



## **“SPECIAL” COUNCIL MEETING MINUTES**

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**Tuesday, June 25<sup>th</sup>, 2024**

**5:30 p.m.**

**Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario**

**Council Chambers**

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### **ATTENDANCE:**

**Members Present:** Chair, Reeve Rob Rainer  
Deputy Reeve Fred Dobbie  
Councillor Wayne Baker  
Councillor Greg Hallam  
Councillor Korrine Jordan  
Councillor Andrew Kendrick  
Councillor Angela Pierman (arrived at 5:32 p.m.)  
Councillor Marilyn Thomas

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk  
Aaron Watt, Deputy Clerk  
Ashley Liznick, Treasurer

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### **1. CALL TO ORDER**

The meeting was called to order at 5:30 p.m.  
A quorum was present.

### **2. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

None at this time.

### 3. MOTIONS

- i) **Report #FIN-2024-09 – Canada Community-Building Fund (CCBF) Update.**

**RESOLUTION #C-2024-06-26**

**MOVED BY:** Marilyn Thomas

**SECONDED BY:** Fred Dobbie

**“THAT**, Report #FIN-2024-09 – Canada Community-Building Fund (CCBF) Update, be received as information.”

**ADOPTED**

### 4. BY-LAWS

- i) **By-Law No. 2024-028 – Municipal Funding Agreement – Canada Community-Building Fund (Association of Municipalities of Ontario).**

**RESOLUTION #C-2024-06-27**

**MOVED BY:** Marilyn Thomas

**SECONDED BY:** Wayne Baker

**“THAT**, By-Law No. 2024-028, being a by-law to Authorize the Execution of a Municipal Funding Agreement with the Association of Municipalities of Ontario for the Canada Community-Building Fund, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

**ADOPTED**

Councillor Pierman arrived at 5:32 p.m.

### 5. CLOSED SESSION

- i) **CONFIDENTIAL: Labour Relations – Compensation and Pay Equity Review.**

**RESOLUTION #C-2024-06-28**

**MOVED BY:** Wayne Baker

**SECONDED BY:** Marilyn Thomas

**“THAT**, Council move “in camera” at 5:32 p.m. to address a matter pertaining to labour relations or employee negotiations regarding the compensation and pay equity review;

**AND THAT**, the Chief Administrative Officer/Clerk, Deputy Clerk, Treasurer, and Consultant remain in the room.”

**ADOPTED**

Council recessed at 7:40 p.m.  
Council returned at 7:51 p.m.

**RESOLUTION #C-2024-06-29**

**MOVED BY:** Andrew Kendrick

**SECONDED BY:** Greg Hallam

**“THAT**, Council return to open session at 8:06 p.m.”

**ADOPTED**

The Consultant overviewed the PowerPoint presentation for the 2024 Compensation Review and Pay Equity Update for Staff – *attached, page 7.*

The Consultant overviewed the PowerPoint presentation for the 2024 Compensation Review for Elected Officials – *attached, page 19.*

Concerns were raised by Members regarding the increase to Councillor salaries and how this would add to the 2025 budget, and it was questioned if such increases were necessary.

The Treasurer indicated that the increase for Council salaries would result in a \$27,500 increase on the 2025 budget.

It was generally agreed that:

- Members are satisfied with current compensation received from the Township for their duties
- no increase to Member salaries are needed or desired at this time
- the current Council pay grid should remain unchanged for 2025 with the exception of the 3.5% Cost Of Living Adjustment (COLA)

**RESOLUTION #C-2024-06-30**

**MOVED BY:** Fred Dobbie

**SECONDED BY:** Marilyn Thomas

**“THAT**, a 3.5% cost of living adjustment be applied to the Council pay grid for 2025.”

**ADOPTED**

**RESOLUTION #C-2024-06-31**

**MOVED BY:** Greg Hallam

**SECONDED BY:** Angela Pierman

**“THAT**, the CAO/Clerk bring back an updated Remuneration and Personal Expenditure Policy that would include an increased meal allowance from \$75/day to \$135/day, and an increased per diem from \$75/half day to \$150/half day and from \$150/full day to \$300/full day for Council consideration at a future meeting.”

**ADOPTED**

**RESOLUTION #C-2024-06-32**

**MOVED BY:** Wayne Baker

**SECONDED BY:** Marilyn Thomas

**“THAT**, the 2024-2025 Management/Non-Union Pay Grid be approved effective January 1, 2024, with a 3.5% cost of living increase for 2025;

**AND THAT**, the Consultant and CAO/Clerk proceed as directed in closed session regarding the union pay grid.”

**(SEE RECORDED VOTE)**

Councillor Jordan requested a recorded vote on Resolution #C-2024-06-32:

For:	Reeve Rob Rainer	1
	Deputy Reeve Fred Dobbie	1
	Councillor Wayne Baker	1
	Councillor Greg Hallam	1
	Councillor Angela Pierman	1
	Councillor Marilyn Thomas	<u>1</u>
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Against:	Councillor Korrine Jordan	1
	Councillor Andrew Kendrick	<u>1</u>
		2

Absent:		0
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Total:		8
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**ADOPTED**

**6. CONFIRMATION BY-LAW**

- i) **By-Law No. 2024-029 - Confirmation By-Law – June 25<sup>th</sup>, 2024.**

**RESOLUTION #C-2024-06-33**

**MOVED BY:** Greg Hallam


**SECONDED BY:** Korrine Jordan

**“THAT**, By-Law No. 2024-029, being a by-law to confirm the proceedings of the “Special” Council meeting held on June 25<sup>th</sup>, 2024, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

**ADOPTED**

**7. ADJOURNMENT**

Council adjourned at 8:48 p.m.



Rob Rainer, Reeve



Aaron Watt, Deputy Clerk

# **DELEGATIONS & PRESENTATIONS**

# Tay Valley Township 2024 Compensation and Pay Equity Update Summary Report

Council Meeting, June 25, 2024

Marianne Love

Marianne Love, *ML Consulting*

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## Background

- The Consultant was retained to conduct a review of the current compensation program in March 2023; specifically, to assess the competitive pay market to facilitate attraction and retention and develop a revised salary/wage grids for implementation in 2024, as well as a review of internal equity and that pay practice to ensure compliance with the Pay Equity Act.
- The outputs of this review and recommendations will enable future growth in organization and job design and provide the foundation to align fair and competitive pay with performance.
- From the outset, it was recognized that we are dealing with two distinct employee groups, management/non-union and union, and that wage rates for the union employee group are collectively bargained. Therefore, any changes to the union wage schedule would need to be negotiated.

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## Project Overview

- The Consultant met with the CAO in March 2023 to discuss project objectives, tools, systems, comparators and processes.
- Job descriptions were reviewed and updated by the CAO with employee input to ensure that current job information and job qualification requirements were reflected.
- All positions were evaluated using a new job evaluation system to assess internal equity and pay equity compliance.
- The current banding framework was tested to ensure that it will continue to support organization growth and job design.
- The Consultant completed a custom market study using 7 comparator organizations; these comparators were selected having regard to historical comparators, geographic placement and measures of size/scope of service.
- Proposed 2024 job rates were prepared based on the 55<sup>th</sup> percentile target of the competitive pay market and pay equity was tested.
- A 2024 salary grid framework was prepared for implementation costing.

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## Executive Summary

- The 55<sup>th</sup> percentile pay target is representative and reasonable having regard to scope, size and composition of the comparator group in relation to Tay Valley Township and current challenges of attraction and retention at the Township and in the municipal sector.
- On aggregate, Tay Valley Township pays below the 55<sup>th</sup> percentile targets of the defined comparator group; with greater deviation in some positions.
- The revised compensation structure addresses:
  - Internal equity and Pay Equity compliance
    - All positions were reviewed using consistent interpretation and application of the new Job Evaluation System
    - Pay equity impacts have been addressed by revised band placement and new job rates in the new salary grid
  - Pay Policy with Job Rates (i.e., maximum rate in the salary range for each pay band) reflecting the 55<sup>th</sup> percentile in the market
- The banding framework was tested and determined that it will support organization growth and job design (i.e., considering number of Bands, position complement and placement of positions).

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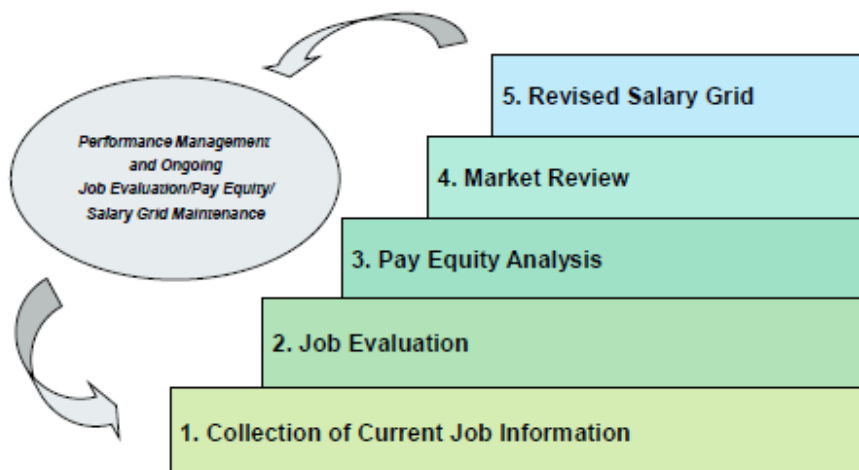
## Compensation Philosophy

The following principles were considered during this Review:

- Fairness
  - Internal equity is achieved through Job Evaluation and placing similar valued positions in the same Band with a common Job Rate
- Compliance
  - Pay Equity maintenance is achieved through analysis to ensure there are no pay gaps for female job classes compared to male job classes of similar value
- Competitiveness
  - Market competitiveness addresses attraction and retention issues; achieved by paying at a competitive percentile relative to the market
- Sustainability and Renewal
  - Determined by Council taking into account budget implications and projections
  - Best practice compensation tools, systems and renewal processes are used to support the compensation program

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## Compensation Program Elements



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## New Job Evaluation System

FACTOR	SUB-FACTOR
SKILL	<ul style="list-style-type: none"><li>➤ Education</li><li>➤ Experience</li><li>➤ Judgement and Decisions</li><li>➤ Ingenuity and Creativity</li></ul>
EFFORT	<ul style="list-style-type: none"><li>➤ Physical/Mental Exertion</li></ul>
RESPONSIBILITY	<ul style="list-style-type: none"><li>➤ Independent Action</li><li>➤ Financial Management</li><li>➤ Impact of Errors</li><li>➤ Supervision</li><li>➤ Influencing Others (Contacts)</li><li>➤ Confidentiality</li></ul>
WORKING CONDITIONS	<ul style="list-style-type: none"><li>➤ Operating Environment/Hazards</li></ul>

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## Internal Equity

- ▶ Job information was updated for all positions.
- ▶ A 12-factor Job Evaluation System was introduced to evaluate all positions. The system measures skill effort, responsibility and working conditions; includes factor language and weight allocation that supports organization design, leadership and decision-making models; has been accepted by Pay Equity Review Services and is widely used in the Municipal sector.
- ▶ The Consultant evaluated all positions based on the updated job information provided.
- ▶ A banding framework was prepared that holds jobs of similar value. The framework consists of 11 pay bands prepared using a consistent increasing 5-point spread and supports the new salary grid framework and pay equity compliance. Three (3) empty bands have been included to support changes in job design and future growth (Bands 6, 8 and 10).
- ▶ The banding framework supports the new salary grid and is used to demonstrate compliance with the Pay Equity Act.

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## Pay Equity Compliance Obligations

- Pay equity is achieved with production of a deemed approved pay equity plan for full-time and part-time positions in the employee group
  - when it can be demonstrated that all female job classes have the same job rate (maximum pay rate) as the male comparator job class within the same band
  - obligations for public sector employers span back to 1990
- Pay equity compliance is typically maintained by using the job evaluation system that supports the pay equity analysis, if available
  - new job classes are evaluated when created, and changed job classes are re-evaluated when there is significant change in job function
  - Pay Equity compliance should be tested annually
- The Pay Equity Act requires a Pay Equity Plan for each employee group.
- A 2024 pay equity analysis was prepared for each employee group using 2024 job rates and gender was determined having regard to current, historic and stereotypic incumbency. There are male comparators identified for all female job classes.
- There is an adjustment identified for one (1) female job class in the management/non-union employee group.

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## Market Competitiveness

- The Consultant prepared a custom survey:
  - Municipal comparators were selected based on a defined set of criteria:
    - comparable size (population/households)
    - similar employment markets
    - equivalent scope of services
    - innovative service delivery
- Municipal pay market focus; 7 Municipal Comparators selected

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## 2024 Municipal Comparators (7)

- Rideau Lakes
- Mississippi Mills
- Elizabethtown-Kitley
- Drummond North Elmsley
- Lake of Bays
- Centre Hastings
- Lanark County

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## Market Competitiveness—Approach

- Positions were matched by the Consultant to similar positions in comparator organizations having regard to job title, job information, organizational charts, and 2024 annual and hourly job rates (maximum pay rates).
- A conservative approach was used in the job matching exercise and outlier matches were removed from the analysis.
- Market statistics based on 3 or more matches were calculated to determine market competitiveness using median (50<sup>th</sup> percentile), 55<sup>th</sup> and 60<sup>th</sup> percentile values.
- The percentile target is a measure of how the positions are ranked in the comparator group, highest to lowest.
  - the 50<sup>th</sup> percentile target is the \$ Rate where 50% of the wage rates in the comparator organizations are below this amount and 50% are above; this is the market median
  - the 60<sup>th</sup> percentile target is the \$ Rate where 60% of the wage rates in comparator organizations are below this amount, and only 40% are above.
- The Market Summary indicates that on aggregate, Job Rates for Tay Valley positions are low to the competitive pay market with greater deviation in some positions (i.e., paying below typical salary).

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## Market Competitiveness—Aggregate comparison

*Aggregate Comparison—  
Tay Valley Township Job Rates compared to Market  
Percentile Targets (% below target)*

	P50	P55	P60
Management /Non-union Annual Job Rate	18.8%	20.8%	22.6%
Management /Non-union Hourly Job Rate	20.5%	22.6%	24.9%
Union Annual Job Rate	9.6%	11.1%	12.1%
Union Hourly Job Rate	6.7%	8.6%	10.1%

- Differences in annual and hourly market deviations are due to differences in annual hours of work for positions amongst the comparator group.
- Revised band placement for some positions have aligned pay rates closer to market based on internal equity.
- Tay Valley Township is less competitive when comparing job rates (maximum rates) for Management/Non-union positions as compared with the market comparison for the bargaining unit positions. This is in keeping with market observations for many Municipalities across the province, given the age demographic and challenges to attract and retain top talent in mid management and senior management positions.
- There is an inequity within and between the employee groups as it relates to market competitiveness.

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## Market Competitiveness—Results

- Contributing factors to current market placement:
  - Historic economic adjustments have not kept up with the economic adjustments in the sector, for all years (last review was possibly conducted in 2008)
  - Many of the Comparators have completed a salary review in the last 3 to 4 years and adjusted their salary grids accordingly.
  - Some of the Comparators have revisited their compensation policy and adjusted their comparator pool and/or increased the target market percentile above the 50<sup>th</sup> percentile to achieve competitive job rates.

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## Recommended 2024 Salary Grid/Wage Grid

- Job rates targeting the annual 55<sup>th</sup> percentile of the pay market are recommended based on the size/scope of the comparator group in relation to Tay Valley Township, a conservative approach to job matching, attraction and retention challenges experienced at the Township, and local/regional economic influences.
- A Salary Grid was prepared that includes a 5-step progression, Step 5 being Job Rate; and a 3.5% differential between each wage Step.
- Job Rates were tested for compression and pay equity compliance. The percentile target will provide competitive job rates.
- Step movement through the Salary Grid will be based on successful performance as defined by a Performance Management Program.
- A Wage Grid was prepared for the Union positions using the 4-step framework set out in the current collective agreement; with Step 4 set at the 55<sup>th</sup> percentile pay target. The wage grid can be presented to union representatives for the OPSEU Local with a view to seeking agreement to update the collective agreement wage schedule accordingly.
- Staff have prepared an implementation costing for placement of all positions in the new Bands, considering a step-to-step approach based on current pay rates and considering pay equity impacts. This approach reflects equity and consistency and supports retention and sustainability.
- The 2025 budget will be prepared using the maximum job rate for each position.

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### MANAGEMENT AND NON-UNION PAY GRID

2024 TO 2025 Inclusive - January 1, 2024

POSITION	EFFECTIVE DATE	Hours/Week	COLA %	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Chief Administrative Officer	Jan 1/24	40		\$149,336	\$154,563	\$159,973	\$165,572	\$171,367
	Jan 1/25	40	3.50%	\$154,563	\$159,973	\$165,572	\$171,367	\$177,365
Public Works Manager	Jan 1/24	40		\$119,865	\$124,060	\$128,403	\$132,897	\$137,548
	Jan 1/25	40	3.50%	\$124,060	\$128,402	\$132,896	\$137,540	\$142,362
Planner	Jan 1/24	37.5		\$112,460	\$116,397	\$120,470	\$124,687	\$129,051
Treasurer	Jan 1/25	37.5	3.50%	\$116,397	\$120,471	\$124,687	\$129,051	\$133,568
Chief Building Official	Jan 1/24	37.5		\$92,196	\$95,423	\$98,763	\$102,219	\$105,797
	Jan 1/25	37.5	3.50%	\$95,423	\$98,763	\$102,219	\$105,797	\$109,500
Deputy Clerk	Jan 1/24	37.5		\$76,380	\$79,053	\$81,820	\$84,684	\$87,648
Deputy Treasurer	Jan 1/25	37.5	3.50%	\$79,054	\$81,821	\$84,684	\$87,648	\$90,716
Community Services Coordinator	Jan 1/24	37.5		\$69,570	\$72,005	\$74,525	\$77,133	\$79,833
Executive Assistant	Jan 1/25	37.5	3.50%	\$72,005	\$74,525	\$77,133	\$79,833	\$82,627

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## OPSEU COLLECTIVE AGREEMENT

2024 - 2025 Inclusive

### SCHEDULE "A" - WAGES

CLASSIFICATION	EFFECTIVE DATE	Hours/Week	Hours/Year	COLA %	STEP 1	STEP 2	STEP 3	STEP 4
Lead Hand	Jan 1/24	40	2080		31.50	32.67	33.83	35.00
40 hrs/week	Jan 1/25	40	2080	3.50%	32.61	33.81	35.02	36.23
Heavy Equipment Operator	Jan 1/24	40	2080		29.22	30.30	31.39	32.47
40 hrs/week	Jan 1/25	40	2080	3.50%	30.25	31.37	32.49	33.61
Administrative Assistant	Jan 1/24	35	1820		29.22	30.30	31.39	32.47
35 hrs/week	Jan 1/25	35	1820	3.50%	30.25	31.37	32.49	33.61
(Corporate, Finance, Building and Planning, Planning, Public Works)								
Waste Disposal Site Attendant	Jan 1/24				27.40	28.41	29.43	30.44
Part-Time	Jan 1/25			3.50%	28.36	29.41	30.46	31.51
Truck Driver/Operator	Jan 1/24				27.40	28.41	29.43	30.44
No scheduled hours	Jan 1/25			3.50%	28.36	29.41	30.46	31.51

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## 2024 Cost and Funding Options

	COMMENTS
323,592	difference between 2024 budgeted wages and what the 2024 budget should have been if had used PE & Comp review was completed
(13,552)	savings from Corp AA - a portion of this position is being funded by grants (1 day per week depending on grant and timing)
(66,933)	savings from CSC - this position was budgeted at only 75% (April - Dec), however there are no intentions of hiring this position for 2024
(28,751)	savings from staff not at the highest step - budget is setup so that the Township budgets each position at the highest step, however some staff are not at the max
214,357	

- ▶ Total Pay Equity and Compensation Review Cost - \$323,592
- ▶ Total after wage savings from current budget - \$214,357 (see above)

### Ways to Fund

- ▶ It is likely the surplus for 2024 from investment income due to market inflation will cover the \$214,357, however, should something unexpected occur, it is recommended that the remainder be funded from contingency reserve

NOTE: Costing includes all staff and Council (see separate Council presentation slides)

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## 2025 Cost and Funding Options

- ▶ As per the Collective Agreement the negotiated COLA (cost of living adjustment) is 2% for 2025, however in order to keep up with market rates and to prevent salaries and wages from already falling behind the following year, it is recommended that a 3.5% COLA be applied for 2025
- ▶ Cost difference between 2% and 3.5% is \$39,500
- ▶ Total Pay Equity and Compensation Review Cost at 2% COLA - \$439,000
- ▶ Total Pay Equity and Compensation Review Cost at 3.5% COLA - \$478,500

### NOTES:

- total includes the Planning Administrative Assistant with the 5 days/week vs 3 days/week
- total includes the Community Services Coordinator position being filled
- even if the Township did not do a review the approximate increase to the budget for 2025 with the 2% COLA would have been \$117,500 (difference is \$321,500 for 2% and \$361,000 for 3.5%)

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## 2025 Cost and Funding Option

### Ways to Fund

- ▶ \$478,500 - Total salaries and benefits to be budgeted for 2025
- ▶ \$361,000 - Increase to salaries and benefits due to Pay Equity and Compensation Review
- ▶ The decision on how to fund will be reviewed and approved during the 2025 Budget process
  - ▶ Option #1 - Fund 100% through taxation (approximate 6.5% levy increase)
  - ▶ Option #2 - Fund partially through taxation and the remainder from contingency reserve over 2025 and 2026 (this term of Council). At minimum 50% should be funded from taxation for 2025 which is an approximate 3.25% levy increase

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## Recommendations

- It is recommended that Tay Valley Council:
  - approve the Salary Grid with job rates reflecting the 50<sup>th</sup> percentile pay target effective January 1, 2024
  - CAO to communicate results of the Compensation Review with the assistance of the Consultant, including meeting with the Union representatives to negotiate a revised wage schedule
  - maintain internal equity by evaluating new and changed positions and test Pay Equity annually
  - adjust the salary grid annually having regard to average projected adjustments provided by the comparator group, published survey projections, and ability to pay
  - monitor Job Rates for senior management and market sensitive positions to ensure competitiveness with the external pay market and effective succession planning
  - conduct a cyclical market review (every 3 to 4 years) to inform any changes required to pay bands in the Salary Grid; this will mitigate large market adjustments in any one year to achieve competitive rates
  - review the market comparator group and/or consider adjusting the target market percentile in future years
  - update the Salary Administration Policy to address these elements and prepare a Pay Equity Plan for file

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## Suggested Motion

"THAT, the 2024-2025 Management/Non-Union Pay Grid be approved effective January 1, 2024, with a 3.5% COLA for 2025;

AND THAT, the Consultant and CAO/Clerk proceed as directed in closed session regarding the union pay grid."

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## Next Steps

- ▶ Following the meeting:
  - ▶ Communication to be prepared to the union rep asking if a meeting can be scheduled to open the CA re pay grid
  - ▶ Letters to all staff re status of Pay Equity and Compensation Review
  - ▶ Presentation by Consultant to all Staff first week of July
  - ▶ Finance to implement new pay on first pay period in July for non-union (same for union pending negotiated outcome)
  - ▶ Finance to retro pay to non-union staff to January 1 within 60 days (same for union pending negotiated outcome)
- ▶ Consultant to prepare Pay Equity Plan
- ▶ Consultant and CAO to finalize job descriptions and inform staff

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# Tay Valley Township 2024 Compensation Review for Elected Officials

Summary Report  
Marianne Love, ML Consulting  
June 25, 2024

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## Background and Objective

- Compensation for Elected Officials at Tay Valley Township was last reviewed in 2017.
- The primary objective of the 2024 Council Remuneration Study was to conduct a review of base pay and other compensation elements for the Reeve, Deputy Reeve and Councillor positions using a defined comparator group.
- The Consultant reviewed municipal comparator information collected by Tay Valley Township Staff and prepared a Base Pay Market Summary using percentile targets.
- The recommendations in this report are prepared for Council's consideration.

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## Current Remuneration and Pay Practice

- Base Pay Rates:
  - Reeve : \$29,880
  - Deputy Reeve: \$21,447
  - Councillor: \$16,273
- No additional Committee per diems
- Kilometrage reimbursement: \$.70/km
- No Health Benefits, OMERS, RRSP
- Cell phone provided to Reeve only with paid line charges
- iPad and data plan provided to all members of Council (Reeve and Deputy Reeve via County)
- Conference Per Diem: \$150/full day, \$75/half day; \$75/day meal expense
- No discretionary spending account
- Annual increases to base pay are aligned with the collective agreement increases

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## Executive Summary

- 2024 Base Pay for Tay Valley Township Elected Officials is as follows:
  - Reeve : \$29,880; Deputy Reeve: \$21,447; Councillor: \$16,273
- Base pay rates compensate for Council meetings, committee meetings and special meetings of Council
- The 2024 base pay remuneration for all positions is low to the defined pay market (55<sup>th</sup> percentile).
- Conference per diems and meal allowance are low relative to recent comparator information.
- Other elements of remuneration are generally comparable

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## Market Competitiveness—Methodology and Source Data

- The comparator group was selected having regard to relevant scope/criteria:
  - Geographic location
  - Similar service alignment/“like” services
  - Size (i.e., population/operating budget)
  - Some alignment with the comparator group selected for the Staff Compensation Review
- A custom survey was prepared using the following comparator municipal organizations (10):
  - Centre Hastings; Elizabethtown-Kitley; Mississippi Mills; Drummond North Elmsley; Rideau Lakes; Perth; Beckwith; Carleton Place; Smiths Falls; Montague
- Tay Valley Township is relatively placed within the comparator group having regard to size indicators (i.e., population, size of Council)

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## Market Observations—Base Pay

- Base pay comparative statistics are shown in the Market Summary using the 50<sup>th</sup>, 55<sup>th</sup> and 60<sup>th</sup> percentile targets. The “% Difference” shown beside each percentile value is the amount that the current base pay rate for Tay Valley Township Elected Official positions is below the market target percentile value.

Tay Valley Township Council Remuneration Review --Base Pay							
	2024 Base Pay Annual	2024 MARKET SUMMARY - ANNUAL BASE PAY (L%) = above market +_ % = below market					
		No. of Obs	Market P50 Median Annual	% Diff.	Market P55 Annual	% Diff.	Market P60 Annual
Reeve	\$29,880	10	\$33,501	+12.1%	\$34,475	+15.4%	\$35,740
Deputy Reeve	\$21,447	7	\$22,898	+6.8%	\$23,157	+8.0%	\$23,588
Councillor	\$16,273	10	\$19,113	+17.5%	\$19,456	+19.6%	\$19,549

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## Market Observations—Base Pay

- The compensation philosophy for staff positions establishes job rates at the 55<sup>th</sup> percentile pay target (2024).
  - the 55<sup>th</sup> percentile target is the \$ Rate where 55% of the wage rates in comparator organizations are below this amount, and 45% are above.
- Base pay rates for the Reeve, Deputy Reeve and Councillors are all below the 55<sup>th</sup> percentile of the defined comparator group.
- Market comparison for Tay Valley Township Elected Official positions based on the 55<sup>th</sup> percentile is as follows:
  - The market rate for the Reeve is \$34,475. Pay rates range from \$18,895 to \$44,881.
  - The market rate for the Deputy Reeve is \$23,157. Pay rates range from \$15,082 to \$28,026
  - The market rate for Councillor is \$19,456. Pay rates range from \$13,040 to \$22,239.

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## Market Observations—Other Remuneration

### Pension and Benefits

- 6 of the 10 comparators provided Extended Health Benefits
- 4 of the 10 comparators are enrolled in the OMERS pension; none of the comparators provide RRSPs

### Technology

- 3 of the 10 comparators provide cell phones to all elected officials; 1 comparator provides a cell phone to the Reeve only; 1 comparator provides a cell phone to the Reeve and Deputy Reeve
- 2 comparators report that they cover the full cost of cell phone charges; others pay a portion of line charges ranging from \$23 to \$55/month
- 8 comparators provide iPads or laptops; 2 comparators provide an IT Allowance (one provides \$1,200/term; the other provides \$1,200 for first year and \$500 for remaining years in the term)
- 3 comparators provide an internet data plan

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## Market Observations—Other Remuneration

### Conferences and Meals

- ▶ 9 of 10 comparators report that they provide conference per diems: ranging from \$135 to \$325/day; some provide \$150 full day/\$75 half day per diems
- ▶ 8 comparators provide an additional meal allowance ranging from \$75 to \$100/day; 2 comparators include meals in the conference per diem
- ▶ Recent information from Lanark County OPP Detachment Board (8 municipalities within the County) shows that full day per diem rates for these municipalities have increased (or will be increased) to \$300/day; \$150/half day; and meal allowance to \$135/day.

### Annual Adjustments

- ▶ All comparators report that annual increases are tied to economic adjustments provided to management/non-union employees and/or collective agreement increased

### Discretionary Spending Account

- ▶ 6 comparators report that they provide a discretionary spending account for the Head of Council ranging from \$2,000 to \$7,500

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## Conclusions

- ▶ The comparator group is representative based on select criteria
- ▶ The 55<sup>th</sup> percentile pay target is reasonable based on the size/scope and pay practice of the comparator group and aligns with the pay target for the employee group.
- ▶ Base pay rates for the Reeve, Deputy Reeve and Councillor require an increase to meet the 55<sup>th</sup> percentile pay target.
- ▶ Current conference per diems and meal allowance rates are low relative to other municipalities within the County.
- ▶ Provision of Health & Dental Benefits participation is prevalent among the comparator group; Council may wish to participate in the Township's benefits program or introduce a Health Care Spending Account.
- ▶ It is best practice to increase the annual base pay for elected official positions annually by the amount used to adjust the Employee salary grid. This allows for a year over year increase to align with cost-of-living increases; also supported by the survey results.
- ▶ It is best practice to review compensation once during the term of Council using a survey of comparator municipalities.

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# Recommendations

## 2024 Base Pay Adjustments

- It is recommended that Council give consideration to implementing the following base pay adjustments, effective January 1, 2024, plus an economic adjustment:
  - Reeve: \$34,475
  - Deputy Reeve: \$23,157
  - Councillor: \$19,456

## Conference Per Diems and Meal Allowance

- It is recommended that Council give consideration to increasing the conference per diems to \$300/day and \$150/half day; and that the daily meal allowance be increased to \$135.

## P55 Market Target and Annual Adjustments:

- It is recommended that Council continue the practice of adjusting base pay for the Elected Official positions annually by using the % adjustment provided for the Employee Salary Grid.

## Review Period:

- It is recommended that a compensation review be conducted once every four years using a Consultant and comparator survey data; the next review being during the next term of Council

## Future Considerations:

- Council may wish to consider introducing the following at a future date:
  - Health & Dental Benefits or a Health Care Spending Account

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## COUNCIL PAY GRID

2022 TO 2025 Inclusive - January 1, 2024

	EFFECTIVE		
POSITION	DATE	ANNUAL	MONTHLY
Reeve	Jan 1/22	28,720	
	Jan 1/23	29,294	
	Jan 1/24	34,475	2,872.92
	Jan 1/25	35,682	2,973.47
Deputy Reeve	Jan 1/22	20,615	
	Jan 1/23	21,027	
	Jan 1/24	23,157	1,929.75
	Jan 1/25	23,967	1,997.29
Councillors	Jan 1/22	15,641	
	Jan 1/23	15,954	
	Jan 1/24	19,456	1,621.33
	Jan 1/25	20,137	1,678.08

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## Suggested Motion

"THAT, the 2024-2025 Council Pay Grid be approved effective January 1, 2024, with a 3.5% COLA for 2025;

AND THAT, the CAO/Clerk bring back an updated Remuneration and Personal Expenditure Policy that would include an increased meal allowance from \$75/day to \$135/day, and an increased per diem from \$75/half day to \$150/half day and from \$150/full day to \$300/full day for Council consideration at a future meeting."

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