

CITY OF CALGARY  
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 CITY CLERK'S OFFICE

**Council Compensation Review Committee - Project Plan Timeline 2016/2017 (Version #1) - Draft**

Week of:	Nov-16				Dec-16				Jan-17					17-Feb				Mar-17				Apr-17				May-17			
	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24	1	8	15	22
	<b>Responsibility</b>																												
Review of current TR package	CCRC																												
<b>External Benchmarking</b>																													
Prepare RFP	Supply																												
Approval by CCRC	CCRC																												
Issue date of RFP	Supply																												
Pre-evaluation meeting with Supply	Supply/CCRC																												
RFP deadline date for submissions	Supply																												
Evaluate proposals	CCRC																												
Meeting to review evaluation results	Supply/CCRC																												
Interview highest rated proponents	Supply/CCRC																												
Choose Consultant	CCRC																												
Meet with Consultant to provide direction	CCRC																												
Survey market and benchmarks best practices/trends	Consultant																												
Delivery of draft report	Consultant																												
Address further items that may emerge from survey	CCRC																												
Delivery of final report	Consultant																												
<b>Evaluate Current TR Package</b>																													
Address issues from Administration	CCRC																												
Review of current TR package and how it benchmarks	CCRC																												
<b>Develop Recommendations</b>																													
Confirm continuation of specific current components	CCRC																												
Develop proposed changes/new design	CCRC																												
Conduct impact analysis of any changes (if required)	CCRC																												
<b>Develop Written Report to Council</b>																													
Prepare written report and recommendations	CCRC																												
Deliver written report to Council	CCRC																												
<b>Attendance at Council Meeting - Date to be confirmed (May or June)</b>																													