



# Minutes

## Council Compensation Review Committee

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**Meeting Date:** March 27, 2019  
**Meeting Time:** 3:00 p.m. – 4:00 p.m.  
**Location:** Town Hall – 32 Mill Street  
**Prepared by:** Sarah Merrifield, Administrative Assistant – Clerks & Community Services

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### A. Call to Order

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Director of Human Resources Jennifer Moreau called the meeting to order at 3:00 p.m.

Also in attendance were Interim Chief Administrative Officer Shawn Everitt, Committee members Robert Turner, and John White, and Town Clerk Corrina Giles.

Regrets were sent from Administrative Assistant Sarah Merrifield.

#### ▪ Approval of Agenda

Moved by: Robert Turner

Seconded by: John White

THAT the Agenda of March 27, 2019 be approved as circulated, including any additions to the Agenda, Carried.

### B. Meeting

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#### B.1 Introduction and Welcome

Jenn Moreau provided an overview of the Council Compensation Review Committee (“CCRC”) and thanked Robert and John for taking part. Jenn requested that Committee members take a moment to introduce themselves.

Robert advised he has lived in Craigleith since 2018 and has long-term connections to the Craigleith area. Robert is a consultant with Western Management Consultants and noted his prior work experience will enable him to add valuable insight to the CCRC’s activities.

John advised he has ties with The Blue Mountains dating back to the 1980s and has been a full-time resident since 2016. John has a background in municipal government, business, and corporations which will assist in the fulfillment of CCRC’s mandate.

Jenn noted she is the Director of Human Resources at the Town and is looking forward to working with the CCRC and developing a fulsome policy regarding Council Compensation.

Shawn advised he is the Interim Chief Administrative Officer at the Town and has been with the Town for 26 years. He added he is looking forward to working with the CCRC in the fulfillment of its mandate.

## B.2 Terms of Reference Review

Jenn provided an overview of the Terms of Reference, noting it has been checked against other municipalities. Jenn highlighted the timeline of deliverables for the CCRC and confirmed it is focused on delivering a report to Council for consideration in the 2020 budget.

Jenn confirmed she will Chair the CCRC.

Robert requested additional information regarding the history that led the Town to implement a CCRC. Jenn advised that a compensation review was undertaken for Town staff in 2017 which included a review of municipal comparators based on households, assessment and other local comparators. When considering a Council compensation review, the same comparator as staff compensation was used.

Robert questioned if it is possible to use other comparator information and noted the Town should be reviewing comparators based on comparable complexity, comparable number of households, and assessment. When establishing comparators, the Town should consider the various factors that add complexity to the Town and ensure they are reflected. Robert noted all should agree on the comparators used, including members of the public. Jenn confirmed that staff will develop a list of comparators that is valid and fair for this exercise.

The group discussed whether it is possible to move into Closed Session for a portion of the meeting; Town Clerk Corrina Giles advised the CCRC should not enter Closed Session to ensure compliance with the *Municipal Act, 2001*. John noted it is important to allow opportunity for members of the public to speak and address the CCRC. John confirmed that meeting notice should be publicly posted to ensure residents are aware they can make deputations at the CCRC meetings.

Jenn noted there was a hesitancy to make a large-scale change to Council remuneration during the previous term of Council. As a result, remuneration was moved to 50% of market value and it was decided the 2018-2022 term of Council would consider the Council remuneration matter. Jenn noted there are varying opinions about what Council remuneration should be.

The group discussed the need to develop an ongoing working paper for CCRC to review comparators. John noted a word document to allow for ongoing input would be suitable. This working document would form part of the CCRC's public record. John noted that City of Hamilton and City of Burlington have released reports regarding Council Remuneration that could be reviewed. A policy and program which outlines how remuneration should be reviewed must be developed. It is imperative to ensure broad diversity of Council members are attracted to municipal government.

Robert noted the group will need to consider if other municipal comparators may offer a richer benefits package to their elected officials and stressed the need to compare “apples to apples”. Jenn confirmed comparator information will be considered at the next regularly scheduled CCRC meeting.

Robert emphasized the need to think critically about the comparator criteria; what are the five (5) core complexity factors, and 5 modifiers (i.e. number of developer requests, number of households, size of meetings, capital budget, operating budget, model pay structure, etc.). Robert added the need to think outside the box and consider what Council in The Blue Mountains does.

Robert provided a matrix to Jenn for her review and added the CCRC should consider a point factor comparison. The CCRC could interview Council members and ask what makes their jobs complex with consideration for expenses. CCRC members should place themselves in the seats of Council and consider the value Council members add to the Town. Robert noted compensation should not be a barrier to attracting Council members; the Town should be proud to pay its Council members accordingly. Jenn noted it may be worthwhile to reach out to former Council members and discuss their roles when they were elected officials.

John noted the Town is made up of full-time, part-time, and seasonal residents and questioned if there is a report that staff can pull which outlines the amount of time Senior Management staff spends at after-hours meetings. That report could be compared to the amount of time past Council have spent at meetings. John added the need to allow for additional compensation for the Council member that acts as the Alternate Member to Grey County Council.

John noted staff should obtain similar reports from City of Hamilton and City of Burlington and added that a working paper on comparators should be developed.

B.3 Town Clerk Corrina Giles  
Re: Overview of Town’s Procedural By-law 2018-20

B.4 Town Clerk Corrina Giles  
Re: Municipal Act Overview, s.239 Meetings

B.5 Meeting Schedule

### **C. Upcoming Meeting Dates**

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The next meeting date will take place April 24, 2019 at 2:00 p.m. at Town Hall.

### **D. Adjournment**

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Moved by: Robert Turner

Seconded by: John White

THAT the Council Compensation Review Committee does now adjourn at 4:25 p.m. to meet again April 24, 2019 or at the call of the Chair, Carried.