
CONTRACT FOR SERVICES

This contractual agreement is made BETWEEN **PESCE & ASSOCIATES HUMAN RESOURCES CONSULTANTS** (hereafter referred to as “the Consultant”) AND **THE TOWN OF KINGSVILLE** (hereafter referred to as “the Organization”).

1. Consultation Services

The Organization hereby engages the services of the Consultant to complete an **Organizational Review**, in accordance with the terms and conditions set forth below.

The key deliverables to be achieved at the end of this project include:

- Review and evaluation of the current organizational structure and staffing and how it aligns to the Town’s service delivery requirement.
- Engagement and feedback of a cross section of full-time, part-time and seasonal staff, and management team as well as all members of the Council.
- Analysis and feedback of external trends and legislative requirements facing the municipal organization, alongside a projection of the expected impact on future workloads and the required path to address them.
- Benchmarking information regarding comparison of the Town’s current organizational structure and staffing levels, against municipalities of a similar size and nature.
- Recommendations related to required organizational resources for the municipality’s efficient delivery of mandated and discretionary services.
- Recommendations to specifically address projected service staffing needs leading to 5-10 years in the future.
- Identification of the range of facilities and their use for Council and Municipal administration and operations.
- Assessment of existing facilities and recommendations concerning continued, amalgamated, or discontinued use of these facilities to meet the public service and operational efficiency needs.
- Provision of findings and recommendations to Council to aid in the development of a capital plan for improvement of the municipality’s administrative and operational building infrastructure.
- Review and findings of the Council remuneration policy, including review of comparators, remuneration, honorarium where applicable, benefits, allowances and provisions, e.g. technology, travel and conference.

The scope of work may be expanded with the written consent of both the Organization and the Consultant, including any additional fees that may be incurred as a result of the expanded scope of work.

2. Time Frame

The work shall begin September 2019 with completion date of December 31, 2019.

3. Consultant's Fee & Expenses

Completion of the deliverables of the project requires 31 Consultant days. The per diem rate is \$1,400.00 for a **total consultant fee of \$43,400 plus HST.**

Invoices will be remitted within one week following the end of the month in which each phase is completed. Invoices will include work performed.

4. Independent Contractor

Both the Organization and the Consultant agree that the Consultant will act as an independent contractor in the performance of the duties defined in this contract. Accordingly, the Consultant shall be responsible for payment of all expenses and taxes, including Federal, Provincial, and local taxes arising out of the Consultant's activities.

5. Confidential Information

The Consultant agrees that any information received from the Organization during any furtherance of the Consultant's obligations in accordance with this contract that concerns the personal, financial, or other affairs of the Organization will be treated by the Consultant in full confidence and will not be revealed to any other persons, firms, or organizations.

6. Waiver

The Organization agrees to permit the Consultant to put its name on the Consultant's list of clients on its web site.

7. Consultant Representative

Elizabeth Hill will act as the primary contact for the project.

8. Organization Representative

Peggy Van Mierlo-West will act as the primary contact for the Organization for the purposes of this agreement.

9. Signatures


For and to bind the ORGANIZATION:

Mayor, Nelson Santos

Clerk, Jennifer Astrologo

Date

For and to bind the CONSULTANT:



Consultant's Signature

Elizabeth Hill
Print Name

August 30, 2019
Date