



Corporate Services Committee Agenda
June 19th, 2018, 7:00 p.m.
Carleton Place Town Hall, Council Chambers

Please silence all electronic devices.

- 1) CALL TO ORDER
- 2) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST
- 3) REGISTRATION OF PUBLIC WISHING TO SPEAK
- 4) COMMUNICATIONS (REPORTS)

- i. **Change Canada Revenue Agency Contacts**
(Communication 129246)
Trisa McConkey, Treasurer

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Suggested Motion:

THAT Council approve the Directors for Canada Revenue Agency (CRA) purposes as follows:

Trisa McConkey, Treasurer
Diane Smithson, Chief Administrative Officer
Stacey Blair, Deputy Clerk
Karen Jennings, Payroll & HR Administrator

AND THAT a copy of this motion be forwarded to CRA.

- ii. **Part-Time Wages**
(Communication 129247)
Trisa McConkey, Treasurer

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Suggested Motion:

THAT the part-time pay scale be approved and paid retro-actively to May 6th, 2018 for all part-time staff with the respective cost implications to be paid as follows:

- Daycare – from 2017 year-end surplus;
 - Library – from reserves;
 - All other Departments – to be accommodated within 2018 operating budgets;
- and

THAT the part-time pay scale for 2019 be implemented effective January 1, 2019; and

THAT increases for 2020 and beyond will be applied at the same time and percentage rate as full-time staff.

iii. 2019 Full-time Staff and Council Wages

(Communication 129248)

Trisa McConkey, Treasurer

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Suggested Motion:

THAT Council approve a 2% increase for staff and Council for the 2019 year.

iv. Changes to Income Tax for Council Members

(Communication 129249)

Trisa McConkey, Treasurer

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Suggested Motion:

THAT Option 2, increase 2019 Council remuneration by the amount necessary to offset the tax increase resulting from the implementation of Bill C44, be approved.

5) CLOSED MEETING

Suggested Motion(s):

THAT the Committee move into closed session at _____ p.m. to discuss a matters subject to:

- o Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality (IC 129250) and
- o Section 239 (2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality (IC 129251); and

THAT Diane Smithson, CAO, Duncan Rogers, Clerk, Stacey Blair, Deputy Clerk, remain in the room.

i. Reconsideration of Disposition of Town Land (IC 129250)

Diane Smithson, CAO

ii. Pending Land Lease (IC 129251)

Diane Smithson, CAO

Suggested Motion(s):

THAT the committee return to regular session at _____ p.m.

6) ADJOURNMENT

COMMUNICATION 129246

Received from: Trisa McConkey, CPA, CGA, Treasurer
Addressed to: Corporate Services Committee
Date: June 19, 2018
Topic: Change Canada Revenue Agency Contacts

SUMMARY:

The Canada Revenue Agency (CRA) requires a motion of Council to update the “Directors” they have on the Town’s accounts for payroll deductions, HST and PST. Directors, for CRA purposes, are the individuals who are approved to obtain information from CRA regarding the Town’s accounts.

COMMENT:

The Directors proposed are as follows:
Trisa McConkey, Treasurer
Diane Smithson, CAO
Stacey Blair, Deputy Clerk
Karen Jennings, Payroll & HR Administrator

CRA will also be requested to remove any other Director currently listed on our account.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this recommendation

STAFF RECOMMENDATION

THAT Council approve the Directors for Canada Revenue Agency (CRA) purposes as follows:

Trisa McConkey, Treasurer
Diane Smithson, Chief Administrative Officer
Stacey Blair, Deputy Clerk
Karen Jennings, Payroll & HR Administrator

AND THAT a copy of this motion be forwarded to CRA.

COMMUNICATION 129247

Received from: Trisa McConkey, CPA, CGA, Treasurer
Addressed to: Corporate Services Committee
Date: June 19, 2018
Topic: Part-time Wages

SUMMARY:

This year, Bill 148 brought changes that effect our part-time staff. Many staff received up to a 30% increase effective January 1, 2018 due to the increase of minimum wage to \$14 per hour. This has created an equity issue for some part-time staff that we hope to address with this proposal.

Historically, part-time wages are increased at the same percentage rate as full-time wages. This year full-time wages increased by 2%. The 2018 Budget was approved including the increase to minimum wage as well as a 2% increase to the part-time wage rates that were above minimum wage.

COMMENT:

In the past, it has been the Town’s practice to make amendments to the pay rates for part-time staff effective the first pay in May each year.

To simplify and bring consistency to part-time wages, we are proposing the model shown below. Part-time job descriptions were rated using the Town’s Evaluation System. Each position was placed on a wage grid based on that rating. Each wage grid moves up, based on merit, by 3.5% steps until the job rate is reached at Step 5. For this year, individual staff will be placed on the appropriate grid, at the step that is closest to, but not less than 2% higher than their current pay rate.

TABLE 1 – 2018 PROPOSED PART-TIME WAGE RATES

RATING		POSITIONS	GRID	PROPOSED MAY 2018 RATES				
LOW	HIGH			1	2	3	4	5
90	115	Minimum Wage >18	MW	\$ 14.00				
		Minimum Wage Servers		\$ 12.20				
		Minimum Wage <18		\$ 13.15				
		Liquor Server Casual Cashier Concession Attendant Library Page						
116	135	Recreational Labourer (Horticulture) Facilities/Parks Labourer - Summer Public Works Student Labourer Library Summer Program Coordinator School Crossing Guard Kitchen Assistant Lifeguard Instructor Waterfront Lifeguard Facilities Attendant	PA	\$ 14.28	\$ 14.78	\$ 15.30	\$ 15.83	\$ 16.39
136	170	Library Assistant Household Hazardous Waste Attendant Waterfront Supervisor Custodian Child Care Relief Custodian Maintenance	PB	\$ 15.83	\$ 16.39	\$ 16.96	\$ 17.55	\$ 18.17

171	205	Child Care Assistant Aquatic Program Assistant Facilities Casual Custodian Interlibrary Loan Clerk Labourer/Operator II	PC	\$ 16.96	\$ 17.55	\$ 18.17	\$ 18.80	\$ 19.46
206	240	Pool Casual Supervisor Evening Aquatic Supervisor Aquafit Instructor - Certified Library Technician	PD	\$ 20.63	\$ 21.35	\$ 22.10	\$ 22.87	\$ 23.67
241	275	Labourer/Operator I Mechanic RECE Supply Teacher (Occasional) Daytime Aquatic Supervisor RECE Support Teacher (Part-time)	PE	\$ 21.35	\$ 22.10	\$ 22.87	\$ 23.67	\$ 24.50

As with past practice, full-time rates will increase on January 1st. Minimum wage will also increase again at that time. This will make the grids in Table 1 above non-compliant. To address this, staff proposes to Council that part-time wage rates increase again effective January 1st and continue to increase part-time rates on January 1st at the same time as full-time rates going forward. The proposed grid for January 1, 2019 is outlined below in Table 2:

TABLE 2 – 2019 PROPOSED PART-TIME WAGE RATES

POSITIONS	GRID	PROPOSED JAN 2019 RATES				
		1	2	3	4	5
Minimum Wage >18	MW	\$ 15.00				
Minimum Wage Servers		\$ 13.05				
Minimum Wage <18		\$ 14.10				
Liquor Server Casual Cashier Concession Attendant Library Page						
Recreational Labourer (Horticulture) Facilities/Parks Labourer - Summer Public Works Student Labourer Library Summer Program Coordinator School Crossing Guard Kitchen Assistant Lifeguard Instructor Waterfront Lifeguard Facilities Attendant	PA	\$ 15.30	\$ 15.84	\$ 16.39	\$ 16.96	\$ 17.56
Library Assistant Household Hazardous Waste Attendant Waterfront Supervisor Custodian Child Care Relief Custodian Maintenance	PB	\$ 16.39	\$ 16.96	\$ 17.56	\$ 18.17	\$ 18.81
Child Care Assistant Aquatic Program Assistant Facilities Casual Custodian Interlibrary Loan Clerk Labourer/Operator II	PC	\$ 19.25	\$ 19.95	\$ 20.67	\$ 21.42	\$ 22.20
Pool Casual Supervisor Evening Aquatic Supervisor Aquafit Instructor - Certified Library Technician	PD	\$ 21.47	\$ 22.25	\$ 23.06	\$ 23.89	\$ 24.76

Labourer/Operator I Mechanic RECE Supply Teacher (Occasional) Daytime Aquatic Supervisor RECE Support Teacher (Part-time)	PE	\$ 22.25	\$ 23.03	\$ 23.83	\$ 24.67	\$ 25.53
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FINANCIAL IMPLICATIONS

The approved 2018 budget included the increase to minimum wage and a 2% increase for all other part-time staff. This proposal will increase the 2018 cost beyond the budgeted amount by \$42,430.68.

DEPARTMENT	BUDGETED 2% INCREASE	PROPOSED ADDITIONAL	# of STAFF
ADMINISTRATION	\$659.10	\$25.66	6
CANTEEN	\$438.36	\$27.50	17
DAYCARE	\$12,645.42	\$33,089.64	59
LIBRARY	\$1,443.57	\$3,796.98	12
POOL	\$5,285.05	\$3,160.23	50
PUBLIC WORKS	\$885.30	\$1,407.05	4
RECREATION	\$3,261.11	\$923.63	22
Grand Total	\$24,617.90	\$42,430.68	170

For the Daycare, the \$33,089.64 cost can be paid for from the 2017 surplus of \$100,000 which was put into a reserve. The Library can be paid for from the Library Reserve and the remaining departments can absorb the increase in their 2018 operating budgets. Costs relating to January 2019 rates will be included in the 2019 budget.

STAFF RECOMMENDATION

THAT the part-time pay scale be approved and paid retro-actively to May 6th, 2018 for all part-time staff with the respective cost implications to be paid as follows:

- Daycare – from 2017 year-end surplus;
- Library – from reserves;
- All other Departments – to be accommodated within 2018 operating budgets; and

THAT the part-time pay scale for 2019 be implemented effective January 1, 2019; and

THAT increases for 2020 and beyond will be applied at the same time and percentage rate as full-time staff.

COMMUNICATION 129248

Received from: Trisa McConkey, CPA, CGA, Treasurer
Addressed to: Corporate Services Committee
Date: June 19, 2018
Topic: 2019 Full-time Staff and Council Wages

SUMMARY:

At the July 25, 2017 Policy Review Committee meeting in closed session, Council discussed a 2% increase for staff for the next 2 or 3 years. The motion that went before Council on August 22, 2017 however referred to a 2% increase for 2018 and did not mention any other years.

COMMENT:

Staff are beginning to work on the budget for 2019 and require direction regarding salary increases.

The Bank of Canada's published Consumer Price Index (CPI) currently shows total CPI at 2.2%.

FINANCIAL IMPLICATIONS

Based on current full-time positions and Council members remuneration, a 2% wage increase will cost the Town \$103,136. Final rates for statutory benefits have not yet been published however, based on 2018 rates, benefits will also increase by approximately \$20,000 due to the 2% wage increase.

The above estimates do not take into account any step movements that managers will propose when performance appraisals are completed in the fall. These increases will be presented for Council approval within the 2019 budget.

STAFF RECOMMENDATION

THAT Council approve a 2% increase for staff and Council for the 2019 year.

COMMUNICATION 129249

Received from: Trisa McConkey, CPA, CGA, Treasurer
Addressed to: Corporate Services Committee
Date: June 19, 2018
Topic: Changes to Income Tax for Council Members

SUMMARY:

The 2017 Federal budget, which received Royal Assent on June 22, 2017 (Bill C44), included a provision requiring that for 2019 and later tax years, non-accountable allowances paid to elected officers will be included in their income.

COMMENT:

Currently, one third (1/3) of Mayor, Deputy Mayor and Councilor salaries is considered a non-accountable allowance for expenses incurred and is not included in earnings for income tax purposes.

The impact to Council as a result of this change coming into effect in 2019 will be a reduction in take-home pay as follows:

POSITION	REDUCED NET INCOME
Mayor	\$ 2,617.68
Deputy Mayor	\$ 1,842.10
Councillors	\$ 1,375.66

The options available to Council are as follows:

Option 1:

Leave Council remuneration as is and let each member of Council absorb the tax increase. This will mean less take-home pay for each member of Council.

Option 2:

Increase Council remuneration by the amount necessary to offset the tax increase for 2019 only thereby leaving Council members with the same take-home pay. Going forward, after 2019, Council will then only receive the same cost of living increases as are provided to the rest of staff on an annual basis.

FINANCIAL IMPLICATIONS

Option 1 has no financial impact to the Town whereas Option 2 will cost an additional \$12,249.64 for 2019.

STAFF RECOMMENDATION

THAT Option 2 – increase 2019 Council remuneration by the amount necessary to offset the tax increase resulting from the implementation of Bill C44 be approved.