

Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
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www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Alana Solman, Chief Administrative Officer
Date: June 4, 2025
Subject: Employee Compensation and Pay Equity Review

Recommendation:

That Council authorize the Chief Administrative Officer to proceed with the Employee Compensation and Pay Equity Review to be completed by the Township's Human Resources consultant, HARBR Human Resources in 2025 and further, if required that \$ 13,000 be transferred from General Reserves.

Background:

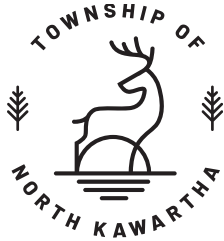
In 2019 SHRP Human Resources Consultants completed an Employee Compensation and Pay Equity Review at a cost of \$ 27,000 plus HST. These reviews should be completed every three to five years. It has been five years since the last review and post-COVID, it is an appropriate time to conduct this review. Council also recently received a Comprehensive Employee Survey and Organizational Review which contained input and recommendations. A comprehensive compensation review will support the Township in maintaining internal equity, external competitiveness, and fiscal responsibility.

Analysis:

The Township subscribed to SHRP, currently HARBR Human Resources's HRLive monthly services, which includes a software system, a job evaluation tool and assistance in many human resource services including maintaining pay equity through updated job descriptions. Because of the relationship that has been established, the firm's existing knowledge of our organization and the continuity of pay equity through this service, the cost of the Review is substantially less than the 2019 Review. The current quote for the Compensation and Pay Equity Review is \$ 16,000.

The objectives of the compensation review are to:

- Ensure the Township's compensation structure is externally competitive with similar municipalities.



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- Maintain internal equity and alignment across job classifications.
- Support fair and transparent pay practices.

The review will include a detailed market salary survey.

Council recently approved Strategy Corp to complete a Comprehensive Employee Survey and Organization Review. The following results and recommendations support the need to refresh the Employee Compensation and Pay Equity Review.

In the Employee Survey results, Improvement areas to feel more valued at work

- Enhanced benefits (e.g., dental and extended healthcare coverage) and compensation
- Stronger recognition and acknowledgment for staff efforts and contributions

In the Organizational Review, further high-level recommendations were, under Organization Structure & Staffing,

- Facilitate a comprehensive review of job descriptions and specifications to ensure responsibilities are accurately captured and fairly distributed amongst teams.

Under People, Capabilities & Culture,

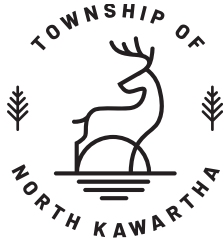
- Conduct a regular benchmarking review of employee compensation, the employee benefit package, and other non-monetary incentives to ensure the Township remains an employer of choice.

For all the above reasons, staff are recommending that we proceed with the Employee Compensation and Pay Equity Review in 2025. The intent is to provide approval to HARBR to proceed so that the Review can be scheduled in the third quarter in time for budget considerations.

Financial Implications:

\$ 3,000 has been carried over and is included in the 2025 Budget. \$ 13,000 in additional funding is required to complete the Employee Compensation and Pay Equity Review in 2025. If necessary to cover a deficit, the recommendation is to transfer a maximum amount of \$13,000 from General Reserves to General Government for the year end.

Any future cost implications from the review can be considered as part of the 2026 budget deliberations.



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Strategic and/or Other Plans:

Governance 3.1. Maintain policies and processes that enable effective governance.

In Consultation with:

Judy Everett, Treasurer; Amanda Blodgett, Director Human Resource and Business Growth, Harbr HR and Marina Sheridan, Compensation Specialist, Harbr HR

Attachment:

None