

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee

January 30, 2015

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Friday January 30, 2015. Present was Chair Robert A. Johnston and Mayor Bob Kingsbury. Susan Humphries was away on School Board business. Also present was Councillors Dave Bennett, Glen Campbell and Jamey Larone. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Johnston called the Meeting to Order at 2:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest expressed by members of the Committee, Council or Staff.

3. COUNCIL REMUNERATION

The Members reviewed data provided by Jennifer Barr, Treasurer/Tax Collector on Council Remuneration for the years 2010, 2011, 2012, 2013 and 2014. This covered the last year of the Council two terms back and the last Council Term.

Councillor Larone informed the Members why he chose to leave the benefits plan this year.

Councillor Bennett said the data in the remuneration report is different than the information he had. He only had totals and not a breakdown between remuneration, benefits, conferences and travel. With a quick review it appears now that due to the benefits being paid by the individual Council Members the remuneration is \$1800 to \$2000 lower than last year. Councillor Bennett noted that previously health and life insurance benefits were paid by the township for Council, but now they come from the Council Members remuneration. He added that this Council should not be worth less than the previous Council.

Chair Johnston said he always has believed that it is better to pay Council remuneration based on meeting rates than an annual remuneration as some members have more meetings to attend.

Mayor Kingsbury explained the reasons that the annual remuneration is better:

- Council Member does not have to track meeting dates, start and end times and submit a monthly statement,
- Treasurer creates the payroll data for January and it is automatic from that point forward,
- Budgeting is easier to estimate,
- With remuneration by the meeting each member will receive different monthly remuneration depending on the number of meetings attended, taking more staff time to produce payroll,
- Possibility of late Minister of Finance payments which results in penalties as in the past not all Members submitted their monthly report on the last day of the month.

Councillor Larone said the suggestion of an annual remuneration came up in the first year of the last term of Council. Council Members split the meetings fairly evenly so at the end of the term they accepted the suggestion of a flat rate. He added that expenses to conferences are to still be reimbursed with a per diem rate and there is no cap on expenses per day.

Councillor Bennett suggested the Members consider splitting the cost of the benefits which puts the rate back to the last Council remuneration amounts.

Councillor Larone asked if a member doesn't participate in the health and life insurance plan would they get the cost of the premium as part of their remuneration. Councillor Bennett said members should get the cost of the premium. The CAO/Clerk noted that a recommendation of the original public Remuneration Committee was that the Members who didn't take the benefits would receive the cash value of the premium.

Chair Johnston summed up Councillor Bennett's suggestion that Council Members would receive the \$15,000 remuneration, with ½ of the benefit premium paid by the Member. The Members who chose not to participate in the benefit plans would get the full \$15,000.

After further discussion Council Members agreed to continue with the remuneration as passed by Council last fall. Councillor Bennett said he would like to review the data presented by the Treasurer further.

4. PAY GRID

The CAO/Clerk presented a report to the Committee Members on fixing the pay grid. This report contained 4 scenarios based on \$6,000, \$8,000, \$10,000 and a \$12,000 increase to the CAO/Clerk position and the effect of pay equity on the other positions. The report also contained data on the effect of "red circling" members who are currently paid above the regression analysis rates under each scenario.

Councillor Larone asked if we had received a comment from an HR Specialist on the Pay Equity question asked at a previous Council Meeting. Mayor Kingsbury explained that he had received the answer from the County HR Director who confirmed that the Treasurer and Public Works Manager positions are held by females who do not have a male comparator in their grid line so you must go the CAO/Clerk position and carry out a regression analysis for the two female positions. However, if the CAO/Clerk was a female there is no male comparator to carry out regression analysis for these two positions and Council would have input into the salary grid for the two positions.

The CAO/Clerk explained the scenarios to the Members. Following the explanations the CAO/Clerk left the Chambers at 3:15 pm to give the Council Members an opportunity to discuss the grid rates privately. He returned to the Chambers at 4:05. Council Members presented the following resolution:

Moved by Dave Bennett, Seconded by Jamey Larone that the Human Resources Committee recommend to Council that they adopt the revised 2014 Pay Grid based on a \$10,000 increase to the CAO/Clerk, which is subject to regression analyses on appropriate staff. This increase is prorated on the rural township average in the county for grid levels 1, 2 and 3.

Further, the Human Resources Committee recommend Council agree to "red circle" all employees who are currently paid above the average of the lower tier Townships. Such red circling shall include an annual cost of living allowance (COLA) paid as a lump sum to each employee affected by this action.

And further, the Human Resources Committee recommend to Council that employees who have been "red circled" but have not reached Step E in their grid level are entitled to advancement on the grid to Step E (job rate) as per HR Policy B-01 – Performance Management Program.

And finally, the "red circling" of employees shall continue until the future approved grid rates have reached the red circled pay rates.

Carried.

The CAO/Clerk informed the Committee Members that the rates set out in the adopted revised 2104 Pay Grid could change slightly once the positions have

gone through the regression analysis process. He will update Council when this information is received.

5. RATE OF PAY FOR ADMINISTRATIVE/PLANNING ASSISTANT POSITION

Mayor Kingsbury informed Council that with the resolution of the pay grid issue, Council can now establish the pay grid rate for the Administrative/Planning Assistant position that is currently advertised to be filled.

Moved by Glen Campbell, Seconded by Bob Kingsbury that the Human Resources Committee recommend to Council that they establish the pay rate for the Administrative/Planning Assistant position at Grid level 3 – as set out in the revised 2014 Pay Grid approved by Council on January 30, 2015. (\$38,632 to \$43,481).
Carried.

6. OTHER BUSINESS

Councillor Bennett said he would like Council to grant him time to review the data that was prepared by the Treasurer and presented earlier in the meeting on Council Member Remuneration. He said he still may have concerns. Council Members agreed.

7. ADJOURNMENT

Chair Johnston declared the Committee Meeting to be adjourned at 4:25 p.m.

CHAIR

CAO/CLERK