



AMHERST TOWN COUNCIL

RFD# 2019017

Date: February 25, 2019

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk

DATE: February 25, 2019

SUBJECT: **Amendment to Salary Administration Policy**

ORIGIN: 2019 Reorganization of Recreation Department

LEGISLATIVE AUTHORITY: MGA 47(1) The council shall make decision in the exercise of its powers and duties by resolution, by policy or by by-law.

RECOMMENDATION: That the Salary Administration Policy #4530-01 be amended as recommended, namely to remove the position of Administrative Assistant Recreation from Appendix C.

BACKGROUND: The CAO has conducted a review of the structure of the Recreation Department, including the current administrative support for this Department. Based on this review he has restructured some aspects of the department. The restructuring included relocating Recreation staff currently working at Town Hall, including the Director, the Marketing Coordinator and the Active Living Coordinator to the Amherst Stadium to consolidate operations in one area and improve customer service and coordination of effort. With this consolidation it has been determined that the position of Administrative Assistant - Recreation is redundant and it has been eliminated, displacing one employee. Funding has been reallocated to create an additional unionized position - Operator with Refrigeration Class II Provincial Certificate. This position will be filled in accordance with the current collective agreement and Town Policy.

The CAO has advised that this will improve service, improve employee scheduling challenges and address potential issues in complying with provincial regulations regarding the operation of the ice making plant. All aspects of the reorganization have either been implemented or are in progress.

The recommended motion is a housekeeping one to ensure that the Salary Administration Policy accurately reflects the current staffing complement.

FINANCIAL IMPLICATIONS: There are no net cost implications of this reorganization on an ongoing annual basis. Severance costs have been accounted for within the projected surplus for the current fiscal year.

COMMUNITY ENGAGEMENT: There was no community engagement.

ENVIRONMENTAL IMPLICATIONS: There are none

SOCIAL JUSTICE IMPLICATIONS: None anticipated



ATTACHMENTS: Salary Administration Policy

Report prepared by : Kimberlee Jones, Municipal Clerk
Report and Financial approved by: GD Herrett, CPA, CA