

Council Compensation Review Committee Action Item Tracking Chart

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

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8	Ensure staff report with remuneration recommendations includes language re: potential outside remuneration (Conservation Authorities, etc)	Jennifer Moreau	24-Apr-19	TBD	This information will be completed in the Background section of the staff report.	
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 Committees of Council webpage.	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.	Complete
11	Deeper Dive Interviews on Survey Data	Robert Turner, John White and Sarah Merrifield	3-Jun-19	31-Jul-19	Interviews with current and former members of Council complete. Interview with CAO complete. Robert to provide analysis of the information for record keeping purposes.	Complete

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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. Jenn Moreau to provide updated compensation information for Niagara-on-the-Lake and Whistler, BC.	Complete
13	Compensation Philosophy	Robert Turner	3-Jun-19	Aug-19	Compensation Philosophy approved for inclusion in recommend for Council's consideration.	Complete

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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	Complete	Complete
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	Complete	Staff have advertised the August 14, 2019 Committee meeting. Confirming with the Town Clerk if the meeting can be recorded.	

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18	Staff to confirm wage for Grey County Warden.	Jenn Moreau	24-Jul-19	14-Aug-19	Information sent to Committee Members on July 31.2019. Will also be included in the agenda package for the August 14.2019 meeting	Complete