



**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 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

**EFFECTIVE DATE:**  
August 27, 2018

**APPROVED BY:**  
Council

**REFERENCE:**  
ADM-18-024  
Bylaw No. 2941  
ADM-15-038  
Bylaw 2836  
ADM-17-030

**AMENDS:**  
December 11, 2017  
October 24, 2011  
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number of employees.

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 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 the independent consultant will meet with Council for clarity on the criteria and process prior to commencing the review.

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