

Request for Proposal – Salary Review

Grey Sauble Conservation Authority (GSCA) requires the services of a consultant to undertake a staff salary review. The role of GSCA and the activities that it is involved in can be seen on its website at www.greysauble.on.ca.

Background: GSCA currently uses the McDowall Universal Job Evaluation Plan, a Salary Grid plan comprised of 12 Value Groups with each group having five steps on the grid. Within the 12 groups there are 39 job positions. The last salary review by a consultant was performed in 2013/2014.

Summary Scope of Work: The salary review will entail the following:

1. Review to ensure compliance with Pay Equity legislation.
2. Evaluation and ranking of some job positions
3. Collect and analyze salary market data from other comparable conservation authorities, municipalities and similar organizations.
4. Update existing salary grid
5. Prepare report and present it to the GSCA Authority Board.

Detailed Scope of Work:

1. Review Pay Equity: The chosen consultant will review GSCA's salary scale and position ranking to ensure that GSCA is in compliance with Pay Equity legislation.
2. Job Evaluation and Ranking: GSCA went through a salary review process in 2013. Since that time, several positions have been added, removed, and/or modified. GSCA Senior Staff have an existing job evaluation system that has been used to evaluate positions as they evolve or are vacated and refilled. The consultant will provide review and comment on these new or modified positions, including comments on the scoring that has been applied. GSCA staff will be responsible for updating all job descriptions, as necessary, prior to the start of the consultant's work. The consultant will provide comment to GSCA Staff on any necessary amendments to the ranking system and training to Senior Staff, as necessary.
3. Collect and Analyze Market Data: The chosen consultant will collect and analyze comparable salary data from other conservation authorities, municipalities and similar organizations. This information will be used to verify or justify modification of GSCA's existing salary rates.
4. Update Existing Salary Grid: Based on the data collected, the consultant will, through discussions with GSCA, provide recommendations on updates to GSCA's existing salary grid.

Member Municipalities

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

5. Prepare and Present Report: The chosen consultant will prepare a draft salary grid and report for review and comment by GSCA. Following reconciliation of comments on the draft documents, the consultant will prepare a final report for presentation to the GSCA Board of Directors.

Proposed Schedule:

Request for Proposal Issued	December 15, 2020
Responses due	January 15, 2021, 4:00 p.m.
Award Tender	January 27, 2021
Start-up Meeting	Week of February 15, 2021
Draft Salary Grid Review Meeting)	March 26, 2021 (or as agreed upon at Start Up Meeting)
Draft Report	April 16, 2021 (or as agreed upon at Start Up Meeting)
Final report Submission and Authority Presentation	May 26, 2021

Proposal Requirements: Proposals may be submitted electronically in PDF format or by hard copy and shall be addressed to:

Alison Armstrong, Manager of Accounting and Human Resource Services
Grey Sauble Conservation Authority
237897 Inglis Falls Road, RR 4
Owen Sound, ON
N4K 5N6
E-mail: a.armstrong@greysauble.on.ca

Proposals shall include:

1. A detailed description of the consultant's experience in carrying out this type of project.
2. A detailed description of the consultant's proposal to undertake this project.
3. A brief description of the consultant's staff that will be working on the project and their related work experience.
4. A cost estimate to complete the project as described.
5. A list of references for similar projects.

Inquiries: Questions concerning this RFP should be directed to:

Alison Armstrong, Manager of Accounting and Human Resource Services
519 376-3076, extension 222
a.armstrong@greysauble.on.ca

Conditions: GSCA reserves the right to discuss all proposals, to request additional information from proponents and to accept or reject any or all proposals.

Enclosures:

[2020 Organization Chart](#)