

File No. 04-1000-20-2016-094

April 14, 2016

s.22(1)

Dear s.22(1) :

Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your request of March 17, 2016 for:

All materials provided by staff to the staff/council briefing held on February 22, 2016 dealing with Council and Park Board Remuneration.

All responsive records are attached.

Please do not hesitate to contact me if you have any questions.

Yours truly,



Barbara J. Van Fraassen, BA
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Encl.

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Elected Officials' Compensation Review

Report Back on
December 10, 2015 Motion

Chronology

- Feb. 3, 2015 - Council approved a motion calling for appointment of an independent party to review compensation and resources provided to City Council and Park Board
- Mar. 24, 2015 - Council accepted a staff recommendation to convene a committee of independent individuals to conduct the review
- Dec. 10, 2015 - Council received the Compensation Review Committee's recommendations and directed staff to undertake further work and report back within 3 months

1. As recommended by Compensation Review Committee, undertake a review of resources and personnel available to support Councillors and report back within 3 months, taking into account pending new Council duties such as Neighbourhood Liaison which have been approved in principle.
2. As part of this review, include a comparison of how other cities of comparable size referred to in the Compensation Review Committee Report calculate base compensation for Councillors.

An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade with a white railing separates a marina from the city. The marina contains several white sailboats and yachts. To the left, a large, multi-story apartment building with a curved facade and many balconies is visible. To the right, another large apartment building with a green roof and a curved facade is shown. In the background, more high-rise buildings are visible against a blue sky with some clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the text "Review of Council Support" in white.

Review of Council Support

- At present, 10 Councillors are supported by 4 full-time staff who provide basic administrative support
 - Maintain Councillors' calendars relating to City business, respond to event invitations and arrange meetings
 - Answer calls and take messages
 - Manage expenses and reimbursement
 - Records management
- Review undertaken by the City Clerk
 - Assessed current administrative support
 - Conducted individual interviews with Councillors
 - Obtained comparative information from Toronto, Edmonton, Halifax and Winnipeg

Themes from Councillor interviews:

- Management of incoming correspondence, phone and social media contacts
- Research and information gathering
- Preparation of correspondence, speaking notes and other materials
- Calendar and contact management
- Neighbourhood liaison function

- Staff contacted Edmonton, Winnipeg, Toronto and Halifax
- Generally, Councillors in those municipalities receive support across a broader range of functions
 - Management of constituent issues; correspondence
 - Research
 - Outreach
- The level of staffing/funding allocated to Council support is higher than in Vancouver
 - 0.67–2.0 FTE per Councillor in comparison group v. 0.33–0.5 FTE in Vancouver

1. Increase administrative staff complement supporting Councillors
 - Add 1 FTE Assistant to current complement of 4 FTE (0.5 FTE per Councillor)
 - Would create additional capacity for assistance with correspondence and contact management, meeting preparation
 - Estimated annual cost: \$67,000

2. Establish a discretionary fund for Councillors to obtain support beyond the scope of secretarial functions performed by Assistants
 - Funding would be available for Councillors to procure external assistance with functions such as detailed research, writing, social media set-up
 - Would require development of a policy framework for discretionary expenditures, including permissible uses, procurement criteria and reporting requirements
 - Could be implemented as a trial with a specified timeframe for evaluation
 - Annual cost: \$50,000 (assuming annual limit of \$5000 per Councillor)

3. Establish an information officer role with mandate to enhance correspondence management
 - Log correspondence, triage, and assign staff lead where appropriate
 - Establish due dates and follow up to ensure file close out
 - Share assignment details and responses with Mayor and Councillors
 - Estimated annual cost: \$73,000

Base Compensation for Councillors



- Mercer contacted 11 municipalities included in original comparative analysis
 - 8 of 11 municipalities responded
- Municipalities requested to confirm the approach or formula used to establish base compensation for Councillors
- Results:
 - 2 of 8 referenced existing by-laws as the basis for determining Councillor salaries but did not provide detail regarding the policy reflected in the applicable by-law
 - 2 of 8 indicated that Councillor salaries are set based a comparison with other municipalities
 - Both municipalities aim to pay Councillors at the 75th percentile of the relevant comparator group
 - 4 of 8 municipalities rely on recommendations from an independent committee or public advisory group
 - Note: in at least 3 municipalities, the terms of reference for the committee/advisory body reference external comparability as a factor to be considered

City of Vancouver - Market Comparison*

<i>Comparator City</i>	<i>Population</i>	<i>Operating budget</i>	<i>No of Councillors</i>	<i>Population/ Councillor</i>	<i>Annual salary</i>
Calgary	1,195,194	3,500	14	85,371	\$ 115,298
Edmonton	877,926	2,364	12	73,161	\$ 99,994
Ottawa	870,250	3,075	23	37,837	\$ 93,999
Mississauga	757,000	695	11	68,818	\$ 84,465
Winnipeg	709,253	994	15	47,284	\$ 89,346
Brampton	523,911	571	10	52,391	\$ 78,713
Surrey	508,000	575	8	63,500	\$ 63,359
Burnaby	223,218	424	8	27,902	\$ 57,070
Richmond	209,338	288	8	26,167	\$ 58,138
Median	709,253	695	11	52,391	\$ 84,465
Vancouver **	648,600	1,223	10	60,350	\$ 71,061
CoV base salary + avg. on-duty stipend					\$ 75,497
CoV Ranking**	6th	4th		5th	7th

* Source: Mercer Council Compensation Review Report, August 6, 2015

** CoV councillor salary – as of January 1, 2016

*** CoV ranking in comparator group (n=10)

Cash Compensation Comparison

<u>Median salary</u> (Group of 9 comparable municipalities)	\$84,465
<u>City of Vancouver</u>	
Base salary	\$71,061
Potential adjustments	
Stipend - On-duty Councillor*	\$4,436
Payment in lieu of benefits	\$3,048
Total cash compensation	\$78,545
Cash compensation differential	(\$5,920)
Differential as % of current base salary	8.3%

* Average annual value = \$2957 per month x 12 months / 8 councillors on roster

- In the event Council adopts a policy for determination of base salaries that departs from the historical reference to average weekly full-time earnings, there would be an associated question regarding the methodology for future annual adjustment
- Options
 1. Reference change in Vancouver Consumer Price Index over the prior year
 2. Maintain reference to change in average weekly earnings
 3. Forego an established methodology and determine any applicable increase on an annual basis