

**Township of Wollaston
Special Meeting
Friday February 22nd 2019
1:00 pm
Agenda**

1. Call to order

2. Declaration of Pecuniary Interest

3. Adopt Agenda

4. Items for discussion & motions

1. Consultant Barry Wannamaker to report on staff reorganization.

5. Closed session (if necessary)

Under, Section 239 of Municipal Act, 2001 (b) personal matters about an identifiable individual, including municipal or local board employees.

6. Adjournment

Management Report for Wollaston Council

February 22 2019

As directed by council I respectfully submit the following for council consideration.

Following are observations and recommendations post review of the Fournier Report, discussions with Human Resources Director, Shaune Lightfoot of Hastings County and municipal staff.

The Fournier Report is a good report on existing working conditions with existing staff. The comparables and recommendations are reasonable expectations and similar for most municipalities in rural areas with limited population and service needs.

The council of the day, with staff input agreed to amend the suggested Management Structure from the original recommendation and the municipality has been operating under this amended structure since.

With the Treasurer retiring and the Clerk not returning to work from her maternity leave it is important for council to review the report and address the existing Management Structure.

An important note for council is that "Pay Equity Legislation" came into being in 1987 and unfortunately Wollaston has not complied and is not in compliance with this legislation. This does create some manoeuvring in moving forward and developing appropriate pay grades for staff both incoming and existing and may require further adjustment as Pay Equity is completed.

Please note my recommendations following:

- The Management Structure to be amended as per the attached.
- The existing "Admin Assistant" position to be upgraded to Admin Assistant/ Tax Collector position.
- A new position titled "Public Services Supervisor" to be created. This position would oversee and be responsible for Landfill Operations, Roads, Public Spaces and Structures, CEMC services.
- Both the Admin Assistant/Tax Collector and Public Services Supervisor positions would be filled from within existing employees. My discussions with appropriate staff have indicated full agreement should Council give final approval.
- The two positions that are becoming vacant, (Clerk and Treasurer) need careful review. I suggest that Council immediately advertise for a "Treasurer". A Treasurer is required under the Municipal Act and with the availability of Council to appoint a "Clerk" from within existing staff this makes the position of Treasurer a priority.

With this position (Treasurer) being a municipal position we may find interest from existing municipal staff from other municipalities. Therefore this process would also present the possibility of a potential Treasurer applicant having further municipal qualifications and experience that would possibly satisfy a Clerk Administrator Position as well as Treasurer which would be in the municipality's best interest to review the Management Structure and adjust accordingly. Discussions would be necessary with the successful applicant and time would be required to make adjustments properly.

- Should we find through the interview process that we are only seeing treasury certified applicants with no possible Clerk/Admin potential the Council would follow through with advertising for the Clerk Admin position.
- I also recommend that Council consider these positions "Salaried Positions" without overtime requirements unless completely necessary.
- For the Treasurer and or the Clerk Administrator and or the Clerk Administrator/Treasurer position there be a six month probationary period and if acceptable have a five year contract and approved by bylaw.
- I am currently consulting with Shaune regarding an appropriate Job description and advertisement for treasurer and will be prepared for advertising with Council's approval of these recommendations.
- With councils approval of my recommendations as described i suggest a resolution to be passed at this meeting directing staff to immediately advertise for a Treasurer.

I believe these recommendations provide the opportunity for council to recognize and benefit from the excellent service your existing and past employees have provided to the municipality while moving forward in modernizing and preparing for the future challenges of municipal governance.

With the passing of the resolution the following timelines are suggested.

1. Add will be posted as per Council's policy for the weeks of Feb 25.19 and March 04.19
2. Competition will close on March 15.19
3. Review and short listing of applicants the week of March 18.19
4. Interviews the week of March 25.19
5. Successful applicant start date April 15.19 or April 22.19

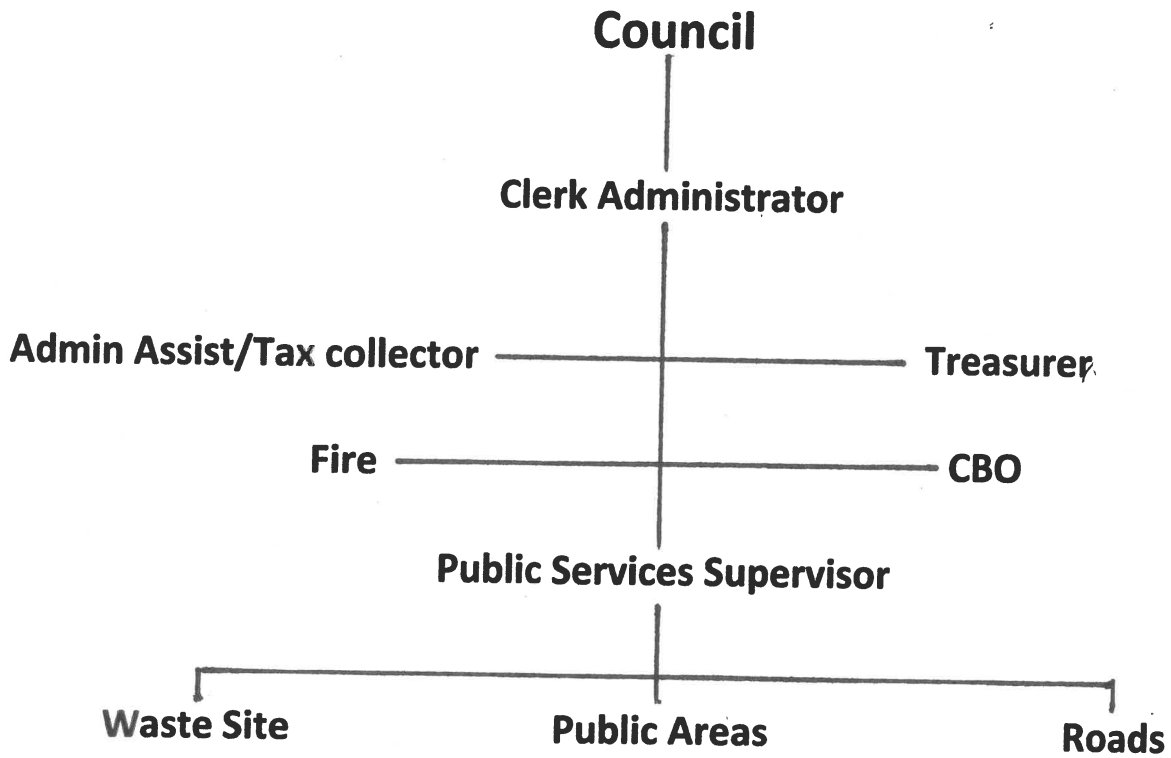
As we work through this process we may find ways to shorten the above timelines.

Respectfully submitted

Barry Wannamaker, Consultant

February 22nd 2019

Revised Management Structure from the Fournier Report



THE CORPORATION OF THE
TOWNSHIP OF WOLLASTON

JOB DESCRIPTION
TREASURER

DEPARTMENT: Administration

POSITION: Treasurer

REPORTS TO: Administrator

HOURS OF WORK: Full time position. 35 hours per week.

QUALIFICATIONS, SKILLS AND JOB KNOWLEDGE:

- Any or a combination thereof: AMCT, CMO, MFOA Certification
- Proficient in data processing including experience in a Windows operating system environment and Microsoft Office.
- Thorough knowledge of all aspects of municipal legislation/regulations including: The Municipal Act, Municipal Freedom of Information & Protection of Privacy Act, and other related legislation, and working knowledge including but not limited to Human Rights Act, Occupational Health & Safety Act, etc.
- Excellent verbal and written communication, public relations, and conflict resolution skills
- Willingness to attend training and upgrade skills as appropriate
- Effective municipal business planning and budgeting skills
- Knowledge and understanding of financial, purchasing, accounting and auditing principles
- Strong organizational, and time management skills.
- A valid "G" Driver's Licence and transportation in order to attend off site meetings would be an asset

DUTIES:

General

- Perform all duties as treasurer as required by legislation or bylaw
- Attend meetings representing Township
- Receive correspondence and direct for appropriate action
- Coordinate Community Centre Permits with Public Areas Manager
- Duties associated with appointment as Commissioner of Oaths

Taxation

- Process assessment adjustments, tax write-offs, & supplementaries, MPAC minutes of settlement, severance consolidation
- Monitor & prepare property tax sales

Human Resources

- Assist the Administrator when required
- Union Contract Negotiations
- Administer Health and OMERS benefit plans

Finance

- Manage Budget preparation with each Department Head
- Responsible for annual budget development; including leading internal and public meetings, determining accurate estimates and financing options, preparation of budget reports and information, draft scenarios and final calculations.
- Review, enter and issue accounts payable
- Coordinate all data required for annual audit
- Provide data and review reporting for annual Financial Information Return
- Manage municipal investments
- Manage reserve and reserve funds
- Review and prepare monthly bank reconciliations
- Staff and Council Payroll
- Calculate and remit county and school board payments
- Compete year end processes
- Purchasing agent for office equipment and supplies
- Review and enter Wollaston Limerick Union Public Library accounts activity

Document Preparation

- Advise Council on financial matters
- Prepare monthly reports for Council
- Annual review of Municipal insurance policies
- Assist in coordination of tender and contract documents
- Complete required reporting for funding and grants
- Complete financial reporting for government and related agencies as required
- Update and manage Tangible Capital Assets and Asset Management planning documents

Deputy

Fulfill all duties of the Clerk in Clerk's absence.