

16 proposed day meetings to contain a Planning and Building Department presence in the early evening to retain the current Department schedule.

Troy then reviewed challenges to Councillors having full-time employment, as in the proposed situation, a member who missed a daytime Monday Committee of the Whole meeting would in effect miss three Committee meetings and this could present a barrier to potential candidates with day jobs.

Troy then noted other municipalities may ignore such challenges in arranging their meeting structure, adding candidates could also discuss the schedule with their employers. Troy further noted it is difficult to address a reduction in overtime without considering daytime meetings.

Troy then reviewed the benefits of change, including reduced time for Council to consider Department Reports for approval at Council, as all members would have been in attendance during Committee of the Whole review, adding By-laws could be considered earlier than at present for the same reason.

Troy then noted there was no standard municipal operational format and other municipalities were reviewed for their meeting schedules and start times, adding Staff were now seeking Committee input.

Councillor Halos then questioned when other Town' s scheduled Committee meetings, Corrina replying Clearview employed Committee of the Whole, Troy noting Collingwood had four Council meetings per month with one being Planning oriented and it did not appear they used Standing Committees.

Councillor McKean then noted in terms of reducing overtime, Collingwood, Clearview and Meaford all had evening Council meetings.

John then noted there had been several special day meetings during Budget discussion and potential candidates should be aware of this.

Councillor Gamble then noted concern with daytime meetings and potential Council candidates having daytime jobs, adding Council could start having all members attend all Committee meetings to generate more discussion in a Committee of the Whole format.

Bob then noted it is common at present to approve Committee Reports with very little discussion, adding the proposal is a move in the right direction to have all Council review Reports.

Councillor Martin then noted the proposal is fine for him, adding the proposed Committee of the Whole meetings should have sub-Committees with identified Chairs for organization and not always reporting to the Committee of the Whole, further adding the proposed structure could be useful to try.

Chair Ardiel then questioned if the total overtime in 2011 has been calculated, Rob replying he would obtain the information shortly.

Gail then noted it would be important to retain Committee Chairs, adding not all Council members would be able to attend every full Committee of the Whole meeting.

Gail further noted the proposed structure may curtail certain individuals from running for Council, although Grey Highlands has been having daytime meetings for years, further adding she would support the proposed structure if it reduced overtime costs.

The Committee then dealt with the following Recommendation:

Moved by: Michael Martin Seconded by: Joe Halos

THAT Council receive Staff Report A.12.01 "Council and Committee Structure and Operation" for review and comment, Carried.

In speaking to the Recommendation, Councillor Martin noted he would like to add the Report was well done.

C.1 Job Evaluation / Pay Equity Review, HR.12.1

Tracey then reviewed the PowerPoint presentation, noting the Town is currently involved in the evaluation of Job Descriptions and Pay Equity review to be compliant with the *Pay Equity Act*. Tracey further noted Town Staff have all seen the PowerPoint presentation.

Tracey then reviewed what a Job Description involved and what Job Evaluation was, being the rating of a particular Job Description's placement on the salary grid and not the rating of the performance of the individual.

Tracey then noted Job Evaluation addresses internal equity to determine equal pay for equal work based on jobs being considered substantially equal.

Tracey then reviewed the make-up and function of the Job Evaluation Committee.

Tracey then noted once Job Evaluations are completed, they will be subject to Pay Equity review to ensure compliance with the Act.

Tracey then clarified that in the case of a man and a woman doing substantially equal work, the *Employment Standards Act* requires they must receive equal pay. Tracey then noted Pay Equity compares jobs usually done by women with jobs usually done by men and if the value of the work performed is evaluated about the same, female jobs must be paid the same as male jobs.

Tracey then reviewed project timelines, adding a goal of the project is to review the Town Pay Equity Plan every three years.

Tracey then reviewed comments and questions received from Staff to date.

Councillor Gamble then noted he has no problem with Pay Equity and equal pay for equal work, questioning if the consultant position had been advertised or if the consultant worked on the prior project, Tracey replying the consultant had worked on the previous Town Plan and consultant costs should be less than \$10,000.

Bob then noted the goal of reviewing the process every three years and stated such a review may not be required every three years if there is little change in the Town workforce or in municipal activity, Councillor Martin concurring such a review may not be required every three years.

Tracey then noted a consultant would not be required for the review in moving forward and any revisions in Job Descriptions could be incorporated by Staff.

Michael then questioned if Council did not complete this exercise under former Chief Administrative Officer David Creech, Bob replying yes, Tracey replying the process was initiated but not completed.

Chair Ardiel then noted she recalled the Job Description exercise was initiated in 2006, Tracey replying a salary review was completed and any future processes could be easily completed.

Gail then questioned when the Pay Equity review was last completed, Tracey replying in 2003, Gail then questioning if the Town still had the original Pay Equity Plan, Tracey replying yes.

Gail then questioned how the Town would fare if there was an audit requested, Tracey replying probably well.

Councillor Martin then questioned in a relatively young organization would there be much change between reviews, Troy replying it would be difficult to say until the current review is completed and updated in subsequent years.

Councillor Halos then questioned if there were any retroactive implications, Troy replying it may be found that where a female position is evaluated similar to a male position with the female position being paid less, the female position would be brought up to the male position level.

Joe then noted that many municipal jobs are similar across the Province and questioned if Job Description templates could be used, Troy replying Pay Equity is an internal matter within an organization.

Joe then questioned if there was any chance the Town would establish a whole new Job Description system, Tracey replying if that was the case it would then be reviewed externally for comparison.

Gail then questioned if it was up to the municipality if the Pay Equity review was every three, five or seven years, Tracey replying yes, with Staff recommending the next review take place in three years.

Councillor Gamble then noted there appears to be a substantial cost associated with the exercise, Tracey clarifying the Report notes there is currently \$215,000 in a Human Resources Reserve.

The Committee then dealt with the following Recommendation:

Moved by: John McKean Seconded by: R.J. Gamble

THAT Council receive Staff Report HR.12.1 "Job Evaluation / Pay Equity Review" for information purposes, unanimously Carried.

C.3 2012 Council and Committee Meeting Vacation Schedule, A.12.03

Corrina then reviewed the Report, noting the proposed schedule had been reviewed with the Senior Management Team. Corrina then noted one Council meeting in July and one Council meeting in August had been removed.

Councillor Gamble then proposed the August 20 Council meeting be moved to August 27 to allow for a full four week vacation block, the Committee concurring.

Councillor Martin then questioned if the proposed vacation schedule would impact the new proposed Council and Committee operations, Troy replying the new operations could be considered in September.

The Committee then dealt with the following Recommendation:

Moved by: Michael Martin

Seconded by: Joe Halos

THAT Council receive Staff Report A.12.03, "2012 Council and Committee Meeting Vacation Schedule"; and

THAT Council approve the Council and Committee Meeting vacation schedule, being July 17 through to and including August 17, and August 28 through to and including September 4, 2012, unanimously Carried.

In speaking to the Recommendation, Michael noted he would look forward to implementing any new meeting structure sooner rather than later, Troy noting some future meetings have already been scheduled.

In response to an earlier question from Chair Ardiel, Rob then reported total overtime in 2011 was \$64,000 with probably one third of that due to meeting attendance, down from a total of \$90,000 in 2010. Troy then noted the proposed operations and structure would not address Planning Staff overtime.

Rob then noted the Town had a different organization in 2010 that resulted in the increased overtime.

C.4 2011 Investment Performance, FIT.12.09

Rob then reviewed the Report, noting the Town is somewhat restricted to certain investments, adding the Town has done well in a low market.

Rob further noted the Town Investment Policy does not limit the Town to fixed income returns, but bond investments limit the Town's liquidity.

Rob then noted the Town's TD Canada Trust accounts had an average interest rate of 1.25% in 2011, the BMO Nesbitt Burns account being more diversified and returning an average interest rate of 1.88% in 2011, the Meridian Credit Union Guaranteed Investment Certificate returning 1.72% with \$3 million available on demand.

For comparison, Ron reported the ONE Fund available through the Association of Municipalities of Ontario returned 1.19%, the Canadian T-Bill 0.95% and the Short Bond Index 4.66%.

Chair Ardiel then questioned if the Town would consider a Bond fund in 2012, Rob replying the Investment Policy would be reviewed in 2012.

Rob then noted Reserve Funds are spread out depending on project financing, with servicing project financing representing the best rate of return.

Councillor Halos then questioned if Bond Funds included mutual funds, Rob replying no.

Joe then questioned if the Town should consider Long Bond Funds that can be redeemed, Rob replying Staff will look into them but one-year terms restrict the Town, Joe noting Long Term Exchange Traded Funds can be redeemed at any time.

Councillor Gamble then noted perhaps a portion of the Credit Union account should be shifted to other financial institutions to guarantee investment security.

Rob then stated the Town has reduced exposure by over \$2 million from 2010, adding the Credit Union is attracting new customers regularly. Rob further noted an advantage

of dealing with the Credit Union is that developer's Letters of Credit issued through the Credit Union are secured with a 100% cash deposit.

Joe then questioned is there a ratio the Town must have between investments and cash, Rob replying no, it is a case of financial analysis and cash-flow requirements but no hard and fast ratio.

The Committee then dealt with the following Recommendation:

Moved by: Michael Martin Seconded by: John McKean

THAT Council receive Staff Report FIT.12.09 "2011 Investment Performance" for information purposes, unanimously Carried.

In further speaking to Agenda Item C.2, Councillor Martin noted regarding overtime costs, for example at a Planning and Building Committee meeting with statutory Public Meetings and Planning Staff present, perhaps other Staff would not be required to attend during the Public Meetings.

Troy then noted we probably err on the side of having sufficient Staff present to address any questions that might arise.

D. Correspondence

None

E. New and Unfinished Business

None

F. Adjournment

As there was nothing further before the Chair the Committee then dealt with the following Resolution:

Moved by: Michael Martin Seconded by: R.J. Gamble

THAT this meeting does now adjourn to meet again in the Town Hall Council Chambers on March 20, 2012, at 2:00 pm, or at the call of the Chair, Carried.