

THE CORPORATION OF THE VILLAGE OF COBDEN

BY-LAW #1989-16

BEING a by-law to authorize the execution of an agreement between the Corporation of the Village of Cobden and Personnel and Industrial Relations Consulting Inc. to provide a Pay Equity Plan for the Village of Cobden.

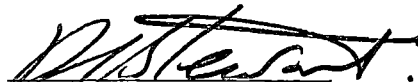
WHEREAS the Village of Cobden and PIRC have agreed to supply services as detailed in Schedule "A" attached;

AND WHEREAS, the Village deems it necessary to enter into and execute such an agreement;

NOW THEREFORE, the Corporation of the Village of Cobden enacts as follows:

1. That the Reeve and Clerk be and they are hereby authorized to execute the agreement hereto attached and marked as Schedule "A" to this by-law and to affix thereto the Corporate Seal.
2. That this by-law shall come into force retroactive to July 5, 1989.

READ a first, second and passed on the third reading this 11th day of July, 1989.


REEVE


CLERK-TREASURER

THE CORPORATION OF THE VILLAGE OF COBDEN
SERVICES CONTRACT

WHEREAS the Corporation of the Village of Cobden approved on June 19, 1989 to contract Personnel and Industrial Relations Consulting Inc. (PIRC Inc) to undertake a pay equity study;

Personnel and Industrial Relations Consulting (PIRC) hereby, with pleasure, accepts to undertake such work under the following terms and conditions:

SERVICES

1. The services to be undertaken are those as per the mandate received by PIRC on February 3, 1989.
2. The specific duties for the above organizations are described in Schedule A titled "Pay Equity Plan - Project Components".

FEES

The fees for services for the above program are as per Schedule B.

The additional costs which are not covered under Schedule B, are as follows and were indicated in our cost estimates of February 3, 1989.

1. The Costs are based on our knowledge of your organization and our interpretation of the mandate .

Any addition to the mandate would be welcomed and will be undertaken at a fee of \$75.00 per hour.

Our terms are as follows:

- Monthly invoicing of time spent on your file, payable upon receipt. 2% interest is charged on all overdue invoices after 30 days from the date of issue.
- Disbursements are invoiced as well on a monthly basis at cost plus 10%. Disbursements include, but are not limited to: long distance calls, photocopies, materials, postage.
- Travel charges are: for travelling on business for the Corporation.

Our charge is set at \$0.275 per kilometre only. We do not add travelling time. Meals and hotel where and if required and authorized by you.

THE CORPORATION OF THE VILLAGE OF COBDEN
SERVICES CONTRACT

BE IT RESOLVED THAT the above terms and conditions are acceptable to both parties and that both have duly signed this agreement to confirm their acceptance of these terms.

Toulut. Seavey
Personnel and Industrial
Relations Consulting Inc.

D. Steward
The Corporation of the Village
of Cobden

July 14/89
Date

Kendy Stone
The Corporation of the Village
of Cobden

SCHEDULE A

THE CORPORATION OF THE VILLAGE OF COBDEN

PAY EQUITY PLAN

PROJECT OVERVIEW

In discussion with Mrs Stone, we have established our project and costing on the following premises.

1. the Village of Cobden has employees employed in 9 different classifications

The cost estimate is based on our knowledge of your organization and our interpretation of the mandate .

We would naturally welcome your amending your mandate, however we would require at that time to re-assess our costing.

SCHEDULE B

THE CORPORATION OF THE VILLAGE OF COBDEN

PAY EQUITY PLAN

PROJECT OVERVIEW

COST ESTIMATES

The following page describes, as we see it, the different work that you require based on your mandate, as well as preliminary cost estimates.

1- Organizational Review

Total cost: \$ 150.00

2- Develop Generic Classification

Total cost: \$ 1,500.00

3- Develop Job Evaluation

Total cost: \$ 787.50

4- Development of Compliance Plan

Total cost: \$ 675.00

Project Grand Total: \$ 3,112.50

All travel and disbursements are additional and will be invoiced monthly at cost plus 10%.

Administrative costs such as, photocopying and long distance calls will be invoiced monthly as follows:

- 1) photocopy: @ \$0.15/copy
- 2) long distance calls (as invoiced per Bell + 10%)

All extra time spent on this assignment not noted above will be invoiced at the fixed rate of \$75.00/hour.

SCHEDULE C

THE CORPORATION OF THE VILLAGE OF COBDEN

PROJECT COMPONENTS

Phase I - Organizational Review

- Conduct employee population analysis
- Review existing documentation on employees
- Review internal structure of organization
- Review existing job description,
job classification,
performance review method
- Review existing compensation policies
benefit programs
working conditions
- Review Personnel policies & procedures
- Review Collective Agreements
- Prepare recommendations to establish
strengths and weaknesses of organization
with regards to Pay Equity requirements

Phase II - Develop Generic Classifications

- Interview employees in each classification
- Develop job description/job analysis

- Develop generic job classifications
- Develop population statistic as per
generic job classifications

Phase III - Develop Job Evaluation

- Evaluate each generic job
& grade each component
- Develop initial grading based on evaluation
results
- Develop initial salary grids based on present
salaries

THE CORPORATION OF THE VILLAGE OF COBDEN

PROJECT COMPONENTS

Phase IV - Development of Compliance Plan

- Comparison of each job to determine relative value
- Determine if any pay inequity
- If inequity, indicate mitigating factors
- Establish job rates
- Establish pay correction costs
- Prepare final job classification grid
- Prepare final job rate grid
- Prepare final report



PIRC

24 GURDWARA ROAD
NEPEAN, ONTARIO K2E 8B5
(613) 723-5819

RECEIVED
JUL 14 1989
Ans'd..... July 13, 1989

Wendy Stone
Clerk-Treasurer
Municipality of the Village of Cobden
44 Main Street
Box 40
Cobden, Ontario
K0J 1K0

Dear Mrs. Stone,

As requested, we have reviewed our costing in light of the Municipality having provided us with up-to-date information on the job description.

We had allotted 2 hours per job times 9 jobs and are happy to report that we will be able to complete the job description phase in approximately 5 hours, resulting in a decrease of our estimate by approximately \$1,000.00.

The remaining 5 hours will be used to compose and draft the job descriptions and ensure that any missing information is corrected. Of course, should we use less time, these savings will be passed on to you.

I trust the above is to your satisfaction and remain,

Yours truly,

Paul M. Beaudry
President
PIRC Inc.

PMB/bjc