



Referred Recommendations of the Council  
Compensation Review Committee (Verbal)  
C2025-0093  
2025 January 15

## Referred Recommendations of the Council Compensation Review Committee

That Council adopt recommendations four and five of the Council Compensation Review Committee contained in its Final Report (C2024-1309, Attachment 2), effective for the next term of Council:

4. That Administration conduct a comprehensive HR review of Councillors' Assistants as a staffing group. During the CCRC's assessment, it became clear that the policies governing Assistants, including compensation, have not been updated recently and fall outside the standard 4-year review cycle. Additionally, the job descriptions for Assistants are outdated. The CCRC recommends reviewing the job family classifications and updating job descriptions as a necessary step before proceeding with any further salary review for Assistants.
5. That Councillors consult with City Human Resources when determining the placement of Councillors' Assistants within salary bands or the City Clerk's Office when determining availability of budget. This ensures Councillors can leverage expert guidance to make informed and equitable staffing decisions.

## Previous Council Direction

At its 2024 December 17 Regular Meeting, Council adopted the following motion, **as amended**, respecting the Final Report of the Council Compensation Review Committee (C2024-1309):

That Council:

- 1. Adopt recommendations one to three, and six of the Council Compensation Review Committee contained in its Final Report (Attachment 2), effective for the next term of Council; and**
- 2. Refer recommendations four and five of the Final Report (Attachment 2) to Council Services Committee to create a work plan and recommendations regarding Councillor Assistant salary band next steps for the 2027-2030 Budget Cycle.**



# Council Services Committee Options

1. Vote on referred recommendations from the Council Compensation Review Committee, and advance recommendations to Council for final consideration.
2. Amend recommendations from the Council Compensation Review Committee, and advance recommendations to Council for final consideration.
3. Postpone the item until the March 5 Council Services Committee meeting.
4. File the referred recommendations from the Council Compensation Review Committee.

## Referred Recommendations of the Council Compensation Review Committee

That Council adopt recommendations four and five of the Council Compensation Review Committee contained in its Final Report (C2024-1309, Attachment 2), effective for the next term of Council:

4. That Administration conduct a comprehensive HR review of Councillors' Assistants as a staffing group. During the CCRC's assessment, it became clear that the policies governing Assistants, including compensation, have not been updated recently and fall outside the standard 4-year review cycle. Additionally, the job descriptions for Assistants are outdated. The CCRC recommends reviewing the job family classifications and updating job descriptions as a necessary step before proceeding with any further salary review for Assistants.
5. That Councillors consult with City Human Resources when determining the placement of Councillors' Assistants within salary bands or the City Clerk's Office when determining availability of budget. This ensures Councillors can leverage expert guidance to make informed and equitable staffing decisions.