

May 23, 2023

Ms. Blayne Croskery
Manager, Human Resources
City of Elliot Lake

RE: Pay Equity and Compensation Review

Ms. Croskery,

Further to our discussion with yourself and Dan Gagnon, CAO, earlier this year I am pleased to provide you with a fee estimate to conduct a fulsome job evaluation and pay equity analysis. The analysis would be used to support your compliance obligations under the *Pay Equity Act*, and will deliver an internally equitable and competitive salary grid building from the 2022 market review.

The scope of the assignment would include:

- Using your current job descriptions as the foundation for evaluations or in the absence of updated information we can deploy a Job Information Questionnaire as needed;
- We propose using the Gallagher Universal Job Evaluation Plan – Municipal Sector to evaluate all positions (estimate 20 – 25 individual non-union jobs);
- Developing a banding structure that takes into consideration current job rates, job evaluation points and the market analysis just completed;
- Review and validate the grouping of jobs into pay bands with the City, and revise as needed;
- Complete a pay equity analysis as at 2023, using the new structure and current job rates to ensure the City is compliant with the legislation;
- Age the current market analysis to reflect 2023 adjustments within the comparator group, and develop a market competitive grid, maintaining the current 5 step approach.

This analysis and deliverable would require approximately two to three months to complete (assuming the job descriptions are readily available). Upon completion of the work we would provide you with the job evaluation rating records and provide training on the use of the Job Evaluation Plan so that you may maintain your evaluations going forward.

Our consulting fees would be approximately \$6,500 to \$7,500, plus 7% administrative and technical fees, excluding HST.

We appreciate the opportunity to engage with the City to continue the development of your non-union compensation plan.

Yours truly,



Jane Mizanski
Vice-President, Compensation
Mobile: 647-407-5256
Email: jane_mizanski@ajg.com