



MINUTES

COUNCIL COMPENSATION REVIEW COMMITTEE

**February 11, 2020, 3:30 PM
LEGAL TRADITIONS COMMITTEE ROOM**

PRESENT: Citizen Member, Scarlett Crockatt
Citizen Member, Ross McDougall
Citizen Member, Paula Breeze
Citizen Member, Doris Hall
Citizen Member, Evie Zhao

ALSO PRESENT: Legislative Coordinator, Shawneen Muscoby
Human Resources Consultant, C. Georgetts

1. CALL TO ORDER

Chair S. Crockatt called the Meeting to order at 3:30 p.m.

2. OPENING REMARKS

No opening remarks were given.

3. CONFIRMATION OF AGENDA

Moved by Citizen Member R. McDougall

That the Agenda for today's Meeting be amended, by adding an Item of Urgent Business, 9.1 Council Questionnaire (Verbal), CCRC2020-0261 and that it be considered as the first item of new business.

MOTION CARRIED

Moved by Citizen Member D. Hall

That the Agenda for the 2020 February 11 Regular Meeting of the Council Compensation Review Committee be confirmed, **as amended**.

MOTION CARRIED

4. CONFIRMATION OF MINUTES

4.1 Minutes of the Regular Meeting of the Council Compensation Review Committee, 2020 January 07

Moved by Citizen Member P. Breeze

That the Minutes of the 2020 January 07 Regular Meeting of the Council Compensation Review Committee be confirmed.

MOTION CARRIED

5. CONSENT AGENDA

5.1 DEFERRALS AND PROCEDURAL REQUESTS

None

5.2 BRIEFINGS

None

6. POSTPONED REPORTS

None

7. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

7.1 Administration Update (Verbal) - CCRC2020-0224

That the Chair thanked Administration for their Verbal Presentation.

8. ITEMS DIRECTLY TO COMMITTEE

8.1 REFERRED REPORTS

None

8.2 NOTICE(S) OF MOTION

None

9. URGENT BUSINESS

9.1 Council Questionnaire (Verbal) CCRC2020-0261

Moved by Citizen Member R. McDougall

That with respect to Report CCRC2020-0261, the following be approved:

That the Council Compensation Review Committee add a Council Questionnaire to be conducted as part of the work program.

MOTION CARRIED

10. CONFIDENTIAL ITEMS

Moved by Citizen Member D. Hall

That pursuant to Section 25 (Disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*, Council Compensation Review Committee move into Closed Meeting, at 3:38 p.m., in the Legal Traditions Boardroom to consider confidential matters with respect to the following items:

- 10.1 Review Draft of Statement of Requirements/Statement of Work, CCRC2020-0227.

MOTION CARRIED

Council Compensation Review Committee reconvened in Public at 5:35 p.m. with S. Crockatt in the Chair.

Moved by Citizen Member D. Hall

That Committee rise and report

MOTION CARRIED

10.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

10.1.1 Review Draft of Statement of Requirements/Statement of Work - CCRC2020-0227

A Report entitled "Review Draft of Statement of Requirements/Statement of Work" was distributed with respect to Report CCRC2020-0227.

Administration in attendance during the Closed Meeting discussions with respect to Report CCRC2020-0227:

Clerks: S. Muscoby. Advice: C. Georgettes and R. Wong.

Moved by Citizen Member P. Breeze

That with respect to Report CCRC2020-0227, the following be approved:

That the CCRC direct:

1. That the Request for Standing Offer (RFSO) process be followed to secure a third party provider for the completion of benchmark assessment.
2. Administration to effect the process to release the Statement of Requirements (SOR).
3. That the report remain confidential pursuant to section 25 (Disclosure harmful to economic and other interests of a public body) with the confidential status to be reviewed by the City Clerk by 2021 January 15.
4. That the closed meeting discussions be held confidential pursuant to section 25 (Disclosure harmful to economic interests of a public body).

MOTION CARRIED

10.2 URGENT BUSINESS

None

11. ADJOURNMENT

ADJOURN, that this meeting adjourn at 5:40 p.m.

CHAIR

ACTING CITY CLERK

UNCONFIRMED