



Date:	16/06/2021
Refer to:	Council
Meeting Date:	June 28, 2021
Action:	null
Notes:	Report
Copies to:	

## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

<b>From:</b>	Ingrid Svelnis
<b>Position:</b>	CAO
<b>Title / Subject:</b>	Pay Equity Plan
<b>Date of Report:</b>	June 15, 2021
<b>Date of Meeting:</b>	June 28, 2021
<b>Report No:</b>	2021-CO-26

#### 1.0 Issue / Origin

Pay Equity Plan review and update

#### 2.0 Background

The Township of Brock has \$50,000 budgeted in the 2021 budget to hire a consultant to conduct a comprehensive compensation review. The budget was reviewed and reduced by the CAO to \$40,000 after understanding the number of jobs that would be part of this review. This review will include updating job evaluation/job description program while maintaining and ensuring pay equity compliance.

In 1990, the Township retained an external consultant to assist with the implementation of a Pay Equity Plan and job evaluation program for all positions at the Township and the CEO of the Libraries. The Pay Equity Plan used the proportional value method as the basis for job evaluations and a gender-neutral job comparison was designed to meet our requirements. This system continues to form the basis of the job evaluation system used today.

Internal compensation reviews have been completed annually until 2018. External market studies have been completed ad hoc as required.

Most job descriptions are up to date however new positions with job descriptions will be created over the next number of years as we work to implement our Organizational Review which was completed November 2020.

The Township is keen to explore methods to recognize exceptional performance based on outcomes results and demonstrated leadership. We are interested in ensuring that compensation recognizes exceptional performance while also recognizing the relationship between base pay and overall responsibilities. Currently our compensation model is built on job descriptions and step changes and thus leaves things to be desired.

## **4.1 Project Deliverables**

### **1. Job Evaluation Program:**

- Develop and implement a new pay equity compliant job evaluation system and job questionnaire to be used in the evaluation of positions through a Job Evaluation Committee.
- Provide training to staff and the Job Evaluation Committee on the system and questionnaire.
- Evaluation of approximately 23 Township positions which are non-union. Internal positions, including management and non-management at the Township that are non-union in addition to the Library CEO. Outside positions including the arenas, works and library staff are unionized and not part of this plan.
- Evaluation of app. 5 future positions that will be created as a result of impending retirements to ensure appropriate compensation is in place before we begin the recruitment process.

### **2. Pay Equity**

- Establish one (1) pay equity plan encompassing all non-unionized Township and one (1) Library position.
- Conduct pay equity review in accordance with the Pay Equity Act.
- Provide recommendations for any corrective action for inequities that may be identified through the review.
- Communicate details of the Plan to employees, senior management, Council and the Library Board as required.
- Provide recommendations for the long-term maintenance of the plan and provide training to staff to ensure that annual maintenance of the pay equity plan is achieved.
- Provide a tool to track maintenance in order to ensure compliance.
- Represent the municipality at the Pay Equity Committee should there be any appeals.

### **3. Compensation Review:**

- Conduct a comprehensive compensation review of all Township and Library positions.
- Review current municipal comparators and make recommendations for comparators.
- Review current market positioning (percentile paid at) and make recommendations for adjustment as applicable.
- Address any problems of salary compression and appropriate spread between minimum and maximum pay ranges.
- Establish a new salary grid.
- Recommend and prepare a salary administration program.

- Prepare an analysis of the financial impact for implementation and identify the most cost-effective way to implement any recommended changes such as phasing, etc.

#### 4. Final Report:

- Development of final report with recommendations and presentation to Council.

### 3.0 Analysis

A committee was established to review the proposals submitted. Participation on the committee included the CAO and Clerks Department Administrative Assistant, Public Works Coordinator/Asset Manager, AR/Payroll Administrator and the CAO to ensure the proposal were reviewed by a number of individuals to ensure participation across the non-unionized staff compliment.

Proposals were assessed against the following criteria. The Township reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectation of the established evaluation criteria.

If the Technical Proposal receives a score less than 65 points based on the technical evaluation criteria, the proposal will not be considered further. If the Technical Proposal receives a score of 65 points or more based on the technical evaluation criteria, the proposal shall be considered acceptable and be further evaluated.

Section	Evaluation Criteria	Weight Factor
Technical Section:		
1	Competency Overview & Project Team	10
2	Qualifications & Experience	25
3	Project Understanding & Approach	30
4	Schedule of Work	10
	<b>Subtotal – Technical Solution</b>	<b>75</b>
Financial Section		
5	Financial – (to be included in a separate envelope)	
	<b>Subtotal – Financial Solution</b>	<b>25</b>
	<b>Total</b>	<b>100</b>

Three companies provided proposals and they were as follows:

Pesce & Associates

Gallagher

ML Consulting

Scores averages are as listed below:

Criteria	Pesce & Assoc.	Gallagher	ML Consulting
#1	6/10	7.25/10	9.25/10
#2	17.5/25	20.75/25	23.75/25
#3	17.5/30	24.25/30	28.5/30
#4	7/10	8.25/10	8.5/10
Average Total	48/75	60.25/75	70/75

Financial envelop was only opened for ML Consulting based on their score. The price submitted for the project was \$32,400 + HST

While under budget, there is some extra funding if anything was missed in the proposal.

#### **4.0 Related Policies / Procedures**

None

#### **5.0 Financial / Budget Assessment**

Overall project budget was \$50,000, which was reduced to \$40,000. The successful consultant submission was \$32,400 plus HST

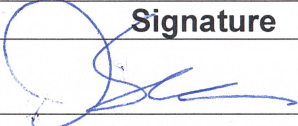
#### **6.0 Communications**

As this process starts, further communication with will take place with both staff and Council on the process involved to ensure everyone is aware.

#### **7.0 Conclusion**

#### **8.0 Recommendation**

That Committee support the recommendation of the CAO to hire ML Consulting in the amount of \$32,400 + HST to complete the Pay Equity Study.

Title	Name	Signature	Date
Chief Administrative Officer	Ingrid Svelnis		June 15/2021