



# Minutes

## Council Compensation Review Committee

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**Meeting Date:** April 24, 2019  
**Meeting Time:** 2:00 p.m. – 4:00 p.m.  
**Location:** Town Hall – 32 Mill Street  
**Prepared by:** Jennifer Moreau, Director of Human Resources

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### A. Call to Order

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Director of Human Resources Jenn Moreau called the meeting to order at 2:00 p.m.

Also in attendance were members Robert Turner, and John White, and the Town's Interim Chief Administrative Officer Shawn Everitt.

- **Approval of Agenda**

Moved by: Robert Turner

Seconded by: John White

THAT the Agenda of April 24, 2019 be approved as circulated, including any additions to the Agenda, Carried.

- **Previous Minutes (March 27, 2019)**

Moved by: Robert Turner

Seconded by: John White

THAT the Minutes of March 27, 2019 be approved as circulated, including any revisions to be made, Carried.

**Declaration of Pecuniary Interest and general nature thereof**

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2018-20, Council Compensation Review Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

### B. Deputations / Presentation

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None

## New and Unfinished Business

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### C.1 Review of Project Plan – Key Milestones over the next 4 months

Director of Human Resources Jenn Moreau noted the CCRC needs to consider objectives over the next few months, while being mindful to have work completed for inclusion in the 2020 Draft Budget. Robert Turner advised the first step is to establish comparators and the factors that determine comparator selection. John White noted a review of external materials and research must be conducted, specifically citing an article entitled, “How much is enough a study of Municipal Council Remuneration”. John confirmed the article contains relevant references to other studies conducted on the matter. By considering municipally-relevant references that have already been researched and published, the Town avoids duplicating efforts. Robert agreed there is a need for CCRC to gather research in the preparation of a recommendation for Council remuneration.

John noted when developing the list of comparators, the CCRC needs to consider comparable workload for the position of Mayor, Deputy Mayor, Councillor, and Alternate appointment to upper tier Council. Jenn noted the CCRC’s mandate is not to determine if Council is full-time or part-time, but the group agreed it is important to include some empirical data on workload, not only for the benefit of current elected officials, but also for prospective elected officials. Interim CAO Shawn Everitt added this conversation is timely as the Town is currently reviewing its Procedural By-law which should provide more information about Council’s current workload and the number of scheduled meetings, including the Committees of Council meetings.

Robert noted the overall strategy will drive the structure of the remuneration review and requested that staff advise CCRC members on Council’s overall vision. Jenn noted it is difficult to provide this information but commented that, based on the election platforms, the current council is concerned with economic and environmental stability, transparency, and smart growth.

Generally, CCRC identified the need to discuss Council workload with members of Council and Senior Management Team (“SMT”), as well as gather applicable background research and data for consideration at the May 28, 2019 meeting. Shawn confirmed he will develop a standard list of questions to provide to members of Council and SMT. The questions will relate to Council workload and time-commitment and answers will be available for CCRC review prior to the May 28, 2019 meeting. Robert noted the need to measure complexity rather than activity, and advised he will review the questions prior to circulation to Council and SMT to ensure they are strategic rather than administrative in nature.

Robert requested clarification on the process for recommending a remuneration package for Council consideration. Jenn confirmed a report with the CCRC’s findings will be presented to Council. The report will include a recommendation to initiate a public meeting process to ensure members of the public can comment on the remuneration options. Following this process, Council will make a decision regarding remuneration for elected officials which may include changes from the recommendation initially put forth by CCRC. Shawn noted the initial staff report can include current comparator information, and various compensation options for Council’s consideration.

The CCRC determined that consideration of key Committee milestones will be considered at the next regularly scheduled meeting with the following motion:

Moved by: Robert Turner

Seconded by: John White

THAT the Council Compensation Review Committee defers Item C.1 Review of Project Plan – Key Milestones over the next 4 months to the May 28, 2019 Council Compensation Review Committee meeting, Carried.

## C.2 Review of Existing Remuneration Package for Elected Officials

The CCRC reviewed comparators from the previous Council remuneration review. Robert clarified that all items included on the Salary Comparison, and the Benefits and Other Expenses Comparison are taxed, except mileage. Jenn also confirmed that the Town follows the CRA Standard regarding remuneration. The group discussed non-cash benefits provided and requested that staff provide more detail on which non-cash benefits are currently provided and which non-cash benefits could be considered. The final staff report should include an acknowledgement of potential external remuneration available to Council members such as Conservation Authorities and Utility Boards.

Jenn noted she will discuss the municipality's annual Financial Information Return "FIR" document with the Director of Finance and IT Services to determine if any information within the FIR would be useful to the CCRC. Jenn noted the FIR could assist the Town in establishing "apples for apples" comparators.

The following project plan was established:

1. Develop and circulate a survey for Council and SMT to complete and return prior to the next regularly scheduled CCRC meeting;
2. Gather relevant research regarding municipal Council remuneration for consideration by the CCRC, including any research available from other municipalities;
3. Develop a non-cash remuneration summary that includes upcoming or anticipated changes and a review of health-care related benefits;
4. Provide the Town's Expense Policy By-law for Elected Officials to CCRC members;
5. Provide relevant information from the FIR document to CCRC members;
6. Consider inclusion of Council Remuneration as a "Hot Topic" item on the Town's website;
7. Establish an Action Item Tracking Sheet to be circulated and reviewed by CCRC members.

The Action Item Tracking Sheet will replace the working document referenced at the March 27, 2019 meeting. It will be considered at the Action Planning point on the Agenda.

C.3 Discussion of Proposed Comparable Complexity Towns and Townships – Who will be our Comparators and which measures are proposed as “core” factors and “sub-core” (modifying) factors

Moved by: Robert Turner

Seconded by: John White

THAT the Council Compensation Review Committee defers Item C.3 Discussion of Proposed Comparable Complexity Towns and Townships – Who will be our Comparators and which measures are proposed as “core” factors and “sub-core” (modifying) factors to the May 28, 2019 Council Compensation Review Committee meeting, Carried.

C.4 Report out on similar compensation reports done by these proposed comparators

Moved by: John White

Seconded by: Robert Turner

THAT the Council Compensation Review Committee defers Item C.4 Report out on similar compensation reports done by these proposed comparators to the May 28, 2019 Council Compensation Review Committee meeting, Carried.

C.5 Town Policies and Legislation Acknowledgement

Administrative Assistant Sarah Merrifield noted that digital copies of relevant Town policies and legislation were provided to CCRC members. Policies and legislation included: POL.COR.07.07 Code of Conduct for Members of Council and Local Boards, POL.COR.17.04 Accessibility Standards for Customer Service, POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards, POL.COR.18.08 Workplace Violence and Harassment, POL.COR.18.10 Social Media Policy, Accessibility for Ontarians with Disabilities Act, 2005, Municipal Conflict of Interest Act, 1990, Municipal Freedom of Information and Protection of Privacy Act, 1990, and Municipal Act, 2001.

CCRC members were provided hardcopies of the documents upon request.

Sarah noted a training session will be scheduled for June 2019 to review relevant materials and will be provided to all Committee of Council members. The CCRC agreed to review the materials provided and sign acknowledgement of receipt at the next regularly scheduled meeting.

## **C. Public Comment Period**

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### **D.1 Public Comment Period (each speaker is allotted three minutes)**

NOTE: In accordance with the Town Procedural By-law 2018-20 fifteen minutes is allotted at the Meeting to receive public comments regarding Council Compensation Review matters. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation or potential litigation matters that are a follow-up to a Public Meeting.

None

**D. Upcoming Meeting Dates**

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The next meeting date will take place May 29, 2019 at 2:00 p.m. at Town Hall.

**E. Adjournment**

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Moved by: Robert Turner

Seconded by: John White

THAT the Council Compensation Review Committee does now adjourn at 3:44 p.m. to meet again May 29, 2019 or at the call of the Chair.