



GRAND VALLEY

STAFF REPORT

To: Mayor and Members of Council
From: Meghan Townsend, CAO/Clerk
Meeting Date: February 25, 2025
Report Number: **2025-041**
Subject: Human Resources Program Review – Final Report

Recommendation

THAT Council receives Report – Human Resources Program Review – Final Report for information purposes.

Executive Summary

Purpose

To present a concluding report for the Town's Human Resources Program Review from 2024.

Key Findings

With adjustments to the pay grid, the Town has resumed its position as a local employer that provides salary, pension and benefits in keeping with the surrounding community and other municipalities of similar size and composition.

Financial Implications

Labour costs and supplies/equipment costs will be provided in the 2025 budget.

Report

Background

In 2024, Council has engaged the assistance of Pesce and Associates Human Resources Consultants for a review of the Town's Human Resources program. The consultants were tasked with examining the effectiveness and efficiency of the Town's organizational and operational structures in light of the Town's current and future service delivery expectations.

Discussion

In the September 10, 2024 council meeting agenda, [Report – Human Resources Project Update and Requests](#) was presented regarding the first phase of the project.

In the remaining phases, Council received a report from the consultant on their analysis of staff remuneration, including hourly pay, salaries, benefits and vacation. At Council direction, compensation was to be kept at the 50th percentile for the area. A new pay grid was established factoring in the amendments previously approved and the new rates of pay. No changes were made to vacation entitlements. Sick day leave was increased to six days per year, up from five. Minor improvements were made to the health benefits package.

Financial Impact

Increased costs to the Town of approximately \$120,000 for 2025, if all positions are filled for the year. This increase will be included in the 2025 budget.

Consultations

None

Attachments

None

This report was submitted by

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This report was approved by

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