



TOWN OF MINTO

DATE: March 17, 2017
REPORT TO: Mayor and Council
FROM: Bill White, CAO/Clerk
SUBJECT: Pay Policy Update and Market Check

STRATEGIC PLAN:

Overriding Values

- Diversified, accommodating, versatile, well trained workforce

5.0 Financial Strategy

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

12.7 Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication and team-based approaches to municipal operations

BACKGROUND

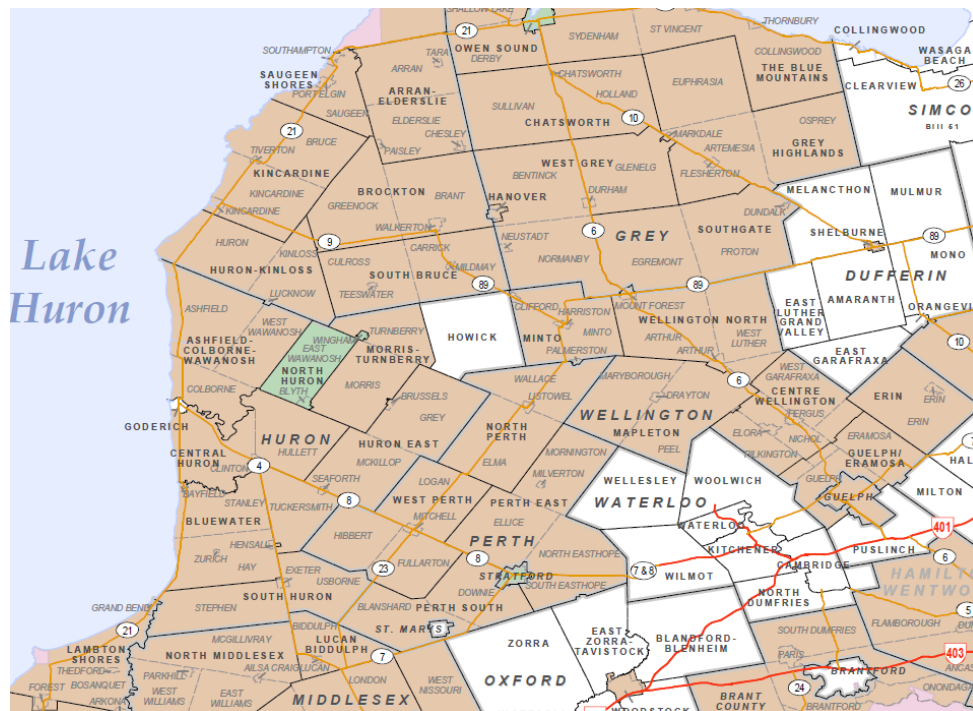
The attached pay policy was approved commencing January 1, 2013 based on a market check in 2012 and full review of internal (pay is fair compared to other positions within the Town), external (pay is comparable to the 50th percentile of the market) and legislated pay equity (pay does not have gender bias). Under Part 9 of the policy a Market Check is due in 2017 to be indexed to 2018 for implementation next year. Under the policy Minto compensation is set relative to the medium or 50th percentile for comparison municipalities. This means that positions should generally be paid in the middle of comparators.

Staff has received a work plan from Ward and Uptigrove to complete this work within the allocated budget. The comparators recommended are based on the following criteria:

- Select lower tier municipalities from Counties abutting Wellington County
- Identify municipalities within 5,000 to 13,000 population
- Include larger municipalities that may compete with Minto for labour
- Look for similar budget, operations, rural- urban mix

Comparator municipalities recommended include Arran-Elderslie, Brockton, Huron-Kinloss, Kincardine, Saugeen Shores, South Bruce, South Bruce Peninsula, Mono, Shelburne, Chatsworth, Grey Highlands, Hanover, Meaford, Southgate, Blue Mountains, West Grey, Bluewater, Central Huron, Goderich, Huron East, North Huron, South Huron, North Perth,

Perth East, St. Mary's, West Perth, North Dumfries, Wellesley, Wilmot, Woolwich, Erin, Guelph/Eramosa, Mapleton, Puslinch and Wellington North.



The consultant will contact these municipalities offering them the option to participate in the market check.

COMMENTS:

This work will address changes to positions as the Town restructured over the last five years, and will ensure wages achieve internal equity and pay equity obligations are met. External equity ensures Council knows the pay scale compares to the market to remain competitive and retain good staff people. The Employee Committee will assist with the review making recommendations to Council on draft position grids (without dollars), but implementation of the market check and final pay grid is a Council decision.

FINANCIAL CONSIDERATIONS:

Council was advised at budget that the Market Check was due and budgeted \$10,000 to complete this work. Both Minto and Wellington North are completing market checks at the same time through Ward & Uptigrove which has resulted in some savings to the project.

RECOMMENDATION:

THAT Council receives the C.A.O. Clerk's report dated March 17, 2017 regarding Pay Policy Update and Market Check and approves the comparable municipalities outlined in the report as suitable for the market check.

Bill White, C.A.O. Clerk