



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Regular Council Meeting

Date: July 22, 2024

Department: CAO

Topic: 2024 Budget Increase – Salary Study

Purpose: To increase the 2024 administration consulting budget amount from \$10,000 to \$25,000.

Background: The 2024 approved administration consulting budget included an amount of \$10,000 to conduct a salary survey for all non-union and union employees. This data was to assist with negotiations for the union collective bargaining agreement that is set to expire at the end of 2024 and assist with 2025 budget preparation.

Now that consultants have bid on the project, the amount budgeted was not sufficient. Three firms were asked to provide quotes and the amounts were all very close to \$25,000 plus HST. This will include a job review for non-union staff and a market review of council remuneration and pay equity for all staff. This is vital for salary planning to ensure the Township is competitive in a market that is becoming increasingly difficult to attract skilled staff to our township.

Should council agree to the extra funding, the final report will be delivered in mid-October which is timely for salary planning for all employees and council.

Policy Implications: This amount significantly exceeds the approved budget so the budget increase must be approved by council.

Financial Considerations: The budget overage will be covered by the Administration Reserve which currently sits at \$136,356.89.

Recommendation: THAT council approves the budget increase for the 2024 salary and pay equity study from \$10,000 to \$25,000.

GA

CAO