

Municipality of West Grey

Budget Request

Request: _____

Department: _____

Year: 2025 Included in draft budget Proposed addition to budget

Description
Budget Request Form
Nature of request:
Human Resources support
<p>Justification: Employers have an obligation to ensure the implementation of HR policies and practices and meet legislated requirements, including the Employment Standards Act, the Occupational Health & Safety Act, the Ontario Human Rights Code. Human resource requirements also include attendance and records management, training and development, recruitment, discipline, termination, policy development and HR process implementation.</p> <p>The Municipality of West Grey has over 100 employees (approximately 45 full-time and up to 60 part-time/seasonal) and does not have a dedicated staff member to oversee human resource responsibilities. Currently HR activities are handled separately, across each department, and functions are handled in an ad-hoc and inconsistent manner.</p> <p>Staff are proposing that the Municipality invest in human resources support to ensure compliance with legislative requirements, and to develop and implement HR policies and procedures that can be applied in a consistent and equitable manner across all departments.</p> <ul style="list-style-type: none">• Year #1 – contract HR expertise to review, update and create (where necessary) standardized policies and procedures that are compliant with all legislative requirements; utilize the HR firm to provide training to supervisors and management staff at the Municipality on their legal obligations related to HR management.• Year #2 – hire an HR Coordinator, who would be responsible for the day-to-day oversight and administration of all HR matters, including: coordinating the Municipality’s legislated Joint Health and Safety Committee; support the full recruitment cycles and resource planning to ensure staff requirements are met; maintain an updated Employee Handbook; coordinate administration processes for new hires, departures, transfer, absence management; provide basic guidance to employees on various HR-related issues; organize internal and external development training workshops; and maintain confidentiality/security and retention of personnel files and records.
Consequences of not funding:

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Without dedicated HR resources, the Municipality risks being non-compliant with legislative and regulatory requirements which can carry significant penalties. The Municipality also has an obligation to ensure municipal employees are being treated fairly and equitably across all departments and functions and are trained in all aspects of health and safety in the workplace.

Alignment with council priority of strategic plan

Pillar: Work together

Goal: Elevate the customer service experience

Strategy: Enforce comprehensive....standard policies outlining specific benchmarks and expectations for service....to maintain consistent high-quality service across all municipal functions.

Note: the job description has not been graded within the municipal pay grid framework; annual salary is estimated at a band 11 and includes an estimate for benefits and OMERS contributions.

Consultation services for 2025 - \$70,000

Permanent Full-Time Coordinator for 2026 (with potential reduction of WSIB premiums of up to \$40,000 annually through participation in, and completion of modules within the WSIB Excellence Program)

	2025 Mandatory	2025 One- time	2025 Growth	2025 Service level	2026 One- time	2026 Service level
Capital Expenditure						
Operating Expenditure				\$70,000		\$91,740.
Funding Source						
Tax Levy				\$70,000		\$91,740 (with \$40,000

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						offset of WSIB premiums)
Reserves						
Grant						
Fees						
Other						