

THE CORPORATION OF THE TOWNSHIP OF HORTON

HUMAN RESOURCES COMMITTEE

May 20, 2008

There was a meeting of the Human Resources Committee held in the Horton Community Centre on Tuesday May 20, 2008. Present were Chair Deputy Mayor Bob Hall, Mayor Robert A Johnston, also present were Councillors Dave Bennett and Bob Kingsbury.

1. CALL TO ORDER
Chair Hall called the Meeting to order at 3:30 p.m.
2. DECLARATION OF PECUNIARY INTEREST
There was no declaration of pecuniary interest.
3. MINUTES OF SEPTEMBER 18, 2007
Chair Hall reviewed the Minutes of the September 18, 2007 Meeting, which was the last meeting held by this Committee.
4. BUSINESS ARISING
Chair Hall noted that he and the CAO/Clerk reviewed the HR Policy of the Township comparing it to the County of Renfrew's HR Policy. Recommended changes were made. The CAO/Clerk still has to redraft this policy and present it for review.
5. CLOSED MEETING

Moved by Dave Bennett, seconded by Robert A. Johnston

That the HR Committee meeting proceeds to a closed session pursuant to By-Law 98-08, subsection 8 (b) (iv) Personnel issues, Procedural By-law.

Carried.

The meeting was closed at 3:33 p.m.

Chair Hall called the meeting back to public session at 4:12 p.m. and reported that during the closed session the Committee discussed the following issues:

Municipal Infrastructure Manager – Probation Expires February 13, 2008 – Increment increase as of February 13, 2008

Moved by Dave Bennett, seconded by Robert A. Johnston

That Human Resources Committee recommends to Council that the Municipal Infrastructure Manager, having served his probation period, be declared permanent as of February 13, 2008, and that the increment due under the probation when he was employed be approved effective February 13, 2008.

Carried.

Permanent Employment for Bill Yantha – CAO/Clerk Report of Job Description

The Committee Members discussed creating this new position.

Moved by Bob Kingsbury, seconded by Robert A. Johnston

That Human Resources Committee recommends to Council that they create a new full time position, which includes the current part-time Landfill Attendant duties, Public Works Department Labourer and Rink Maintenance Worker under Recreation Department. Further that the CAO/Clerk prepare a Job Description for Council's review.

Carried.

Public Works Superintendent

The HR Committee questioned the issue of red circling of this position.

2008 Wage Grid Increment for Receptionist and Two Machine Operators

The Committee discussed the grid increase due for the Clerk/Receptionist and the two Machine Operators. The Committee discussed removing Operator Rates from the grid in 2009. The CAO/Clerk was directed to carry out a survey of Municipalities to see what they pay their Equipment Operators.

Moved by Dave Bennett, seconded by Bob Kingsbury

That Human Resources Committee recommends to Council that they authorize the increment increases due for the Clerk/Receptionist position and two Machine Operator positions.

Carried.

6. CAO/CLERK'S HOLIDAYS

The CAO/Clerk informed Council that he has holidays booked for the week of July 13 and July 20. Unfortunately, due to a communication problem plans with another couple for a trip are scheduled for the week of July 6 and July 13, 2008. The Administrative Assistant also has the week of July 6, 2008 off. Is this an issue with the Committee to have both employees off at the same time?

After discussion, the Committee agreed that it would not be a problem this year, but that in future years this should be avoided.

7. OTHER BUSINESS

Project Manager Job Description

The Committee reviewed a draft job description for a Project Manager to manage the construction of the Septage Treatment Facility. The Committee members agreed to review the job description and to advise the CAO/Clerk of any concerns they have. The applications for the position close on June 2, 2008, to be reviewed during the June 3, 2008 Council Meeting.

Debrillator Training

The CAO/Clerk informed the Committee that twelve seats are available for a Training Session to be held Saturday May 24, 2008, there are two spots remaining and he asked if any of the Council Members wished to attend.?

Councillor Bennett, Chair of Fire Committee suggested that Fire Committee Members attend rather than Council Members.

Committee Meeting Stipend

The CAO/Clerk presented information provided by the Administrative Assistant, that there were seventeen Committee Meetings attended by public members of the Public Works Committee, seventeen by public members of the Waste Management Committee, thirty four by public members of the Recreation Committee and thirty-seven by members of the Lime Stabilization of Septage Committee.

Moved by Robert A. Johnston, seconded by Bob Kingsbury

That Human Resources Committee recommends to Council that all public members of Committees receive the meeting stipend.

Carried.

Council Remuneration

The CAO/Clerk reported that he has been speaking with the Clerk-Treasurer of Admaston-Bromley who had a Committee of ratepayers appointed last year to review the Admaston-Bromley Council's remuneration.

Councillor Bennett suggested that any decision should not take effect until the start of the next term of Council, therefore this discussion should be put off until later.

Councillor Kingsbury suggested that this be up to Ratepayers Committee to say when this should take effect, so the Committee should start the process now.

Moved by Robert A. Johnston, seconded by Bob Kingsbury

That a Committee of Ratepayers be formed to study and report on Horton Council Member's remuneration.

Carried.

Two names were suggested at the meeting, other names to be suggested at the Council Meeting, so that they can be approached.

Next Meeting

The Committee agreed to meeting June 17, 2008 at 4:00 p.m.

8. CONFIRMING RESOLUTION

Moved by Bob Kingsbury, seconded by Dave Bennett

That the Committee pass this confirming resolution to cover any actions or directions given during the open portion of this Committee Meeting which are minor in nature and which were not set out in By-law or Resolution.

Carried.

9. ADJOURNMENT

Moved by Robert A. Johnston, seconded by Bob Kingsbury

That this Committee Meeting be adjourned at 4:26 p.m.

Carried.

Chair

CAO/Clerk