

*Request for Decision*

*United Townships of Head, Clara & Maria Committee of the Whole*

Type of Decision									
<b>Meeting Date</b>	<b>Friday, September 30, 2016</b>				<b>Report Date</b>	<b>Wednesday, September 21, 2016</b>			
<b>Decision Required</b>	<b>X</b>	<b>Yes</b>		<b>No</b>	<b>Priority</b>	<b>X</b>	<b>High</b>		<b>Low</b>
<b>Direction</b>	<b>X</b>	<b>Information Only</b>			<b>Type of Meeting</b>	<b>X</b>	<b>Open</b>		<b>Closed</b>

**Employee Remuneration - Report  
#30/09/16/1101**

**Subject:**

Review of employee pay scale/grid and merit policy resumed from February meeting.

**RECOMMENDATION:**

The clerk was directed to add this issue to the fall Committee of the Whole meeting deferred from June 2016.

**BACKGROUND/EXECUTIVE SUMMARY:**

Please advise if you would like a reprint of any of the following...prior to the meeting.

**Provided as attachments from February meeting:**

- June 2014 County Roads Survey
- June 2104 County Local Municipal Salary Survey
- Appendix "F" to 2010 Salary Review – external contractor – Salary Administration Policy and Procedure
- Appendix "F" to 2010 Salary Review – (1) – Rates adopted by Council

**Subsequently provided – June Council meeting:**

- Employee Remuneration Salary Grid Review - Report #10/06/16/1106
- HCM Policy on Merit and Bonuses deferred to CofWWhole

**Provided – September 2016 Council meeting:**

- Policy – Employee Benefits
- Insurance Benefits
- Vacation, Personal and Sick Day Policy

**New for September COTW meeting:**

Grid scales/by-laws from municipalities to the west of HCM have been provided as well as some from the Rural Mayor's Forum group.

- HCM Merit Policy and Amendment Report

- April 2016 County of Renfrew Municipal Salary Survey and Roads Salary Comparison
- Salary Grids from:
  - Town of Temagami – By-Law and Salary Guide
  - Madawaska Valley Salary Grid
  - Township of Horton – Salary By-Law
  - North Frontenac – Merit Policy & Salary Grid
  - Calvin Township – Salary Grid
  - South Algonquin - Wage Grid
- Grid Comparisons
  - Nipissing District Salary Review – Single Tier - 2015
  - Municipality of Temagami – 2013 Review
  - Updated HCM Grid comparison sheet – reflects small Renfrew County municipalities in “External” columns as well as the new South Algonquin, Kearney and Calvin columns

### Options/Discussion:

Current employees are loyal and quite happy to have good paying, stable jobs within their home community; they would also like to be paid fairly compared to others doing the same work they do.

When comparing salaries to those in other communities, the number of positions – full time, part time, per department and overall should be considered. This reflects that our employees may not have the same number of transactions as an employee in a larger municipality, however; they have more areas of responsibility.

An example is with those communities with Fire Departments- Fire staff traditionally oversees Emergency Management and Community Fire Safety. In HCM it falls mainly on admin staff. Recreation is another example.

Eg. **South Algonquin and Calvin**, small, rural, slightly larger population than HCM – each has 5 admin positions plus public works admin, a separate CEMC and/or Recreation staff. In HCM we have 3 people doing these 5-6 jobs. Conversely however – the Town of Mattawan has one employee, 25 hours per week; obviously they provide much more limited services.

From the Municipality of Temagami Report – the communities with the lowest population are Temagami and Kearney; from South Algonquin’s – Calvin and Kearney. The salary ranges from those municipalities have been added to the comparison provided earlier this year.

### Financial Considerations/Budget Impact:

Budget will be impacted by whatever increases Council deems appropriate to award. Current payroll and payroll expenses total \$320,547 including all employees, summer positions, part time as well as payroll taxes, benefits, Group RRSP etc.

### Others Consulted:

County of Renfrew survey reviews. Small rural municipalities in Nipissing District. Rural Mayor’s Forum of Eastern Ontario municipalities.

#### Approved and Recommended by the Clerk

Melinda Reith, Municipal Clerk	<b>M Reith</b>
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