



Human Resources Committee Agenda

Friday, January 6, 2017
Council Chambers
County Administration Centre, Walkerton

1. Declaration of Pecuniary Interest

2. Action Items

- A. Carry-Over Funds - Health & Safety (attached)
- B. Non-Union Benefit Adjustments 2017 (attached)

3. Closed Meeting

- A. Approval of Minutes - December 1, 2017
- B. That the Committee move into a closed meeting pursuant to Section (2) (b) of the Municipal Act, 2001 to discuss personal matters about an identifiable individual, including municipal or local board employees.

4. Rise and Report

5. Next Meeting

February 2, 2017

6. Adjournment



Committee Report

To: Warden Mitch Twolan
Members of the Human Resources Committee

From: Marianne Nero
Director of Human Resources

Date: January 6, 2017

Re: Set-Up 2017 Health & Safety Reserve

RECOMMENDATION:

That a Health & Safety Reserve for the amount of \$40,000 be set-up in 2017 funded from the 2016 Health and Safety operating budget to complete an electrical circuit labelling project.

BACKGROUND:

The approved 2016 Human Resources - Health and Safety operating budget included \$40,000 to be used to complete a project to trace and label outlets and devices on electrical circuits in County owned facilities. This type of labeling minimizes the risk of electrical shock and serious injury to both County staff and contractors during maintenance work. It also minimizes the chance that critical electrical circuits, eg. computer servers, are de-energized by mistake.

FINANCIAL/STAFFING/LLEGAL/IT CONSIDERATIONS:

The Human Resources - Health and Safety operating budget is taken from the WSIB reserve. To utilize 2016 funds they must be transferred to a separate reserve account in 2017 for the purpose of completing the electrical circuit labeling project.

The transfer would not create a deficit in the 2016 Human Resources - Health and Safety budget since the project was not started and these funds were not used for other projects.

The project would be undertaken by a licensed electrical contractor and would not have implications on County staffing.

INTERDEPARTMENTAL CONSULTATION:

Departments with County-owned facilities, eg. Brucelea Haven, Gateway Haven, Social Services and Housing, support the project to label electrical circuits.



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Human Resources

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LINK TO STRATEGIC GOALS AND ELEMENTS:
Not identified.

Approved by:

Kelley Coulter
Chief Administrative Officer



Committee Report

To: Warden Mitch Twolan
Members of the Human Resources Committee

From: Marianne Nero
Director of Human Resources

Date: January 6, 2017

Re: Non-Union Benefits Adjustments

RECOMMENDATION:

That the benefit increases recommended below be approved effective January 1st, 2017 for an approximate cost of \$14,000.00.

BACKGROUND:

The salary adjustment for Non-Union group is reviewed annually and group benefits adjustments are reviewed every two years. The Non-Union salary adjustment has been reviewed for 2017 and groups benefits were reviewed in 2015. This report outlines proposed 2017 group benefits adjustments.

It is important to maintain the non-union benefits relative to the municipal market place. The Senior Management Team (SMT) has taken the following factors into account when considering benefits changes for non-union employees in 2017. The SMT considered improving quality of life, potential reduction in non-union sick time with alignment benefits enhancements with wellness initiatives and our fiscal responsibilities. Specifically, the proposed benefits enhancements should decrease barriers to access these important benefits.

- Bereavement Leave - increase immediate family from 3 days to 4 days
- Massage Therapy - eliminate physician referral to obtain services. Currently massage therapy coverage is \$400 per calendar year. However, to access services, staff must obtain a medical referral which may cost \$0 to \$60 per doctor's note to access services.
- Osteopath - remove \$200 deductible. Currently Osteopath coverage is \$400 per calendar year with a \$200 deductible.
- Mental Wellness - Include both Psychiatrist & Social Worker with Masters Degree to assist in accessibility to services and reduction of fees to staff. Increase from \$300 to \$500 per calendar year maximum.
- Podiatrist / chiropodist - Remove \$7 per visit with \$200 calendar year maximum and change to Customary and Reasonable maintaining the \$200 calendar year maximum.
- Speech Therapist - Remove \$7 per visit with \$200 calendar year maximum and change to Customary and Reasonable maintaining the \$200 calendar year maximum.



FINANCIAL/STAFFING/LEGAL/IT CONSIDERATIONS:

The estimated financial increase is approximately \$14,000 per year.

| Benefit | Details | 2017 |
|-----------------------|---|----------|
| Bereavement Leave | Immediate Family 4 days | \$3,988 |
| Massage Therapy | Remove Referral | \$3,112 |
| Osteopath | Remove Deductible | \$1,556 |
| Psychiatrist | \$500 Social Worker Included | \$6,223 |
| Podiatrist/Chiropract | Customary & Reasonable Calendar Max. \$200 | \$1,556 |
| Speech Therapist | Customary & Reasonable Calendar Max. \$200 | \$1,556 |
| Total Additional Cost | | \$14,003 |

INTERDEPARTMENTAL CONSULTATION:

The Senior Management Team reviewed the benefit requests, provided input and support the report recommendations.

LINK TO STRATEGIC GOALS AND ELEMENTS:

None identified.

Approved by:

Kelley Coulter
Chief Administrative Officer