

AGENDA ADDENDUM

REGULAR MEETING OF COUNCIL

Monday, June 27, 2022

7:00 p.m.

Council Chamber, Municipal Hall

355 West Queens Road

North Vancouver, BC

Watch at <https://dnvorg.zoom.us/j/67910218298>

Council Members:

Mayor Mike Little

Councillor Jordan Back

Councillor Mathew Bond

Councillor Megan Curren

Councillor Betty Forbes

Councillor Jim Hanson

Councillor Lisa Muri



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Council Chamber, Municipal Hall,
355 West Queens Road, North Vancouver
Watch at <https://dnvorg.zoom.us/j/67910218298>

AGENDA ADDENDUM

THE FOLLOWING LATE ITEMS ARE ADDED TO THE PUBLISHED AGENDA

8. REPORTS FROM COUNCIL OR STAFF

8.2.1 Neighbourhood Response to Development Variance Permit 9.22 Being Considered June 27, 2022 (2589 Belloc Street) 08.3060.20/009.22

Report: Planning Assistant, June 23, 2022

Recommendation:

THAT the June 23, 2022 report of the Planning Assistant entitled Neighbourhood Response to Development Variance Permit 9.22 Being Considered June 27, 2022 (2589 Belloc Street) is received for information.

8.7 Future Council Remuneration Review

File No.

Report: General Manager – Finance and Technology and Chief Financial Officer, and General Manager – Corporate Services

Attachment 1: Council Remuneration Review – Terms of Reference

Attachment 2: Sainas Consult Inc. – District of North Vancouver – Review of Council Remuneration

Recommendation:

THAT Council receive the June 23 report on Council remuneration and defer consideration of the recommendations from the Finance and Audit Committee until July, after the public have had an opportunity to review the report and provide any comments:

THAT the Mayor's remuneration be adjusted to \$142,000,


THAT Councillors remuneration be adjusted to \$56,800 remaining at 40% of the Mayor's remuneration,

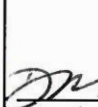
THAT Acting Mayor's pay be adjusted to \$1,669 per month and,

THAT the Mayor's car allowance be adjusted to \$789 per month.

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AGENDA INFORMATION	
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<input type="checkbox"/> Addendum:	Date: _____


 Dept.
Manager


 GM/
Director


 CAO

The District of North Vancouver REPORT TO COUNCIL

June 23, 2022

Case: 08.3060.20/009.22

File: 08.3060.20/009.22

AUTHOR: Graeme Budge, Planning Assistant

**SUBJECT: Neighbourhood Response to Development Variance Permit 9.22
Being Considered June 27, 2022 (2589 Belloc Street)**

RECOMMENDATION:

THAT the June 23, 2022 report of the Planning Assistant entitled Neighbourhood Response to Development Variance Permit 9.22 Being Considered June 27, 2022 (2589 Belloc Street) is received for information.

REASON FOR REPORT:

In accordance with Council's request to receive an indication as to the number of residents receiving notification, and being in support or in opposition, the following information is submitted for the Development Variance Permit being considered on June 27, 2022.

DISCUSSION:

As of 10:00 a.m. on June 23, 2022:

Development Variance Permit 9.22 – 2589 Belloc Street

Seventeen (17) notices were sent to adjacent property owners/residents. The Blueridge Community Association was sent a notice via email. Acknowledgement was received from the Blueridge Community Association. No other responses have been received.

Respectfully submitted,



Graeme Budge
Planning Assistant

**SUBJECT: Neighbourhood Response to Development Variance Permit 9.22 Being
Considered June 27, 2022 (2589 Belloc Street)**

June 23, 2022

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REVIEWED WITH:					
<input type="checkbox"/> Community Planning	_____	<input type="checkbox"/> Clerk's Office	_____	External Agencies:	
<input type="checkbox"/> Development Planning	_____	<input type="checkbox"/> Communications	_____	<input type="checkbox"/> Library Board	_____
<input type="checkbox"/> Development Engineering	_____	<input type="checkbox"/> Finance	_____	<input type="checkbox"/> NS Health	_____
<input type="checkbox"/> Utilities	_____	<input type="checkbox"/> Fire Services	_____	<input type="checkbox"/> RCMP	_____
<input type="checkbox"/> Engineering Operations	_____	<input type="checkbox"/> ITS	_____	<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Parks	_____	<input type="checkbox"/> Solicitor	_____	<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Environment	_____	<input type="checkbox"/> GIS	_____	<input type="checkbox"/> Other:	_____
<input type="checkbox"/> Facilities	_____	<input type="checkbox"/> Real Estate	_____		
<input type="checkbox"/> Human Resources	_____	<input type="checkbox"/> Bylaw Services	_____		
<input type="checkbox"/> Review and Compliance	_____	<input checked="" type="checkbox"/> Planning	_____		

AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input type="checkbox"/> Other:	Date: _____

Dept. Manager	GM/ Director	CAO
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The District of North Vancouver REPORT TO COUNCIL

June 23, 2022

File:

AUTHOR: Andy Wardell, General Manager, Finance & Technology / CFO
Saira Walker, General Manager, Corporate Services

SUBJECT: 2023 COUNCIL REMUNERATION

RECOMMENDATION:

THAT Council receive the June 23 report on Council remuneration and defer consideration of the recommendations from the Finance and Audit Committee until July, after the public have had an opportunity to review the report and provide any comments:

THAT the Mayor's remuneration be adjusted to \$142,000,

THAT Councillors remuneration be adjusted to \$56,800 remaining at 40% of the Mayor's remuneration,

THAT Acting Mayor's pay be adjusted to \$1,669 per month and,

THAT the Mayor's car allowance be adjusted to \$789 per month.

REASON FOR REPORT:

District of North Vancouver (DNV) Council Remuneration policy recommends a review of Council remuneration and the approval of any recommendations arising from that review take place before the current Council's term expires. In March 2020, following best practices, the DNV enlisted the services of Sainas Consult Inc. an independent compensation consultant to review remuneration, benefits and allowances for Municipal Councillors with the expectation that any recommended changes would be applied to the incoming Council.

SUMMARY:

The proposed recommendations are intended to maintain parity with comparable municipalities. The consulting report profiles two options for Council's consideration:

Option 1 is in alignment with median salaries and car allowances for comparable municipalities.

Option 2 maintains District Councillor salaries at the historical 40% of the Mayor's median salary.

BACKGROUND:

Municipalities throughout the region have recognized the importance of providing sufficient compensation in order to:

- Attract a diverse range of qualified candidates with a broad range of skills and backgrounds who can act as representatives of the DNV.
- Adequately compensate elected officials for the significant personal time and dedication expended serving in the roles of Mayor and Councillor.

In 2022 a survey was undertaken to gather relevant information from comparable municipalities to assist in determining the 2023 compensation for the DNV Mayor and Councillors. Comparator municipalities include the following: City of Coquitlam, Township of Langley, City of Delta, City of Maple Ridge, City of New Westminster, City of Port Coquitlam, City of North Vancouver, and District of West Vancouver.

The survey data provides the following highlights:

- **Mayor's Salary** - The DNV Mayor's salary at \$129,817 is low in relation to the median of all comparable municipalities. The consultant's recommendation is to increase the Mayor's salary to the median value of \$142,000.
- **Councillor's Salary** -
 - Option 1 - Comparable municipalities median is at 38% or \$50,691. This option would keep Council pay at \$51,927 (37%). Within this median there is variation in approaches across comparable municipalities with one not adjusting salaries throughout the term between elections versus one increasing Council salaries linked to staff salary increases.
 - Option 2 - The District historically pays Councillors at 40% of the Mayor's salary. Maintaining DNV Councillors at 40% results in an increase in pay from \$51,927 to \$56,800. Three comparable municipalities are at 40% or 41%.
- **Acting Mayor Pay** – The median at comparable municipalities is 14.6% or \$1,583 per month. Acting pay at the DNV has been historically set at 14.1% of the Mayor's salary and is currently \$1,526 per month. With the recommended adjustment to the Mayor pay of \$142,000 acting pay would be set at \$1,669 per month (14.1%).
- **Vehicle Allowance Mayors** – The median in comparable municipalities is \$789 per month. The DNV Mayor currently receives an allowance of \$735 per month.
- **Vehicle Allowance Councillors** – The median in comparable municipalities is \$300 per month. DNV Councillors received an allowance of \$320 per month. The last consulting review in 2018 placed the median at \$320 per month. In the 2022 research there were two municipalities that adjusted allowances.
- **Group Benefits** – Should a Council member elect to participate the DNV pays 100% of the premiums which is typical of most municipalities.
- **Pension, Retirement, or Transition allowance** – Three of the nine comparison municipalities provide some form of a transition allowance or pension benefit to the

Mayor and Council upon leaving Council. The DNV does not provide any transition allowance or pension benefit and there is no recommendation by the consultant for a change at the DNV.

EXISTING POLICY:

Finance – Council Remuneration

Council Remuneration Review - Terms of Reference

Timing/Approval Process:

Per policy, current council approves remuneration recommendations for incoming Council.

Concurrence

Council's Standing Finance and Audit Committee concurs with this report.

Financial Impacts:

The budget increase for the recommendations in this report total \$43,785. Per policy annual salaries are adjusted by the Statistics Canada All Items Consumer Price Index (CPI) for Vancouver as at December 31, 2022.

Recommendations based on Sainas Consulting Inc.					
	2022	Recommended 2023 *	Budget Increase	Market Medians	Market Average
<u>Annual Salaries - Option 2</u>					
Mayor	\$ 129,817	\$ 142,000	\$ 12,183	\$ 141,537	\$ 145,024
Councillors	51,927	56,800	29,238	50,691	54,152
	40%	40%		38%	37%
<u>Monthly Car Allowances</u>					
Mayor	\$ 735	\$ 789	\$ 648	\$ 789	
Councillors	320	320	-	300	
<u>Monthly Acting Mayor's Pay</u>					
Councillors	\$ 1,526	\$ 1,669	\$ 1,716	\$ 1,583	\$ 1,778
	14.1%	14.1%		14.6%	14.7%
			<u>\$ 43,785</u>		

While the Sainas report does not provide recommendations on Acting Pay, leaving the Acting Pay at the current rate would reduce it's value to 12.9% of the Mayor's salary. The current Acting pay rate is set at 14.1%. The median Acting pay rate in comparable municipalities is 14.6%.

Liability/Risk:

Failure to provide adequate compensation and benefits in alignment with other Metro Vancouver municipalities could significantly impact our ability to attract a diverse range of candidates to the position of Mayor and Councillor.

Attachments:

- Council Remuneration Review – Terms of Reference
- Sainas Consult Inc. – District of North Vancouver – Review of Council Remuneration

Conclusion:

To attract a diverse range of qualified candidates who can represent the community and act as stewards of the DNV, compensation should adequately reflect the time required to serve in the capacity of Mayor or Councillor. Staff support the recommendations in the consultant's report and specifically keeping Councillor gross pay at 40% of the Mayor's gross pay.

Respectfully submitted,



Andy Wardell
General Manager, Finance
& Technology / CFO



Saira Walker
General Manager, Corporate Services

REVIEWED WITH:		
<input type="checkbox"/> Sustainable Community Dev. _____	<input type="checkbox"/> Clerk's Office _____	External Agencies:
<input type="checkbox"/> Development Services _____	<input type="checkbox"/> Communications _____	<input type="checkbox"/> Library Board _____
<input type="checkbox"/> Utilities _____	<input type="checkbox"/> Finance _____	<input type="checkbox"/> NS Health _____
<input type="checkbox"/> Engineering Operations _____	<input type="checkbox"/> Fire Services _____	<input type="checkbox"/> RCMP _____
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Council Remuneration Review

Terms of Reference

Purpose	To review Council remuneration making recommendations on remuneration, benefits, and future review mechanisms including updates, if necessary, to the policy.
Origin of Work	The Chief Administrative Officer will provide management oversight of the work of the firm and provide direction and clarification where/when necessary.
Qualifications	The firm selected to conduct the work and make recommendations must be appropriately and professionally qualified to undertake the work. Selection of the firm shall be in compliance with District procurement policies and procedures.
Work	Duties may include: researching and reviewing current trends and approaches used to set remuneration levels for elected officials; conducting interviews with Councillors and other persons thought to be appropriate; reviewing the existing policy for possible improvements to future review processes; reviewing issues of, and access to, professional development; and making recommendations to Council regarding the remuneration and benefits received by its members.
Work Plan	The Chief Administrative Officer and Manager, Human Resources will meet with the firm to establish a work plan outlining the tasks to be undertaken in order to meet the reporting deadline.
Budget	Subject to the procurement policies and competitive market forces.
Reporting	The Finance and Audit Standing Committee of Council shall be updated in the spring / early summer in the final year of a Council's term followed by a final report with recommendations to be presented to Council in a public meeting by the reporting deadline. The reporting deadline is no later than June 30 th .
Staff Support	Finance, the Clerk's Office, and Human Resources will provide whatever support is deemed necessary. This may include but is not limited to advice, research and analysis and any other support service the Chief Administrative Officer deems necessary. The cost of support services outside of regular hours or by non-regular staff sources will be offset by transfers to department/divisional budgets from the Council Contingency budget.

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DISTRICT OF NORTH VANCOUVER

REVIEW OF COUNCIL REMUNERATION

MAY 2022

Sainas Consult Inc.

May 24, 2022

PRIVATE & CONFIDENTIAL

**Ms. Saira Walker
General Manager, Corporate Services
District of North Vancouver
355 West Queens Road
North Vancouver, BC
V7N 4N5**

Via e-mail: walkers@dnv.org

Dear Ms. Walker:

Re: Survey of Council Remuneration

We are pleased to present our report on the survey of Mayor and Council remuneration conducted on behalf of the District of North Vancouver.

We look forward to discussing this report with you. If you have any questions in the meantime, please call.

Yours truly,

SAINAS CONSULT INC.



Katherine M. Sainas

**DISTRICT OF NORTH VANCOUVER
REVIEW OF COUNCIL REMUNERATION**

May 2022

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INTRODUCTION

The District of North Vancouver retained Sainas Consult Inc. to undertake a review of Council remuneration. The project involved a survey of a number of comparison municipalities for the following information as it pertains to the Mayor and Councillor positions:

- Annual salary;
- Acting Mayor pay;
- Vehicle allowance;
- Incidence and cost-sharing of group benefits;
- Incidence of pension, retirement or transition allowance; and,
- Approaches for reviewing and determining adjustments to pay.

The comparison municipalities are the same ones that were included in the 2018 review and are shown in the table below, along with their 2021 population and 2020 consolidated expenses.

Table 1 - Comparison Municipalities

MUNICIPALITY	2021 EST. POPULATION	2020 CONSOLIDATED EXPENSES
City of Coquitlam	154,381	\$270,804,927
Township of Langley	137,399	\$253,291,000
City of Delta	113,695	\$241,627,618
City of Maple Ridge	94,742	\$137,634,713
City of New Westminster	82,866	\$195,666,195
City of Port Coquitlam	63,917	\$99,806,099
City of North Vancouver	59,576	\$118,909,873
District of West Vancouver	45,503	\$153,697,696
25th percentile	62,832	132,953,503
Median	88,804	174,681,946
Average	94,010	183,929,765
75th percentile	119,621	244,543,464
DISTRICT OF NORTH VANCOUVER	91,790	\$189,177,601

Source: Local Government Division of the Ministry of Municipal Affairs & Housing

MARKET FINDINGS

This section contains the market findings.

COUNCIL MEMBER 2022 SALARY

The current Mayor and Councillor annual salaries are shown in Table 2 below.

Table 2 - Mayor and Councillor Salaries

MUNICIPALITY	MAYOR	COUNCILLOR	COUNCILLOR VS MAYOR
City of Coquitlam	\$187,087	\$74,581	40%
Township of Langley	\$154,557	\$57,186	37%
City of Delta	\$154,264	\$62,788	41%
City of Maple Ridge	\$121,107	\$48,443	40%
City of New Westminster	\$137,645	\$52,940	38%
City of Port Coquitlam	\$145,429	\$46,191	32%
City of North Vancouver	\$130,179	\$43,479	33%
District of West Vancouver	\$129,924	\$47,610	37%
25 th percentile	\$130,115	\$47,255	36%
Median	\$141,537	\$50,691	38%
Average	\$145,024	\$54,152	37%
75th percentile	\$154,337	\$58,587	40%
DISTRICT OF NORTH VANCOUVER	\$129,817	\$51,927	40%

The information collected in the survey is current as at March 2022. One municipality does not make annual adjustments to Council remuneration; thus their rates have remained unchanged since the beginning of the term. Another has not – and is not expected to – provide an increase for 2022. A third will make its adjustment in June based on last year's CPI that will be effective for the remainder of the term.

Some of the municipalities may increase their Mayor and Councillor salaries by more than the typical annual adjustment as a result of their own pre-election remuneration reviews for their next term Councils.

VEHICLE ALLOWANCES

Vehicle allowances are provided to the Mayors at all but one of the comparison municipalities, and the amounts range from a monthly allowance of \$200 to \$1394, with a median of \$789 and an average of \$751. Five of the eight municipalities extend car allowances to Councillors, with a median monthly allowance of \$300 and an average of \$363. One of the three municipalities that do not offer a car allowance to Councillors provides a vehicle allowance for the Acting Mayor during the period acting.

The District of North Vancouver provides a monthly allowance of \$735 to the Mayor, and \$320 to the Councillors.

When the vehicle allowance is added to the salary, the statistics for the total cash compensation at the comparison municipalities are:

Table 3 - Market Statistics for Salary + Vehicle Allowance

STATISTICS	MAYOR	COUNCILLOR	COUNCILLOR VS MAYOR
25 th percentile	\$137,279	\$47,255	35%
Median	\$146,860	\$52,503	38%
Average	\$152,914	\$56,872	37%
75th percentile	\$165,866	\$63,879	40%
DISTRICT OF NORTH VANCOUVER	\$138,637	\$55,767	40%

ACTING MAYOR PAY

The acting pay policies vary across the comparison municipalities. Some of the policies offer a percentage of the Mayor's salary for the acting period. Others provide a flat rate per month or for an assigned length of time. One does not provide Acting Mayor pay. The additional pay provided to a Councillor to act for the Mayor ranges between 10% and 28% of the Mayor's salary, with a median of 14.6% and an average of 15.7%. The monthly rate works out to between \$1,117 and \$3,082, with a median of \$1,583 and an average of \$1,778.

The District of North Vancouver provides an acting rate of \$1,526 per month, which is 14.1% of the Mayor's monthly salary.

GROUP BENEFITS

The benefits that are provided to staff are typically also available to Council members. The premiums are 100% paid by the comparison municipalities for the Mayor and Councillors with one exception: one municipality pays 100% for the Mayor but Councillors pay their own medical premiums and 25% of the dental and extended health premiums.

The District of North Vancouver pays 100% of the premiums for the benefits provided to Council members.

PENSION, RETIREMENT, OR TRANSITION ALLOWANCE

Two of the comparison municipalities provide a separation allowance to the Mayor and Councillors upon leaving Council. A third annualizes a transition allowance equal to the employer contribution under the municipal pension plan and includes it in the Mayor's regular salary.

The District of North Vancouver does not provide such an allowance.

APPROACHES FOR REVIEWING AND ADJUSTING COUNCIL MEMBER SALARIES

Where a municipality has a policy for reviewing Mayor and Council remuneration, the approach is typically to review other municipalities that are similar in size and/or region. For this, they typically conduct a regular market survey of their comparison municipalities.

For adjustments in the years in between the more comprehensive reviews, the municipalities typically make annual adjustments based on consumer price index increases. One links Council increases with staff increases, and another municipality does not adjust Mayor and Council remuneration throughout the term between elections.

SUMMARY AND RECOMMENDATIONS

SUMMARY

Table 4 summarizes the current remuneration for the District of North Vancouver Mayor and Councillors compared with the median of the market:

Table 4 - Current District of North Vancouver Compared With Market

	MARKET MEDIAN	DNV CURRENT	DNV CURRENT VS MARKET MEDIAN
BASE SALARY			
Mayor	\$141,537	\$129,817	92%
Councillor	\$50,691	\$51,927	102%
COUNCILLOR SALARY AS % OF MAYOR			
	38%	40%	
SALARY PLUS VEHICLE ALLOWANCE			
Mayor	\$146,860	\$138,637	94%
Councillor	\$52,503	\$55,767	106%

The District's Councillor rates are close to the median of the market for salaries and total cash (salary plus vehicle allowance). The Mayor's salary, however, is below the median.

RECOMMENDATIONS

Since the Mayor's remuneration is below market, we recommend the Mayor's base salary be increased to \$142,000, which puts it at the median of the market for salary and within 3% of the market for total cash.

We understand that it has been the District's practice to maintain the Councillor remuneration at 40% of the Mayor. Therefore, two proposed remuneration options are presented in the tables below:

1. Mayor and Councillor salaries set at the median of the market (Option 1 - Table 5); and,
2. Mayor salary at the median and Councillor salary at 40% of the Mayor, consistent with the District's historical practice (Option 2 - Table 6)

Table 5 - Option 1: Mayor and Councillor Salaries at Market Median

	MARKET MEDIAN	DNV OPTION 1	DNV OPTION 1 VS MARKET MEDIAN
BASE SALARY			
Mayor	\$141,537	\$142,000	100%
Councillor	\$50,691	\$51,927	102%
COUNCILLOR SALARY AS % OF MAYOR	38%	37%	
SALARY PLUS VEHICLE ALLOWANCE			
Mayor	\$146,860	\$150,820	103%
Councillor	\$52,503	\$55,767	106%

Table 6 - Option 2: Mayor at Market Median, Councillor at 40% of Mayor

	MARKET MEDIAN	DNV OPTION 2	DNV OPTION 2 VS MARKET MEDIAN
BASE SALARY			
Mayor	\$141,537	\$142,000	100%
Councillor	\$50,691	\$56,800	112%
COUNCILLOR SALARY AS % OF MAYOR	38%	40%	
SALARY PLUS VEHICLE ALLOWANCE			
Mayor	\$146,860	\$150,820	103%
Councillor	\$52,503	\$60,640	115%

As stipulated in the District's Council Remuneration Policy, the Council remuneration should be adjusted for 2023 by the annual percentage change for the prior calendar year of the Statistics Canada All Items Consumer Price Index (CPI) for Vancouver.