

## TITLE: CAO & SENIOR MANAGEMENT WAGE BENCHMARKING

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RESOLUTION NUMBER: 2024-11-08

POLICY #: CP-024

EFFECTIVE DATE: NOVEMBER 26, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE**

To establish a fair and competitive compensation structure for the Chief Administrative Officer (CAO), Operations Manager, and Municipal Clerk by benchmarking against comparable Alberta municipalities.

### **POLICY STATEMENTS**

#### **1. Benchmarking of CAO Salary**

The CAO's salary shall be benchmarked against the average CAO salary of 16 comparable Alberta municipalities. These municipalities have been selected based on similar population size, geographic area, economic profile, and/or service scope to ensure relevancy. The Municipalities selected are the Towns of Bow Island, Cardston, Claresholm, Coalhurst, Fort Macleod, Nanton, Nobleford, Picture Butte, Pincher Creek, Raymond, Rimbey, Sexsmith, Sundre, Three Hills, Vulcan, and the Village of Stirling.

#### **2. Calculation of Average CAO Salary**

Annually, a salary review will be conducted to determine the average CAO salary across the selected municipalities using the Audited Financial Statement of each municipality for the previous year. (See Schedule "A")

The previous year's data will be used when a municipality has employed more than one CAO in the reporting year.

#### **3. CAO Salary Range**

The Town of Magrath's CAO salary shall be set within a range of 15% above or below the determined average CAO salary for the municipalities.

- Minimum CAO Salary: 85% of the benchmark average
- Maximum CAO Salary: 115% of the benchmark average

#### **4. Operations Manager and Municipal Clerk Salary Benchmarking**

The Operations Manager and Municipal Clerk salaries will be benchmarked based on the average CAO salary, determined from the 16 comparable municipalities.

The salary range for both the Operations Manager and Municipal Clerk shall be from 65% to 85% of the determined CAO average salary.

Salary adjustments within these limits shall be recommended to the Council by the CAO based on performance, and the role's scope of responsibilities for approval.

**5. Annual Adjustment**

All salaries are to be reviewed and adjusted by the Town Council annually based on performance and budget constraints while remaining within the established range parameters for each role.

In an event where a salary has been approved and the benchmark average range falls below the approved salary, the salary shall not be reduced. However, the position wage is to be frozen until the benchmark range permits any further adjustment.

**Exceptions**

Any deviations from this policy must be approved by the Town Council.