

Report to Council

Report Title: 2022 Compensation Review

Prepared By: Sonya Watson, Chief Administrative Officer

Department: Administration

Date: March 8, 2022

Report Number: CAO2022-10 **File Number:** C11AD

Attachments: Brockton Project Methodology,
Comparator Analysis Chart

Recommendation:

That the Council of the Municipality of Brockton hereby approves Report Number CAO2022-10 – 2022 Compensation Review, prepared by Sonya Watson, Chief Administrative Officer and hereby approves the thirteen comparator municipalities as outlined by Gallagher; and

Further that Council also authorizes proceeding with Option 1 and ____ as outlined below as part of the 2022 Compensation Review process.

Report:

Background:

On January 18th, 2018 the Municipality of Brockton Council adopted the Salary Administration Policy to standardize the method of compensation review to ensure a pay policy that is internally equitable, externally competitive and pay equity compliant.

The last Market Review was conducted in 2017 and implemented January 1, 2018. Since that time as position descriptions changed due to retirements, employees parting or reorganization of duties many positions throughout the organization have received further review by Gallagher to ensure internal fairness and pay equity compliance are maintained.

In accordance with the timelines outlined in the Salary Administration Policy Council approved a full Market Review in the 2022 budget for an estimated cost of \$8,500 plus H.S.T.

d) Periodically, the CAO will ensure that a full and thorough review of all positions across the organization is undertaken to ensure that integrity of the system has been maintained and will provide a comprehensive report to Council. An interval of no more than five (5) years should take place between full reviews.

To align with our priorities identified in the Strategic Action Plan with a focus on ensuring our Human Resource efforts focus on employee retention and attraction and to ensure pay equity compliance it is imperative to review employee compensation to ensure it remains competitive with local comparators. Ensuring we continue to remain compliant with the Pay Equity Legislation is also a paramount consideration.

Analysis:

Jane Mizanski of Gallagher Benefit Services (Canada) Group Inc. has been our contact for regular reviews over the past 4 years and has the data to conduct the Compensation Review in a timely and efficient manner for the Municipality for a competitive price. Ms. Mizanski is attending the March 8th Council meeting to provide Council members an overview of the process.

This is a brief summary of the steps that are described in more detail in the methodology attached and will be further described by Ms. Mizanski at the meeting:

- Market review of approx. 50 positions (full-time and part-time) across 13 comparators
- Market analysis and proposed job rates for 2022 based on current rate, market and pay equity if any issues;
- Test the new proposed job rates for pay equity compliance
- Present the final results to staff for review and areas to discuss further
- Final report and presentation of proposed changes to Council

Ms. Mizanski has prepared the attached chart with the recommendation of comparators. Staff have reviewed in detail the comparators and concur with the 13 recommendations.

Further to the original scope of a market and pay equity review there are two other options Council may wish to consider at this time to add to this review:

- 1) A benchmarking analysis of the group benefits plan: this will use the established comparators and review Brockton's current benefit package which includes; Short-term disability program, Long-Term Disability Coverage, Life Insurance, Health, Dental and Vision Benefits and Retirement benefits to enable Council to consider the total compensation package. Upon further review staff feel this would also be a valuable review and may lead to areas that can be explored for further cost savings for the delivery of our benefit program with benefit providers. This will also provide staff and Council a full picture of an employee's total compensation package relative to our comparators. **This additional review can be completed for \$1,000 to \$1,300 plus H.S.T.**
- 2) Council may also wish to consider a compensation review for Council. This would involve surveys of all comparators and analysis of the various aspects of compensation for council members with recommendations. This would also be a timely review with a Municipal election pending to ensure Council are being fairly compensated for the work involved in serving as a member of Council. The last review for Council Remuneration was completed by members of the community forming the Council Remuneration Committee in 2018. **This review can be completed for an additional \$3,500 to \$5,000 plus H.S.T.**

We seek Council's approval of the comparators and recommend the addition of the benefit benchmarking analysis (Option 1) and seek Council's direction on the addition of Option 2 as outlined.

Strategic Action Plan Checklist:

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- | | |
|---|-----|
| • Recommendations help move the Municipality closer to its Vision | Yes |
| • Recommendations contribute to achieving Heritage, Culture, and Community | N/A |
| • Recommendations contribute to achieving Quality of Life | N/A |
| • Recommendations contribute to achieving Land Use Planning and the Natural Environment | N/A |
| • Recommendations contribute to achieving Economic Development | N/A |
| • Recommendations contribute to achieving Municipal Governance | Yes |

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

The compensation review is included within the approved 2022 Brockton Budget for \$8,500 plus H.S.T. the benefit benchmarking analysis would be up to an additional \$1,300 plus H.S.T. and the Council review would be up to an additional \$5,000 plus H.S.T.

Reviewed By:



Trish Serratore, Chief Financial Officer

Respectfully Submitted by:



Sonya Watson, Chief Administrative Officer