

## **CULTUS LAKE PARK BOARD REMUNERATION**

At the request of the Cultus Lake Park Board, Sainas Consult Inc., was hired to conduct a review of the Park's Board Remuneration. The Board has now received this completed review from the consultant.

The *Cultus Lake Park Act* states the following:

### **Remuneration of Board**

15 (1) The remuneration for the Chair and the other members of the Board shall be as authorized and fixed from time to time by by-law adopted by the Council of the District of Chilliwack, and in addition thereto the Chair and each other member is entitled to receive his or her actual disbursement for expenses in visiting or superintending the park if such expenses are approved by the Board.

(2) The remuneration for the Chair may be authorized and fixed at a greater amount than for the other members of the Board.

1962-74-4; 1980-61-7.

In keeping with the *Cultus Lake Park Act*, the following motion from the Closed Board Meeting on November 9, 2016 was sent to the City of Chilliwack Council for their consideration and approval:

IC 3664-16 Moved by: Commissioner Payeur Seconded by: Commissioner Lamb

**THAT** the Park Board approve the recommended annual stipend as outlined in the Consultant's report as follows:

Board Chair - \$13,700

Vice Chair - \$10,500

Commissioner - \$9,800; and

**THAT** the stipend adjustment be effective January 1, 2017; and

**THAT** the BC Consumer Price Index continue to be used as per the present bylaw for the annual stipend adjustments; and

**THAT** the consultant's report and this motion be forwarded to Chilliwack City Council for consideration at the next Council meeting and further that the Park Board approve the release of this report and motion once approval is received from Chilliwack City Council.

### **CARRIED**

At the December 6, 2016, City of Chilliwack Council meeting the following resolution was passed:

**"That Council advise the Cultus Lake Park Board that it will consider their report after the Board provides evidence of public consultation with the residents of Cultus Lake".**

In order to fulfill this requirement, a copy of the Staff report dated November 9, 2016, and the Sainas Consult Inc. report are attached. We would request your comments in writing, which can be dropped off at the park office or emailed to [reception@cultuslake.bc.ca](mailto:reception@cultuslake.bc.ca) before 9:00 a.m. on January 9, 2017.

This item will appear on the Regular Board Agenda on January 18, 2017 for the Board's consideration of any public comments that have been received. The public comments and the Board's resolution will then be forwarded to the City of Chilliwack Council for their final approval.

Thank you in advance for your participation in this process.

Warmest regards,

Bonny Bryant  
Director Park Operations/Chief Administrative Officer  
Cultus Lake Park



CULTUS LAKE PARK

**CONFIDENTIAL REPORT/RECOMMENDATION TO BOARD**

**DATE:** November 9, 2016 **FILE:**  
**SUBMITTED BY:** Bonny Bryant, Director of Park Operations/Chief Administrative Officer  
**SUBJECT:** Board Remuneration Review

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**PURPOSE:**

The Park Board had requested a review be conduct of their present remuneration. Sainas Consult Inc. was subsequently hired to conduct a review of Park Board Remuneration.

**RATIONALE FOR CLOSED DISCUSSION**

This meeting is closed under Section 90 (1) of the Community Charter and relates to;  
(c) labour relations or other employee relations

**RECOMMENDATION:**

***THAT** the Park Board approve the recommended annual stipend as outlined in the Consultants report as follows:*

Board Chair - \$13,656.76  
Vice Chair - \$10,452.96  
Commissioner - \$9,800.00

***THAT** the consultant's report and this motion be forwarded to Chilliwack City Council for approval. Further that the Park Board approve the release of this report and motion once approval is received from Chilliwack City Council.*

**DISCUSSION:**

On May 18, 2016 the Park Board requested that the Director Parks Operations/Chief Administrative Officer hire a qualified third party to conduct a review of the Commissioner's Remuneration to ensure it was keeping pace with the present market, while taking into account the unique nature of the Park Board. The last review was conducted in 2010, comparators were selected by staff and reviewed by the Board on June 15, 2016. The consultant, Katherine Sainus will be in attendance and she will outline the details of her review to the Board.

A copy of the Consultant's report is attached.

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Prepared by:

B. Bryant  
Bonny Bryant  
Director of Park Operations/CAO

Check one:	
If the Board passes the resolution(s) proposed in this report, the resolution(s) will be deemed to be publicly released to those affected in order for staff to action the item(s).	<input type="checkbox"/>
A Board resolution to publicly release the resolution(s) in this report is recommended in order to release the decision at the next public Council meeting.	<input checked="" type="checkbox"/>
The resolution(s) proposed in this report will not be released due to the nature of the subject.	<input type="checkbox"/>

Cultus Lake Park Board

Board Remuneration Review

October 31, 2016

October 31, 2016

Ms. Bonny Bryant  
Director of Park Operations/  
Chief Administrative Officer  
Cultus Lake Park  
4165 Columbia Valley Highway  
BC V2R 5B5

Via e-mail: [Bonny.Bryant@cultuslake.bc.ca](mailto:Bonny.Bryant@cultuslake.bc.ca)

Dear Ms. Bryant:

**Re: Review of Cultus Lake Park Board Remuneration**

We are pleased to present our report on the Board Remuneration Review conducted on behalf of the Cultus Lake Park Board.

We look forward to discussing this report with you.

Yours truly,

SAINAS CONSULT INC.



Katherine M. Sainas

**Cultus Lake Park Board**  
**Board Remuneration Review**  
**October 2016**

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## **INTRODUCTION AND APPROACH**

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Governance of Cultus Lake Park is the direct responsibility of the Park Board, accountable for the protection and preservation of the 640 acres of park land surrounding a small stretch of beach on the eastern shore of the lake. The provision of residential services and the infrastructure necessary to support the local homes and commercial businesses is mandated by the Park Board and are funded by its annual capital and operating budgets. Cultus Lake Park has a budget of approximately \$4 million, and 25-50 staff, depending on the season.

The Cultus Lake Park Board, elected on November 15, 2014, is made up of five elected Commissioners; three elected from the Cultus Lake Park Board jurisdiction, and two elected from the City of Chilliwack jurisdiction. The Cultus Lake Park Board is responsible for the long term planning and vision of the park, through the annual budget process. In addition, the quiet enjoyment and environmental sustainability of the park is provisioned through the adoption of bylaws and policies to aid in the administration and management of the entire park. Commercial leases and businesses operating in the park require Park Board approval.

The Cultus Lake Park Board Commissioners' Remuneration Bylaw 2010, No. 3666 sets out annual stipends for the Chair, Vice Chair and other Commissioners. Since Commissioner remuneration has not been reviewed for several years, the Park Board requested an independent review to ensure Board remuneration is appropriate relative to the market, while taking into account the unique nature of the Park Board and role of Commissioners.

The review involved obtaining and analyzing information on elected official remuneration from a number of comparison municipalities that bracket Cultus Lake in size. Since the only other park board in British Columbia is the Vancouver Park Board, which is much larger in size (budget, staff, population served), our approach was to use the Municipal Councillor as the best comparison with the Park Board Commissioner position, and maintain the existing stipend differentials for the Chair and Vice Chair positions.

This report contains the market findings and recommendations for the Cultus Lake Park Board remuneration.



**COMPARISON ORGANIZATIONS**

The review involved the collection and analysis of information from the municipalities' remuneration bylaws as well as their 2015 Statements of Financial Information which disclose the remuneration actually paid.

Information was obtained from the following organizations:

Municipality	2014 Est. Population*	2014 Expenditures (\$million)*
Town of Banff	9,386	33.9
Municipality of Jasper	4,584	13.4 <sup>1</sup>
Village of Pemberton	2,601	4.2 <sup>2</sup>
District of Sicamous	2,439	5.4
District of Lillooet	2,344	5.4
District of Tofino	2,119	6.2
Village of Harrison Hot Springs	1,500	3.7
Village of Keremeos	1,340	1.8
Village of Radium Hot Springs	766	2.8
Village of Belcarra	637	1.5
Sun Peaks Mountain Resort Municipality	451	2.4
<b>Cultus Lake Park</b>	1500	4.0
25th percentile	1053	2.6
Median	2119	4.2
Average	2561	7.3
75th percentile	2520	5.8

\*Source: Government of British Columbia, BC Stats

Definitions of the statistics are shown in the footnotes on the next page.

<sup>1</sup> 2011 population  
<sup>2</sup> 2013 expenditures

**FINDINGS AND RECOMMENDATIONS**

MARKET DATA

Statistics for the current Councillor annual stipends at the comparison municipalities are shown in the table below.

Position	25th percentile <sup>1</sup>	Median <sup>2</sup>	Average <sup>3</sup>	75th percentile <sup>4</sup>
Councillor	\$7,326	\$10,142	\$11,858	\$14,134

Two of the municipalities provide an additional fee for meeting attendance and the number of meetings attended can vary by Councillor. Therefore, the average actual remuneration as disclosed in the municipalities' statements of financial information were used for analysis purposes for those two municipalities. The raw market data is contained in Appendix 1.

For all of the municipalities, one-third of Council members' base remuneration is deemed as an allowance for expenses and is thus tax-free.

The Cultus Lake Park Board current remuneration is shown in the table below, along with the percentage differences between the Board Chair's stipend versus the Commissioners, and the Board Vice Chair's stipend versus the Commissioners.

Cultus Lake Park Board	Current Annual Stipend	% Difference vs Commissioner
Board Chair	\$9,994.55	39.4%
Board Vice Chair	\$7,649.88	6.7%
Commissioner	\$7,172.02	--

<sup>1</sup> This is also referred to as the first quartile. It represents the point below which 25% of the values fall.

<sup>2</sup> This is also referred to as the 50th percentile. When the values in the population are ranked by size, the median represents the point at which equal numbers of values are above and below. It is the "middle" salary in the population.

<sup>3</sup> This is the simple average provided for matching positions. Also known as the mean, it is derived from summing all of the values and dividing by number of organizations.

<sup>4</sup> This is also referred to as the third quartile. It represents the point below which 75% of the values fall.

RECOMMENDATIONS

We analyzed the market data based on size of organization as measured by population and annual budget. Amongst the comparison group, there is a strong correlation between size of municipality and Councillor remuneration. Since the Cultus Lake Park Board is just below the median of the market in size for both population and expenditures, we recommend the Commissioner position be paid at the commensurate position in the market for Municipal Councillor stipends, which is about \$9,800. We also recommend the current relationship between the stipends for the Cultus Lake Park Board positions be maintained.

The following table presents the recommended annual remuneration for the Board Chair, Vice Chair and Commissioner at Cultus Lake Park Board, taking into account the size of the organization as well as the current relationship between the positions (internal equity).

Cultus Lake Park Board	Current Annual Stipend	Recommended Annual Stipend	\$ Increase	% Increase
Board Chair	\$9,994.55	\$13,656.76	\$3,662.21	37%
Board Vice Chair	\$7,649.88	\$10,452.96	\$2,803.08	37%
Commissioner	\$7,172.02	\$9,800.00	\$2,627.98	37%

### MARKET DATA

Municipality	2014 Est. Population	2014 Expenditures (\$million)	Councillor Remuneration 2015
Town of Banff	9,386	33.9	\$26,055
Municipality of Jasper	4,584	13.4	\$15,832 <sup>1</sup>
Village of Pemberton	2,601	4.2	\$12,903
District of Sicamous	2,439	5.4	\$10,142
District of Lillooet	2,344	5.4	\$7,502
District of Tofino	2,119	6.2	\$13,267 <sup>2</sup>
Village of Harrison Hot Springs	1,500	3.7	\$15,000
Village of Keremeos	1,340	1.8	\$6,811
Village of Radium Hot Springs	766	2.8	\$7,150
Village of Belcarra	637	1.5	\$9,777
Sun Peaks Mountain Resort Municipality	451	2.4	\$6,000

<sup>1</sup> The Municipality of Jasper provides a daily meeting honorarium in addition to the base remuneration. This figure represents the average Councillor remuneration per the Municipality's 2015 Statement of Financial Information, and excludes benefits and expenses.

<sup>2</sup> The District of Tofino provides a taxable meeting allowance for attending special meetings in addition to the annual stipend. This figure represents the average Councillor remuneration per the District's 2015 Statement of Financial Information, and excludes benefits and expenses.