



Minutes

Council Compensation Review Committee

Meeting Date: July 24, 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 Jennifer Moreau called the meeting to order at 3:07 p.m. with Committee members John White and Robert Turner present.

Regrets were sent from Chief Administrative Officer Shawn Everitt.

▪ Approval of Agenda

Moved by: Robert Turner

Seconded by: John White

THAT the Agenda of July 24, 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 26, 2019)

Moved by: John White

Seconded by: Robert Turner

THAT the Minutes of June 26, 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 Committee matters included on the Agenda. 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.

None

B.3 Staff Reports, if any

None

C. Matters for Discussion

C.1 Review of Action Items Tracking Chart

The group briefly reviewed the Action Item Tracking Chart provided, and noted that Items 1-7, 10, 15, and 17 have been completed. Items 8 and 14 will be included with the staff report outlining Committee recommendations. Regarding Item 9, Jennifer confirmed Senior Management Team has created a “Committee Updates” Hot Topic Button for the website. Executive Assistant Committees of Council Sarah Merrifield confirmed the Hot Topic Button links to the Committees of Council webpage, which includes the press release outlining the public engagement opportunity at the August 14, 2019 Committee meeting. Item 11 will be considered at Item C.1.1 in the agenda, Item 12 will be considered at C.1.3 in the agenda, and Item 13 will be considered at Item C.1.4 in the agenda.

Regarding Item 16, Committee milestones, John White requested clarity regarding the meeting schedule moving forward. Jennifer noted the staff report outlining Committee recommendations for Council compensation, which will include a request to initiate the public meeting process, will be included at the September 16, 2019 Committee of the Whole which makes the public meeting date either October 21, 2019 or October 28, 2019. Jennifer noted the Committee will provide a presentation to the September 16, 2019 Committee of the Whole, as a supplement to the staff report. Following the consultation process, a follow-up staff report will be provided at the November 18, 2019 Committee of the Whole. It was confirmed that the August 14, 2019 Committee meeting, and the insight gained by hearing from members of the public, should assist Robert and John with determining some recommendations for the staff report. Jennifer and Sarah will review the meeting schedule and determine where Committee meetings should be held during the fall.

Tentative Schedule is as follows:

August 14, 2019 – Committee meeting, 10:00 a.m.

September 6, 2019 – Committee meeting, 10:00 a.m.

September 16, 2019 – Committee of the Whole meeting – Report and Presentation

September 30, 2019 – September 16 Committee of the Whole recommendations adopted by Council

October 2, 2019 – Committee meeting, 10:00 a.m.

October 21 or 28, 2019 – Public Meeting regarding Council Compensation

November 7, 2019 – Committee meeting, 10:00 a.m.

November 18, 2019 – Committee of the Whole meeting – Follow-up Report from Public Meeting Process

December 2, 2019 – November 18 Committee of the Whole recommendations adopted by Council

December 4, 2019 – Final Committee meeting, 10:00 a.m.

C.1.1 Interviews with Former Members of Council and Chief Administrative Officer regarding Council Job Analysis Survey data – John White and Robert Turner (verbal)

Note: Staff seeking guidance from the Committee regarding key themes from interviews with former Members of Council and Chief Administrative Officer.

Robert noted the Committee conducted interviews with 7 existing members of council and 1 former member of Council, and confirmed the conclusions drawn are in the minutes of June 26, 2019, as approved. Upon further consideration of the interviews conducted, the Committee outlined some additional themes. Robert discussed the term “compensation envelope” which can be determined by adding up the total compensation for each of the 7 members of Council. Robert noted if there is a recommendation to increase the compensation for Council, perhaps Council should consider restructuring the makeup to move from 7 to 5 members with a rotational Deputy Mayor. This would allow for a marginal impact on the compensation envelope while providing those serving some added compensation. Jennifer questioned if the Committee had considered whether decreasing the number of Council members would increase each member’s workload. Robert noted this had been considered; the opinion is that as Council members move through their respective terms, they become more efficient in their work. While Committees are being struck, they will be dissolved after completing their Mandate, which may reduce the increase to the number of Committees currently experienced.

John noted the Committee could consider reviewing the Grey County Warden’s compensation rate as a potential comparable rate for the position of Mayor. Jennifer confirmed she will seek out this information. John noted a discussion that arose from the interviews regarding Council providing authority to the Chief Administrative Officer to hold certain delegated authority related to Councillor benefits, and optional program buy-ins, partnerships with schools (for example, Public Administration) to provide research assistance and resources to Council, office space and accommodation, and Client/Customer Information Management Systems.

John emphasized the need to create self-regulating policies around CRA and fuel/kilometer allowances for Council. John noted that while the Committee may cease its work following the decision by Council regarding Council compensation, the Committee may, at the discretion of Council and the Chief Administrative Officer, be reconstituted to consider substantive changes to compensation, or in time to review compensation prior to the next election cycle.

Robert confirmed Councillor compensation should be a key focus of the Committee, particularly since all Town Councillors confirmed their elected positions are full-time in nature. Robert noted that, if paid minimum wage for 40 hours/week, Councillors would be entitled to approximately \$29,140 annually. Robert emphasized the gap between the Councillor's wage and the lowest, full-time paid staff position. Robert advised that the compensation rate makes it challenging for interested individuals, who do not have a secondary source of income, to live and run for Council in The Blue Mountains.

C.1.2 Research for the Council Position of Research Assistant

The Committee reviewed the material developed related to the Council position of Research Assistant. Robert noted it is interesting that the only municipally-comparable position is held in the City of Toronto which would not be a comparable municipality to The Blue Mountains.

C.1.3 Core Factors and Modifying Factors for Comparator establishment

Robert confirmed the highest agreed-upon factors were number of building permits requested, total number of voters registered, total operating budget, and to a lesser degree, total Tangible Capital Assets, number of households in the municipality, and taxes per household. Despite these, Robert confirmed that through the interview process, the Committee determined there is no true comparator; The Blue Mountains is very unique in its challenges and opportunities, demographic, natural features, prevalent industries, development and infrastructure demand, and others. Despite this, Niagara-on-the-Lake is the most agreed upon municipal comparator.

Jennifer provided a 2019 Council Remuneration Market Review which includes Collingwood, Wasaga Beach, and Huntsville. Jennifer confirmed information for Niagara-on-the-Lake and Whistler, B.C. will be populated by the August 14, 2019 Committee meeting. The Committee reviewed the information contained in the 2019 Council Remuneration Market Review with Jennifer noting Collingwood and Wasaga Beach have already adjusted their compensation grids to account for the loss of the 1/3 tax exemption for Councillors. Jennifer confirmed the Town compares well with the benefits package as well as the mileage and IT allowances, and further noted members of Town Council are covered under the Town's insurance program. Jennifer advised the Committee should consider matching per diem rates for any meetings above and beyond those regularly scheduled throughout the year.

C.1.4 Compensation Philosophy Development – Robert Turner

Robert provided an overview of the DRAFT Compensation Philosophy he developed, noting compensation programs start with key principles including a purpose statement, a scope which outlines the compensation envelope, key principles, and structure and maintenance.

Moved by: Robert Turner

Seconded by: John White

THAT the Council Compensation Review Committee accepts the Compensation Philosophy dated June 27, 2019 and directs staff to include the same, with any appropriate revisions or suggestions, in the staff report to Council which provides recommendations regarding Council Compensation, Carried.

Jennifer and John thanked Robert for the work he undertook while developing the Compensation Philosophy.

C.1.5 Consideration of key Committee milestones

Note: Confirmation regarding dates for staff report and public consultation process regarding Council Compensation Review Committee.

As discussed at Item C.1, the following tentative schedule has been developed:

August 14, 2019 – Committee meeting, 10:00 a.m.

September 6, 2019 – Committee meeting, 10:00 a.m.

September 16, 2019 – Committee of the Whole meeting – Report and Presentation

September 30, 2019 – September 16 Committee of the Whole recommendations adopted by Council

October 2, 2019 – Committee meeting, 10:00 a.m.

October 21 or 28, 2019 – Public Meeting regarding Council Compensation

November 7, 2019 – Committee meeting, 10:00 a.m.

November 18, 2019 – Committee of the Whole meeting – Follow-up Report from Public Meeting Process

December 2, 2019 – November 18 Committee of the Whole recommendations adopted by Council

December 4, 2019 – Final Committee meeting, 10:00 a.m.

C.1.6 Consideration of advertising Committee of Council meeting dates, and ability to make Deputations

Jennifer confirmed Senior Management Team has created a “Committee Updates” Hot Topic Button for the website. Executive Assistant Committees of Council Sarah confirmed the Hot Topic Button links to the Committees of Council webpage, which includes the press release outlining the public engagement opportunity at the August 14, 2019 Committee meeting.

D. Correspondence, if any

None

E. Notice of Meeting Dates

August 14, 2019
Town Hall, Council Chambers

F. Adjournment

Moved by: John White

Seconded by: Robert Turner

THAT the Council Compensation Review Committee does now adjourn at 4:17 p.m. to meet again at the call of the Chair, Carried.