



REQUEST FOR DECISION

COUNCIL DATE	September 28, 2020
SUBJECT	RFP Compensation and Benefit Review (re-submitted)
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

Per Council's direction at the September 14, 2020 Regular Council Meeting, this item was tabled until such time as Councilors had an opportunity to have additional questions answered by Administration. Only one Councilor met with Administration to discuss the Request for Proposal submissions and appeared to be satisfied all questions and concerns were addressed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See Report to Council attached.

ALIGNMENT WITH STRATEGIC PLAN

1.1 Improve communication and transparency with our stakeholders

4.0 Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council approve the selection of Salopek & Associates to conduct a Compensation and Benefit Review at a cost not to exceed \$40,000.00 including incidentals, with funding to be drawn from the General Corporate Stabilization RSA.

MOTION:

That the Town of Sundre Council move to approve the selection of Salopek & Associates to conduct a Compensation and Benefit Review at a cost not to exceed \$40,000.00 including incidentals, with funding to be drawn from the General Corporate Stabilization RSA.

Date Reviewed: September 28, 2020

CAO: David Nebo



REPORT TO COUNCIL

COUNCIL DATE	September 28, 2020
SUBJECT	RFP Compensation and Benefit Review
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	7.1a

BACKGROUND:

Per Council's direction, Administration issued a Compensation and Benefit Review Request for Proposal with a closing date of August 17, 2020. The requested review would encompass all staff positions, as well as Council remuneration and Fire Department compensations. The goal in reviewing and possibly updating the pay structure and benefits is to establish a system that attracts and retains qualified staff and maintains competitive compensation practices with those of comparable municipal and industry employers. Recommendations from the review may include value adjustments, philosophy revisions, scale changes or structure modifications.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Three submissions were received by the RFP closing deadline and the following evaluation criteria was used to evaluate the submissions.

Approach & Methodology = 30 points
Understanding of Service Provision = 10 points
Experience of Firm = 10 points
Project Staffing & Experience = 30 points
Satisfaction of Clients = 5 points
Pricing = 15 points

In order to ensure a comprehensive and actionable product, the understanding of our request and experience to provide a significant amount of insight were weighted higher than overall price.

Salopek & Associates is a Calgary firm with more than 14 years of experience and 200 clients across Canada consisting of non-profit, municipal and industry entities. The proposal submitted scored highest in the evaluation criteria and while the cost is approximately double of the estimates provided by the other proponents, the methodology and service provision substantiate the proposed fee.

Improve Consulting Group was founded in 2017 by veteran Management Consultant Jonathan White, who led the project team for another organization that completed the 2015 compensation review for the Town of Sundre. Improve's proposal also scored quite high in the

evaluation criteria, but the proposed results were potentially less comprehensive than desired which would result in higher costs than estimated.

HR Outlook is a Red Deer firm which has recently completed a review for the Town of Olds. The proposal would be comparable to reviews completed in the past, but did not appear to be as comprehensive as Administration was envisioning.

In regards to Council remuneration, the recommended best practice would be to have a review regularly conducted prior to expiration of the current Council term and any review recommendations implemented to coincide with the beginning of the new term of office.

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