

**Council Compensation Review Committee Action Item Tracking**

No.	Description	Owner	Date Assigned	Due Date	Status	Date Closed
1	Council Job Analysis Survey	Shawn Everitt	April 24.2019	1-May-19	Complete	May 29.2019
2	Purchase of Journal Article: How much is Enough - Kurt Schobel	Jennifer Moreau	April 24.2019	ASAP	Purchased and circulated to Committee Members	April 29.2019
3	Non-cash benefits - research - what do we currently provide to Council	Jennifer Moreau	April 24.2019	21-May-19	Complete - added to June 3, 2019 Agenda	May 29.2019
4	Copy of the Expense Policy By-law for Council	Jennifer Moreau	April 24.2019	21-May-19	Complete	May 29.2019
5	FIR Data -working with Ruth Prince - determine what information from the FIR can be shared with the Committee to establish a list of factors for comparison to other municipalities from the FIR	Jennifer Moreau	April 24.2019	21-May-19	Complete	May 29.2019
6	Research of other municipalities who have recently completed Compensation Reviews with an External Committee. Share the reports they have created with the Committee.	Jennifer Moreau	April 24.2019	21-May-19	Complete	May 29.2019
7	Include a section for "Action Planning" on subsequent CCRC Meeting Agendas	Sarah Merrifield	24-Apr-19	22-May-19	Complete - added to June 3, 2019 Agenda	30-Apr-19
8	Ensure staff report with remuneration recommendations includes language re: potential outside remuneration (Conservation Authorities, etc)	Jennifer Moreau	24-Apr-19	TBD		

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9	SMT to consider inclusion of "Hot Topic" button regarding Council Remuneration	Shawn Everitt	24-Apr-19	May-19	Committee Updates Hot Topic button created, with link to July 3, 2019 COW Report	3-Jul-19
10	AMCTO Data - clarify which region and can we set our population data higher based on voter data.	Jennifer Moreau	3-Jun-19	26-Jun-19	Confirmed Zone 2, Committee reviewing AMCTO region data for populations greater than 25,000 to account for full and part-time residents and visitors.	In-progress
11	Deeper Dive Interviews on Survey Data	Robert Turner, John White and Sarah Merrifield	3-Jun-19	31-Jul-19	Interviews with current members of Council complete. Scheduling interviews with former members of Council and Town CAO.	
12	Develop a list of Core Factors & Modifiers for Comparators	Jennifer Moreau	3-Jun-19	Jul-19	Research in-progress. Comparators established, along with complexity factors that will be considered.	
13	Compensation Philosophy	Robert Turner	3-Jun-19	Aug-19	Working with the Committee to mature and state this vision to bring forward within our Staff Report and recommend to Council.	

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14	Determination of recommend for staff resource for Council members	Jennifer Moreau	3-Jun-19	Aug-19	Working with the Committee, research if a staff resource would be part of our recommendation to Council to ensure administrative support is provided in keeping with continuity of work and our evolving compensation philosophy.	
15	Training	Sarah Merrifield	24-Apr-19	19-Jul	Committee of Council Training Scheduled July 16, 2019 at 7:00 p.m.	
16	Consideration of key Committee milestones	Committee	3-Jun-19	ongoing	To be reviewed at each Committee meeting	
17	Consideration of advertising Committee of Council meeting dates, and ability to make deputations.	Sarah Merrifield	26-Jun-19	ongoing	Deputation Form for Committees of Council produced. Staff are advertising the August 14, 2019 meeting to ensure the community is aware of the potential to make public comment and deputations.	