

# EVERYTHING YOU NEED TO KNOW ABOUT: Administration



Administration includes Office of the Mayor & Council, Communications, &

## Human Resources

NUMBER  
OF STAFF  
2

Manager of Human Resources  
Human Resources Coordinator



WHAT  
DO  
WE  
DO?

As an organization of “people serving people”, our human resources, the people who make up the workforce of the Township is our most important resource! Human Resources is a function supporting the Township’s human resources and we have responsibility for:

- Recruitment and Selection
- Compensation and Benefits
- Ontario Municipal Employees Retirement System (OMERS) pension plan administration
- Payroll, New Hire Orientation
- Health and Safety
- Workplace Safety and Insurance Board (WSIB) claims and wellness and Health & Safety
- Employee Relations and Agreements
- Organizational Development
- Legislative Compliance
- Job Evaluation and Pay Equity

KEY  
FACTS



- 330 employees (total head count) includes 60 Volunteer Fire Fighters and XX part time and seasonal staff.
- 196 Full Time Equivalent employees
- 110 Full Time (including FT contracts)

CURRENT &  
UPCOMING  
PROJECTS

1. Implementation of an Attendance Support Program
2. 2019-2022 People Plan (workforce plan)
3. Ongoing legislative training and development training for staff