



**CORPORATION OF THE  
MUNICIPALITY OF NORTH GRENVILLE**

**AGENDA - SPECIAL MEETING**

**Thursday, November 21, 2024, 3:30 p.m.**

**Held Virtually**

**Pages**

**A. HOW TO PARTICIPATE IN THE MEETING**

The Council meeting will take place virtually at 3:30 p.m.

The Council meeting will be live streamed on YouTube commencing at 3:30 p.m. To view the live stream visit:

<https://www.youtube.com/user/NorthGrenville/featured>

Subsequent to the live stream, the video will be archived on the North Grenville YouTube channel under the Playlists Tab titled "North Grenville Online Council Meetings". To view the archived video post-meeting visit:

<https://www.youtube.com/user/NorthGrenville/playlists>

To make a deputation in relation to an item on the agenda, please pre-register with the Clerk's Office at [clerk@northgrenville.on.ca](mailto:clerk@northgrenville.on.ca). Please provide your comments no later than two hours prior to the start of the meeting.

If you require accommodation, please advise the Clerk when pre-registering so that we may best assist you.

**B. MEETING CALLED TO ORDER**

**C. LAND ACKNOWLEDGMENT**

The Municipality of North Grenville acknowledges that the Municipality operates on the territory of the Anishnabek.

We recognize all First Nations, Métis, and Inuit peoples who now call North Grenville their home. We respect and support the need for cultivating a strong relationship, and we commit to Indigenous-informed decision making to foster the path towards reconciliation.

**D. APPROVAL OF THE AGENDA**

Be it resolved that:

The Council agenda for November 21, 2024 be approved as presented.

**E. DISCLOSURE OF INTEREST**

**F. REPORTS**

F.1 Office of the Chief Administrative Officer

F.1.1 Award of Organizational and Compensation Review Contract 1

THAT Council award the Request for Proposal # HR 24-02 to Strategy Corp in the amount of \$112,977.97 (HST inclusive).

F.2 Client Services

F.3 Corporate Services

F.4 Emergency and Protective Services

F.5 Finance

F.6 Parks, Recreation, and Culture

F.7 Planning and Development

F.8 Public Works

**G. PERIOD FOR QUESTIONS FROM THE PUBLIC AND MEDIA RELATING TO AGENDA ITEMS**

**H. CLOSE OF MEETING**

H.1 Confirmation By-Law 5

Be it resolved that:

By-Law 110-2024 to confirm the proceedings of Council at its special meeting held on November 21, 2024 be adopted and passed.

H.2 Resolution to Adjourn

Be it resolved that:

This special meeting of Council adjourn at \_\_\_\_\_ p.m.



## Municipality of North Grenville

To: **Council**

Meeting Date: November 21, 2024

Subject: Award of Organizational and Compensation Review Contract

Report No: CAO-2024-031

Prepared by: Karen Dunlop, Chief Administrative Officer

### Recommendation(s)

THAT Council award the Request for Proposal # HR 24-02 to Strategy Corp in the amount of \$112,977.97 (HST inclusive).

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### Executive Summary

#### Purpose

- To award the RFP for the Organizational and Compensation Review

#### Key Findings

- The RFP was issued on October 9, 2024 and closed on November 12, 2024
- Seven (7) submissions were received and evaluated based on the matrix provided within the submission request
- Staff recommend awarding the contract to StrategyCorp Inc. based on overall points received in the evaluation

#### Financial Implications

- The project has a budget allotment of \$100,000.00 in the 2024 budget
- The recommended award, inclusive of HST, is above the project allotment. However, in consideration of the HST rebate the municipality receives, the total project cost comes to \$101,770.00 which is within 2 % of the budget allotment. While slightly over budget, it is within the allowable overage identified in the procurement and budget by-laws

## Background/Analysis

The Municipality of North Grenville issued a Request for Proposal on October 9, 2024 for submissions to complete an organizational and compensation review. This review is for all municipal departments, the library, and council.

The scope of work is inclusive, but not limited to, the following:

- A review of the current organization structure and alignment of department responsibilities.
- Recommendations related to identified and projected service and staffing needs now and leading five (5) years into the future.
- Review of the salary grid and benefits and comparison to similar sized and local municipalities with recommendations to attract and retain staff.

The proposal submission window closed on November 12, 2024 at 11:00 a.m.

Seven (7) submissions were received as follows:

1. True North HR Consulting \$42,500.00 + HST
2. HR Advantage \$42,900.00 + HST
3. Pesce & Associates Human Resources Consultants \$64,400.00 +HST
4. Gallagher Benefit Services (Canada) Group Inc. \$73,755.00 + HST
5. Mercer (Canada) Limited \$85,000.00-\$100,000.00 + HST
6. Oxaro Inc \$99,921.40 + HST
7. StrategyCorp Inc. \$99,980.50 +HST

The submissions were evaluated based on the below criteria:

1. Experience, Reputation, and Resources 35%
2. Work Plan and Timelines 30%
3. Financial 20%
4. Quality of Proposal and Value Added 15%

The project team evaluated and scored each of the submissions. The scores were combined and averaged to produce the following

1. StrategyCorp Inc – 85 Points
2. Oxaro Inc. – 77.75 Points
3. Pesce & Associates Human Resources Consultants -77.25 Points
4. Gallager Benefit Services (Canada) Group Inc. – 73.5 Points
5. HR Advantage – 59.75 Points
6. True North HR Consulting – 57.75 Points
7. Mercer (Canada) Limited – 54.25 Points

The project team recommends awarding the RFP to StrategyCorp Inc. based on their overall score. The submission was fulsome and encompassed the project team's

objectives including key performance indicators, desired outputs, and within the timeline for the project.

This project marks an important milestone in the review of the municipal structure and overall compensation to ensure that North Grenville can attract and retain skilled staff to better serve the community as a whole.

### Relevance to Strategic Priorities

<b>Strategic Pillar</b>	4	Efficient Governance and Service Delivery
<b>Goal</b>	4.4	Commit to Continuous Improvement
<b>Key Action</b>	4.4.1	Conduct a review of municipal services and structure to ensure that North Grenville is right-sized to efficiently and effectively deliver services.

### Options and Discussion

1. Approve the recommendation
2. Do not approve the recommendation

### Financial Impact

This item has been identified in the current budget:                      Yes X    No     N/A

This item is within the budgeted amount:                                      Yes     No X    N/A

Staffing implications, as they relate to implementing Council’s decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

The project had a \$100,000.00 budgetary allotment. The recommendation comes in over budget inclusive of HST. However, in consideration of the HST rebate the municipality receives, the total project cost comes to \$101,770.00 which is within 2 % of the budget allotment. While slightly over budget, it is within the allowable overage identified in the procurement and budget by-laws

### Internal/External Consultation

The Project Team reviewed submissions and made the recommendation.

### Communications

Communication of Council’s decision will be made to the successful submitter as well as a robust communication plan to undertake this project will be undertaken to keep staff

informed of the project and how it evolves. The submissions were all required to include communications elements as part of their submissions which will commence with the project.

## **Attachments**

- None

**CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE**

**BY-LAW NO. 110-24**

*A By-Law to Confirm the Proceedings of Council  
At its Special Meeting held on November 21, 2024*

**WHEREAS** the *Municipal Act 2001* states that a municipal power including a municipality's capacity, rights, powers and privileges shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of North Grenville at this meeting be confirmed and adopted by by-law;

**NOW THEREFORE** the Corporation of the Municipality of North Grenville hereby enacts as follows that:

1. The action of the Council of the Corporation of the Municipality of North Grenville at its special meeting held on November 21, 2024, in respect of each recommendation contained in the report of the Committees and each motion and resolution passed and other action taken by Council of the Corporation of the Municipality of North Grenville at its meeting be hereby adopted and confirmed as if all such proceedings were expressly embodied in the by-law.
2. The Mayor and the proper Officers of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that behalf, and the said Clerk is hereby authorized and directed to affix the corporate seal of the municipality to all such documents.

PASSED AND ENACTED ON THIS  
21<sup>st</sup> DAY OF NOVEMBER 2024.

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NANCY PECKFORD  
Mayor

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CHLOE PRESTON  
Clerk