

TO Live Senior Executive Compensation Policy Development Project Plan
Last Updated: January 18, 2020

Key contacts:
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Status:

Not Started

In Progress

Complete

Legend:

Original Timeline

Short Week

Revised Timeline

TO Live 2020 Committee Meetings:
February 12, 2020
April 22, 2020
September 2, 2020
October 21, 2020

ATTACHMENT 4
RY5.3

Step	Activity	Responsibility	Status	Meetings / Calls	Deliver-ables	Date:	Jan-20				Feb-20				Mar-20					Apr-20				May-20				Comments
							06	13	20	27	03	10	17	24	02	09	16	23	30	06	13	20	27	04	11	18	25	
							Week:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Project Planning, Information Gathering, and Development of Total Rewards Approach																												
1.01	Provide data request to TO Live	Mercer	Complete																									
1.02	Project planning kick-off meeting	TO Live / Mercer	Complete	✓			8																					
1.03	Collect and compile required information from data request	TO Live	In Progress																									
1.04	Review information provided and follow up as required	Mercer	In Progress																									
1.05	Develop stakeholder interview guide	Mercer	Complete		✓																							
1.06	TO Live to provide feedback and alignment on stakeholder guide	TO Live	In Progress								12																	
1.07	Conduct up to 5 half-hour stakeholder interviews with key stakeholders as identified by TO Live	TO Live / Mercer	Not Started	✓																								
1.08	Prepare report summarizing findings from stakeholder interviews, review of current compensation philosophy, identification of comparable positions and organizations, and the use of incentive pay	Mercer	Not Started		✓																							
1.09	Review findings in a one-hour meeting with TO Live	TO Live / Mercer	Not Started	✓																								
Market Analysis / Custom Survey																												
2.01	Finalize the target participants and contact information, survey interest solicitation email, and TO Live executive positions to be included	TO Live / Mercer	Not Started								12																	
2.02	Contact invited organizations to gauge level of interest	TO Live / Mercer	Not Started																									
2.03	Develop Excel survey questionnaire and capsule position descriptions for survey participants	Mercer	Not Started																									
2.04	Review and finalize questionnaire	Mercer	Not Started																									
2.05	Determine if sufficient interest to proceed with custom survey ("Go/no-go" decision")	TO Live / Mercer	Not Started																									
2.06	Data collection / participant follow-up	Mercer	Not Started																									
2.07	Clarify and confirm data with participants	Mercer	Not Started																									
2.08	Analyze custom survey data and assess TO Live's competitive positioning	Mercer	Not Started																									
2.09	Confirm executive job matches and survey data scope for comparison to the Mercer Benchmark Database	TO Live / Mercer	Not Started																									
2.10	Analyze MBD survey data and assess TO Live's competitive positioning	Mercer	Not Started																									
2.11	Review market practices for incentive compensation and performance metrics	Mercer	Not Started																									
2.12	Review TO Live's current benefits and pensions offering and assess its current competitive positioning	Mercer	Not Started																									
Compensation System Development																												
3.01	Provide recommendations for base salary ranges for each executive position in line with TO Live's compensation philosophy	Mercer	Not Started																									
3.02	Develop guidelines for merit pay and ongoing salary administration	Mercer	Not Started																									
3.03	Develop guidelines for variable compensation including maximum awards, best practices for determining award values, and suggested performance metrics	Mercer	Not Started																									
3.04	Develop a draft policy for executive termination and determination of payout values	Mercer	Not Started																									
Final Report																												
4.01	Prepare report summarizing all findings and recommendations	Mercer	Not Started		✓																							
4.02	Review findings in a one-hour meeting with TO Live	TO Live / Mercer	Not Started	✓																								
4.03	Revise report as required based on feedback from TO Live	Mercer	Not Started																									
4.04	Prepare and distribute Summary Participant Reports from custom survey	Mercer	Not Started		✓																							