



## Staff Report

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**Report To:** Council  
**Report From:** Laura Johnston, CAO  
**Meeting Date:** September 5, 2023  
**Subject:** Municipal Compensation Database Compensation Market Check

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### Recommendations:

That in consideration of staff report “Municipal Compensation Database Compensation Market Check”, council approves the recommended 15 comparator municipalities for the purpose of completing a 2023 compensation market check as outlined in the report.

### Highlights:

- West Grey is a member of the Municipal Compensation Database (MCD) which is an online database of Human Resources information including municipal salaries, benefits, organizational charts, job descriptions, HR policies and agreements and council remuneration.
- MCD conducted a contest for new members and West Grey was the successful entry, receiving a complimentary compensation market check, to a value of \$50,000, to be completed in 2023.
- West Grey’s last market check, council remuneration and organizational review was completed in 2020. It is recommended that a market check be completed every three to five years.
- The market check will be prepared in time for the 2024 budget deliberations, should there be any budgetary impacts.
- The first step in the process is to provide MCD with a list of municipal comparators.

### Previous Report:

[2020 Market Check report.](#)

[2020 CAO consolidated report \(wage and organizational review\).](#)

## Analysis:

The Municipality of West Grey has conducted wage reviews and salary market checks on a regular basis. Such reviews provide important comparative information to assist in achieving equitable and competitive salaries essential in recruiting skilled employees and retaining the existing staff expertise. Additionally, council remuneration has been completed through various formats such as review committees and the consultant-led model.

In 2014, West Grey's market check used 20 municipalities as comparators:

- Municipality of Arran-Elderslie
- Municipality of Bluewater
- Municipality of Central Huron
- Municipality of Grey Highlands
- Municipality of Huron East
- Municipality of Meaford
- Municipality of North Perth
- Municipality of Perth East
- Municipality of South Bruce
- Municipality of South Huron
- Municipality of West Perth
- Town of Minto
- Township of Adjala-Tosorontio
- Township of Chatsworth
- Township of Georgian Bluffs
- Township of Mapleton
- Township of Severn
- Township of Southgate
- Township of Tay
- Township of Wellington North

In 2020, West Grey's market check used the following 13 municipalities as comparators:

- Municipality of Brockton
- Municipality of Grey Highlands
- Municipality of Meaford
- Municipality of North Perth
- Town of Collingwood
- Town of Hanover
- Town of Minto
- Town of the Blue Mountains
- Township of Chatsworth
- Township of Clearview
- Township of Guelph-Eramosa
- Township of Springwater
- Township of Wellington North

In 2020, council remuneration was completed by the consultant who provided recommendations based on municipal comparators and research findings from the Association of Municipal Clerks and Treasurers of Ontario (AMCTO). Council compensation will also be included in the 2023 MCD project.

Considerations in determining suitable comparators included historic comparators, geographic location, similar service alignment, population size, and operating budget. The municipalities in the 2020 review remain relevant and suitable comparators. Staff recommend proceeding with the 2020 comparators, but also include the Township of Southgate and the Township of Georgian Bluffs for a total of 15.

## Financial Implications:

The costs associated with this project are covered through the award from MCD.

**Communication Plan:**

Communication of this report is through the posting of council meeting agendas on the Municipality of West Grey website.

**Consultation:**

H. Webb, Payroll Specialist

K. Mighton, Director of Finance/Treasurer

A. Johnson, Project Lead, Municipal Compensation Database

**Attachments:**

None.

**Recommended by:**

Laura Johnston, Chief Administrative Officer

For more information on this report, please contact Laura Johnston, CAO at [ljohnston@westgrey.com](mailto:ljohnston@westgrey.com) or 519 369 2200 x.222.