



Corporation of the Municipality of Temagami

Report No.
2023-M-150

File No.

Subject: Staffing / HR Update

Agenda Date: July 13, 2023

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council Receive Report 2023-M-150 regarding Human Resources.

INFORMATION

The summer youth workers have been hired under the Canada Summer Jobs Program. They are currently being managed by the Public Works Superintendent. With the assistance of a Student Supervisor (one of the summer youth workers who has seven years of experience).

In the Budget that was recently passed by Council there was an additional split position added to assist with asset management, recreation, economic development and planning.

In the past year there have been some significant changes in staffing. The Municipal Clerk, A Public Works Employee, a Recreation Coordinator, and a Bylaw Enforcement Officer have left their employ with the Municipality of Temagami. And more recently, on July 6, 2023 we have received a retirement letter from another Public Works employee.

The Recreation Coordinator moved to the Economic Development Officer position which leaves a vacancy with the Recreation Coordinator's position.

One Public Works Position was filled in May of 2023. Shane Mills, who brings over 20 years of Public Works Experience.

We are still in the Municipal Clerk recruitment process with interviews held last week. Applications were received for the By-Law Officer position and we are now in the short listing/interview stage. Advertisements will be issued in accordance with Municipal Policy to fill the upcoming vacancy in Public Works when the retirement becomes effective.

We are in the process of considering options with the recreation coordinator position and how much of the position should be related to development of recreation programming and how much should be operational with the running of the arena, community centre and maintenance of other municipal facilities. While the summer students would, in the past, be supervised by this position, this oversight is presently being provided by Public Works. For the August meeting of Council, Staff will be making a recommendation on the future of this position complete with updated job description(s), if required.

As Council is aware, we are in the process of reviewing our Human Resources Policies and this would will continue with the Working Sessions of Council in the fall. Also, in 2021, Council completed a compensation review, including an updated plan of pay equity. This review included engaging the services of BDO who

provided a scoring matrix of our positions and recommendations of pay levels based on a market data base comprising of organizations of our size and function. Between receiving recommendations and approving the pay grid, Council did adjust some of the administration positions downward and some of the public work positions higher. Also, at that time, Council approved, basically, a six step grid with a starting rate followed by five steps. Council stressed the importance of gaining steps be a combination of experience and education specific to the job function.

All this considered, we have been asked to request Council reconsider the pay scale for Public Works given the various jobs that are completed under that umbrella and questioning the need for education specific to the job function.

About a year ago, Council approve a change in benefit carriers from Manulife to SSQ. This followed a marketing of our plan by St. Cyr where Manulife's estimated cost was \$130,835.49 compared to the estimated cost for SSQ of \$87,545.46. Through the marketing document and discussions St. Cyr prior to the change being approved, our information was there would be no changes in coverage. With any changes there are a few ripples and the majority of these have been resolved working with SSQ through St. Cyr. There is one ripple that has yet to be resolved with a previously approved medication not yet approved by SSQ. We continue to work with St. Cyr to attempt to resolve this and have a future meeting being scheduled. In the meantime, we have been requested to consider removing the employee from our benefit plan and instead pay the monthly amount to them. While employees can opt out of our extended health benefit plan, there is no municipal policy existing that permits payment to a full time employee who has opted out of the benefit plan. With certain part time employees, there is a percentage in lieu of benefits but in these cases, enrolment in the benefit program was not offered.

While at this point, Staff's position is that other than the cost of living adjustment (report will be prepared when June's Consumer Price Index is available), that no adjustment be made to the pay grids and that those who refuse benefits being offered not be compensated in what benefits would cost, should Council be of a different opinion, Staff recommend that these items be part of the larger Human Resources Policy Review that is presently underway.

Respectfully Submitted
Craig Davidson
Treasurer/Administrator/Acting Clerk