

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

| Task  | Responsibility         | 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 | 29 |
| Review of current TR package  | CCRC                   |        |    | 24 |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| <b>External Benchmarking</b>  |                        |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Prepare RFP   | Supply                 |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Approval by CCRC  | CCRC                   |        |    |    |    | 16     |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Issue date of RFP   | Supply                 |        |    |    |    |        | 18 |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Pre-evaluation meeting with Supply  | Supply/CCRC            |        |    |    |    |        |    |    |    | 8      |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| RFP deadline date for submissions   | Supply                 |        |    |    |    |        |    |    |    |        | 13 |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| 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>Interview Elected Officials</b>  |                        |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Arrange interviews  | Off. of Mayor/Council. |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Interview Elected Officials   | CCRC                   |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| <b>Public Focus Groups</b>  |                        |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Prepare Statement of Requirement  | Corporate Research     |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Approval by CCRC  | CCRC                   |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Issue date of Statement of Requirement                                    | Corporate Research     |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Deadline date for submissions   | Corporate Research     |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Evaluate proposals  | CR/CCRC                |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Meeting to review evaluation results and choose Vendor                    | CR/CCRC                |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Meet with Vendor to provide direction                                     | CR/CCRC                |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Communication plan for Focus Groups                                       | CCRC/Vendor            |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Complete Focus Group methodology  | CCRC/Vendor            |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Conduct Focus Group   | Vendor                 |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| Delivery of final report  | Vendor                 |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |
| <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> |                        |        |    |    |    |        |    |    |    |        |    |    |    |    |        |    |    |    |        |    |    |    |        |    |    |    |        |   |    |    |    |