



# Minutes

## Council Compensation Review Committee

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**Meeting Date:** June 3, 2019  
**Meeting Time:** 8:30 a.m. – 10:30 a.m.  
**Location:** Town Hall – 32 Mill Street  
**Prepared by:** Sarah Merrifield, Executive Assistant Committees of Council

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### A. Call to Order

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Director of Human Resources Jenn Moreau called the meeting to order at 8:31 a.m. Also in attendance were Robert Turner, John White, and Interim Chief Administrative Officer Shawn Everitt.

#### ▪ Approval of Agenda

Moved by: Robert Turner

Seconded by: John White

THAT the Agenda of June 3, 2019 be approved as circulated, including any additions to the Agenda, 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

#### ▪ Previous Minutes (April 24, 2019)

Moved by: Robert Turner

Seconded by: John White

THAT the Minutes of April 24, 2019 be approved as circulated, including any revisions to be made, Carried.

### B. Deputations / Presentation

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None

## C. Action Planning

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### C.1 Review of Action Items Tracking Chart, May 29, 2019

The Committee reviewed the status of the following action items:

#### 1. Council Job Analysis Survey

The group reviewed various portions of Council's responses to the Job Analysis Survey. Interim Chief Administrative Officer Shawn Everitt noted Council is very detail-oriented and involved, which adds to each member's workload. However, the positions should be classified as part-time. Robert Turner noted he felt the complexity information received is more accurate as it relates to Council's workload than the hours per week information. John noted the findings relating to job complexity should be included in the future report to Council and used as information for prospective candidates in future elections. The group discussed the role of Deputy Mayor, with staff noting the Deputy Mayor assumes the Mayor's duties when he is away (i.e. in the event of an emergency, etc.).

Moved by: Robert Turner

Seconded by: John White

THAT the Council Compensation Review Committee directs staff to schedule interviews in June 2019 with members of Town Council to follow up regarding the Council Job Analysis Survey, Carried.

#### 2. Purchase of Journal Article: "How much is enough" – Kurt Schobel

#### 3. Non-cash benefits research

The group reviewed the non-cash benefits offered by the Town and outlined as follows:

- EAP, Extended Health and Dental – same benefit program as FT staff (minus STD, LTD and life insurance is capped at \$50,000) – cost for Council & Dependents annually **\$6, 541.56**
- Annual IT Allowance of **\$1,200**
- Meeting Per-Diem - \$100 full day, \$75.00 half day
- Annual Mileage for in-town travel **\$2,400**. Mileage for attending meetings outside of Town boundaries – CRA – 2019 \$.58 per kilometer for the first 5000 kms, \$.52 for any amount over 5000 kms.
- Cell Phone, Laptop for term of Council
- Access to all Town resources, including printing etc.

Jenn noted the Council Compensation Policy will include a definition of a ½ day versus a full day for clarity and further noted the Town's Expense Policy requires updating.

#### **4. Copy of the Town's Expense Policy By-law for Council**

The Policy that will update the existing Expense Policy will include language regarding more regular council remuneration review. Jenn noted the recommendation will likely be that Council, in their final year, will vote on Council remuneration for the subsequent year.

#### **5. FIR Data for Comparator Establishment**

Jenn explained that the Financial Information Return ("FIR") is a mandated report completed by municipalities on an annual basis, and noted she will supply the 2017 FIR link to the Committee members for review. Jenn cited the schedules of the FIR that were used to consider the previous Council Compensation Review in 2018 including:

1. # of households in the municipality;
2. Total weighted assessment per household;
3. Taxes per household;
4. # of full-time positions employed by the municipality;
5. Salary per full time equivalent ("FTE");
6. Total tangible capital assets managed by the municipality;
7. Total financial assets; and,
8. Total annual municipal costs.

The following list of municipalities were selected based on the criterion above as the Town's comparators:

1. King Township
2. Orangeville
3. East Gwillimbury
4. Wasaga Beach
5. Collingwood
6. Niagara-on-the-Lake
7. Saugeen Shores
8. Innisfil
9. Huntsville
10. Gravenhurst
11. Midland
12. Oro-Medonte

Robert noted these are the types of comparatives that should be considered by the Committee during this exercise. He requested staff provide a projection of changes in comparators to see if there would be any change, in time for the next regularly scheduled Committee meeting. Robert noted the next step is to determine "core" factors and "modifying (sub-core)" factors, i.e. development, which could be based on the Council Job Analysis Survey and the findings from interviews with Council. Jenn confirmed that once comparators are established, the Town reaches out to perform a deeper dive with the various municipalities identified to ensure accurate comparison.

The group discussed that the Development Charges Background Study may also be useful in sourcing comparators, though Shawn noted with each community's variance in features, there may be some variance.

## **6. Research of other Municipalities that have undertaken Compensation Reviews**

The group discussed the various research that was sourced, and Robert noted the Committee should develop a Compensation Philosophy that would outline key principles and define total compensation, which would include regular maintenance and review cycles. It was requested that future Committee packages be printed for the two Committee members.

**7. Staff Report outlining recommendations must include language re: potential outside remuneration (Conservation Authorities, etc.)**

**8. SMT to consider inclusion of "Hot Topic" button regarding Council Remuneration**

## **D. New and Unfinished Business**

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

The group discussed that interviews with Members of Council will form a key Committee milestone. This item will be reviewed again at the next regularly scheduled Committee meeting.

### **D.2 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**

The Committee requested that a draft list of core and sub-core factors be developed for Committee's consideration by June 26, 2019 based on the FIR and historical comparators. Jenn referenced the need to ensure 1/3 taxable allowance on income is addressed through the review.

### **D.3 Report out on similar compensation reports done by these proposed comparators**

### **D.4 Town Policies and Legislation Acknowledgement**

## **E. Public Comment Period**

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### **E.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

**F. Upcoming Meeting Dates**

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The next meeting date will take place June 26, 2019 at 2:00 p.m. at Town Hall.

**G. Adjournment**

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Moved by: Robert Turner

Seconded by: John White

THAT the Council Compensation Review Committee does now adjourn at 11:00 a.m. to meet again June 26, 2019 or at the call of the Chair.