Report No.: 10-325

TO: Mayor and Council

FROM: Patricia Burns, Director of Human Resources & Organization Development

RESOURCE STAFF: Marie-Rose Gibson, Manager of Payroll Services

DATE OF MEETING: November 16, 2010

SUBJECT: Council Pay Frequency

EXECUTIVE SUMMARY:

Council members are paid on a monthly basis in a separate pay run. In keeping with the corporation’s efforts to consolidate pay runs to increase efficiencies and reduce costs, staff are recommending that council members be paid on a bi-weekly basis instead of the current monthly basis. This change will eliminate the processing of a separate monthly council pay run.

RECOMMENDATION:

THAT by-law 99-169, section 3 be amended as follows: “Such allowance shall be paid bi-weekly and in the event of the death of a member or upon his ceasing to be a member for any reason before the expiration of his term of office, the amount payable to him or to his personal representative shall be in proportion to the period of his service during such a term.”
**AUTHORIZING SIGNATURES:**

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<thead>
<tr>
<th>ORIGINAL SIGNED BY DIRECTOR OF HUMAN RESOURCES</th>
<th>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</th>
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<tr>
<td>Patricia Burns, Director of Human Resources &amp; OD</td>
<td>Gerard Hunt, Chief Administrative Officer</td>
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**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

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<tr>
<th>Commissioner</th>
<th>N/R</th>
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<tr>
<td>Cynthia Beach, Sustainability &amp; Growth</td>
<td>N/R</td>
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<td>Lanie Hurdle, Community Services</td>
<td>N/R</td>
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<tr>
<td>Denis Leger, Transportation, Properties &amp; Emergency Services</td>
<td>N/R</td>
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<tr>
<td>Jim Keech, President and CEO, Utilities Kingston</td>
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*(N/R indicates consultation not required)*
OPTIONS/DISCUSSION:

Council has been paid on a monthly basis since the amalgamation of the new City of Kingston. A separate payroll is run to pay the Councillors. It would be more efficient if the councillors were paid on a biweekly basis as part of another pay run already being processed, thereby, eliminating the councillors’ pay run. The result of this change is that the councillors’ first pay will have a direct deposit date of December 02, 2010 for the period of December 01, 2010 to December 03, 2010. Thereafter, councillors will be paid on a bi-weekly basis with a direct deposit date of every second Thursday. This change would also align councillors to the same pay frequency as the Mayor who is currently paid on a bi-weekly basis.

The recommendation is aligned to the corporation’s goal of improving internal efficiencies through streamlined processes which help drive down costs and provide sustainable solutions.

EXISTING POLICY/BY LAW:

By-law No. 99-169, “A by-law to provide for the annual paying of an annual allowance to the members of Council for the Corporation of the City of Kingston (a by-law to repeal by-law no. 1556 and to re-enact it as by-law no. 99-169 of the new City of Kingston.

NOTICE PROVISIONS:

None

ACCESSIBILITY CONSIDERATIONS:

None

FINANCIAL CONSIDERATIONS:

None

CONTACTS:

Marie-Rose Gibson, Ext. 1625

OTHER CITY OF KINGSTON STAFF CONSULTED:

Kathryn Irwin, Administrative Assistant, City Clerk

EXHIBITS ATTACHED:

Exhibit A - Draft By-Law
BY-LAW NO. 2010-______

A BY-LAW TO AMEND BY-LAW NO. 99-169, “A BY-LAW TO PROVIDE FOR THE ANNUAL PAYING OF AN ANNUAL ALLOWANCE TO THE MEMBERS OF COUNCIL FOR THE CORPORATION OF THE CITY OF KINGSTON (A BY-LAW TO REPEAL BY-LAW NO. 1556 AND TO RE-ENACT IT AS BY-LAW NO. 99-169 OF THE NEW CITY OF KINGSTON)”

PASSED

The Council of The Corporation of the City of Kingston hereby enacts as follows:

1. By-Law No. 99-169 of the Corporation of the City of Kingston entitled “A By-Law To Provide For the Annual Paying Of An Allowance To The members of Council For The Corporation Of The City of Kingston (A By-Law To Repeal By-Law No. 1556 And To Re-Enact It As By-Law No. 99-’69 Of The New City of Kingston”, as amended, is hereby further amended as follows:

1.1 Section 3 is hereby amended by removing the word “monthly” therefrom, and adding the word “bi-weekly” thereto, so that Section 3 shall now read as follows:

“3. Such allowance shall be paid bi-weekly, and in the event of the death of a member or upon his ceasing to be a member for any reason before the expiration of his term of office, the amount payable to him or to his personal representative shall be in proportion to the period of his service during such term.”

2. This By-Law shall come into force and take effect on its passing.

GIVEN FIRST AND SECOND READINGS

GIVENT THIRD READING AND PASSED

CITY CLERK

MAYOR