.C. established in the [Council Remuneration Bylaw](#) was relevant for the region. Sainas Consult Inc. did not make any recommendations to change this practice.

## OPTIONS

1. **(Recommended Option)** THAT Council accept the Review of Council Remuneration Report prepared by Sainas Consult Inc.
  - This option is consistent with the recommendation by Sainas Consult Inc. to continue to use the CPI for B.C. to adjust Council remuneration on an annual basis.
2. THAT Council:
  - (1) Accept the Review of Council Remuneration Report prepared by Sainas Consult Inc.;
  - (2) Direct staff to draft a policy to provide (*Council to identify type of policy to be drafted*); and,
  - (3) Direct staff to draft an amendment to Council Remuneration Bylaw No. 3709 to change (*Council to identify the section of the bylaw to be amended and details of the change*).
  - Under this option, Council could consider directing staff to prepare a policy to establish a formal process for conducting Council compensation reviews or amend the Council Remuneration Bylaw to change the additional Acting Mayor pay from a flat rate to a percentage of the Mayor's monthly compensation.

## IMPLICATIONS

Staff would recommend that any amendments to Council's remuneration would take effect in 2023, which would be consistent with best practices in British Columbia.

## RECOMMENDATION

THAT Council accept the Review of Council Remuneration Report prepared by Sainas Consult Inc.

Report prepared by:



---

Michelle Martineau  
Manager, Legislative Services

Report reviewed by:



---

Sarah Nixon  
Deputy Chief Administrative Officer

**Approved to be forwarded to Council:**



---

Ted Swabey  
Chief Administrative Officer

Attachments: Review of Council Remuneration Report