



Minutes

Council Compensation Review Committee

Meeting Date: June 26, 2019
Meeting Time: 3:00 p.m.
Location: Town Hall – 32 Mill Street
Prepared by: Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Director of Human Resources Jenn Moreau called the meeting to order at 3:02 p.m. Also in attendance were Robert Turner, John White, and Chief Administrative Officer Shawn Everitt.

▪ Approval of Agenda

Robert Turner requested that Item C.1.4 Interviews with Members of Council regarding Council Job Analysis Survey data – John White and Robert Turner, and Item C.1.7 Determination of recommend for staff resource for Council members, be merged into the same item.

Moved by: Robert Turner

Seconded by: John White

THAT the Agenda of June 26, 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 (June 3, 2019)

Director of Human Resources Jenn Moreau clarified that the annual mileage allowance for Members of Council and the IT Allowance is pro-rated across the year and deposited in the bi-weekly payroll deposit.

Moved by: John White

Seconded by: Robert Turner

THAT the Minutes of June 3, 2019 be approved as circulated, including any revisions to be made, Carried.

B. Staff Reports, Deputations, Correspondence

B.1 Deputations, if any

None

B.2 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

B.3 Staff Reports, if any

None

B.4 Correspondence, if any

None

C. Follow-up Items from Previous Meetings

C.1 Review of Action Items Tracking Chart

C.1.1 Ensure staff report with remuneration recommendations includes language regarding potential outside remuneration (i.e. Conservation Authorities, etc.)

Note: this is a standing item on the Action Items Tracking Chart.

The Committee determined the background information in the Council remuneration report will include reference to any per diem or honorariums received through the Conservation Authorities.

C.1.2 SMT to consider inclusion of “Hot Topic” button regarding Council Remuneration

Jenn confirmed that the 1st and 2nd Quarter of 2019 Committees of Council Update report will be linked to a “Hot Topic” button. The Committee discussed whether advertising Committee of Council meeting dates and the possibility of providing a deputation at Committees should be considered. Staff will review internally and follow-up.

C.1.3 AMCTO Data – Region confirmation, and population data clarification

Note: Confirmation that AMCTO divides Ontario into zones. Town of The Blue Mountains is in Zone 2 for AMCTO purposes.

The Committee recommended staff review AMCTO region data applicable to greater than 25,000 residents in order to account for full and part-time residents, and visitors.

C.1.4 Interviews with Members of Council regarding Council Job Analysis Survey data – John White and Robert Turner, merged with C.1.7 Determination of recommend for staff resource for Council members

Robert Turner and John White provided a high-level overview of the themes from the interviews with Members of Council. Committee members advised that the interviews were structured with a set list of questions that were asked in each interview, as well as several individual questions specific to each Member of Council's survey responses. Committee members noted each Member of Council agreed their position is a full-time job and it was noted the position forms the predominant form of income for most members. Through the interviews, Committee members learned Council finds the benefits package sufficient, and that members of Council are varied on their opinion of whether Short and Long Term Disability coverage should be supplied. John White noted the Town could consider offering Short and Long Term Disability as an option for Members of Council to purchase separately if they choose. Robert noted several Members of Council were unaware of how their mileage and IT Allowance are administered.

One theme included the need to provide a dedicated workspace for Members of Council at Town Hall. Committee members noted discussions regarding Customer Relationship Management Systems, and whether implementation of such a system may allow for Council to be more efficient in their roles. Chief Administrative Officer Shawn Everitt noted the Town has a "Dial 0" line that is answered during business hours, in addition to emergency/pager information for after-hours, by-law or emergency situations. Shawn noted the Town may need to re-advertise the emergency and "Dial 0" line information to ensure the public is aware of the options for contacting Town staff.

It was noted that a Special Projects Researcher might be a useful resource for Council. Shawn reminded Committee members that Council provides direction to staff on the projects and priorities it wishes to further. This is done in a transparent, and public manner. The logistics of such a position would need to be carefully considered. It was noted administrative support provided by the Town is generally sufficient to the needs of Council.

Robert noted Members of Council felt the Town is very unique and finding sufficient comparators is challenging. The highest ranked comparators were: Niagara-on-the-Lake, Wasaga Beach, Collingwood, Huntsville, and Whistler, B.C. The Financial Information Return ("FIR") data and comparator data believed most relevant includes: Total annual number of building permits requested, Total annual value of building

permits/development projects, Total number of voters registered, with consideration for representation of youth and annual visitors, Total operating budget, Total Tangible Capital Assets, and Number of households. The Committee discussed taking a different approach to comparators, possibly based on the complexity factor of the position and the comparison of reasonable remuneration.

Robert noted possible consideration of the gap between Mayor and Councillor roles narrowing. Committee members requested that staff arrange interviews with two (2) former Members of Council in addition to the Chief Administrative Officer to complete the interview portion of the Committee's work.

Shawn left the meeting at 3:45 p.m.

John noted there is no recommendation for a staff resource, but there is a recommendation for a Council resource for research purposes. Jenn confirmed she will contact other municipalities to determine if a similar position exists. John noted that having a Town staff person as a point person relative to Conservation Authority activities may also be useful.

The Committee confirmed staff will conduct surveys with Niagara-on-the-Lake, Wasaga Beach, Collingwood, Huntsville, and Whistler, B.C. which will include confirmation of Council structure, and when those municipalities last reviewed their respective Council remuneration policies. The surveys will request comparator information regarding Total annual number of building permits requested, Total annual value of building permits/development projects, Total number of voters registered, with consideration for representation of youth and annual visitors, Total operating budget, Total Tangible Capital Assets, and Number of households. Jenn noted she will provide this information in a consolidated format for the next regularly scheduled Committee meeting.

C.1.5 Core Factors and Modifying Factors for Comparator establishment

Note: Financial Information Return ("FIR") data for the Town of The Blue Mountains is included in the Western category.

The Committee determined the following comparator municipalities and core/modifying factors:

- Niagara-on-the-Lake;
- Wasaga Beach;
- Collingwood;
- Huntsville;
- Whistler, B.C.

The Committee determined the following comparator municipalities and core/modifying factors:

- Total annual number of building permits requested;
- Total annual value of building permits/development projects;
- Total number of voters registered, with consideration for representation of youth and annual visitors;
- Total operating budget;
- Total Tangible Capital Assets;
- Number of households.

C.1.6 Compensation Philosophy Development

Robert noted a Compensation Philosophy is developed to support strategic objectives of the individuals performing work under a given program. With consideration for themes such as transparency, fiscal responsibility and stewardship of public funds, external equity, and accountability of individuals, Robert will develop a draft Compensation Philosophy for consideration at the next regularly scheduled Committee meeting. Robert noted a Compensation Philosophy considers total compensation and the maintenance of policies related to compensation.

Jenn noted a factor that applies to all staff that could be considered for Council is yearly cost of living increases. The Committee discussed the regularity that remuneration should be brought before Council and considered if an alternate rate basis for determining mileage remuneration is possible.

C.1.7 Determination of recommend for staff resource for Council members

Merged above with Item C.1.4.

C.1.8 Consideration of key Committee milestones

Note: Staff seeking guidance from the Committee in the development of key Committee milestones.

C.1.9 Training for Committees of Council

Note: Committee of Council Training Session scheduled July 16, 2019 at 7:00 p.m. Town Hall, Council Chambers. Committee members unable to attend will review the material independently through the archived video footage.

D. Notice of Meeting Dates

July 24, 2019
Town Hall, Council Chambers

Robert requested that the July and August 2019 Committee meetings start at 3:00 p.m.

E. Adjournment

Moved by: Robert Turner

Seconded by: John White

THAT the Council Compensation Review Committee does now adjourn at 4:29 p.m. to meet again at the call of the Chair, Carried.