

THE CORPORATION OF THE TOWNSHIP OF HORTON

HUMAN RESOURCES COMMITTEE

DECEMBER 5th, 2011

There was a Meeting of the Human Resources Committee held in the Municipal Council Chambers on Monday December 5th, 2011. Present were Chair Bob Kingsbury, Mayor Don Eady. Susan Humphries was absent. Staff present was Jennifer M. Barr, Finance Manager and Mackie McLaren CAO/Clerk.

1. CALL TO ORDER

Chair Bob Kingsbury called the Meeting to order at 10:03 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by members of the Committee

3. MINUTES OF THE MEETING OF NOVEMBER 28TH, 2011

Chair Kingsbury briefly reviewed the November 28th, 2011 Committee Meeting Minutes.

4. BUSINESS ARISING

Department Head vs Manager

Mrs. Barr reported that she spoke with Bruce Beakley, Human Resources Director, County of Renfrew whether we should refer to our middle management positions as Department Heads or as Managers. He noted we have several job descriptions that include the word “manager”, so he suggested we call them Managers. The Committee agreed.

Succession Planning – Policy B-02

Mrs. Barr incorporated succession planning into the Township Policy B-02 as requested by the Committee.

Bereavement Donations – Policy E-05

Mrs. Barr incorporated bereavement donations into the Township Policy B-02 as requested by the Committee.

Policy G-02

The Committee requested clarification on the reference to O Reg 67/93. Mrs. Barr noted that this refers to Health Care and Residential Facilities and therefore not applicable to the Township.

5. CONTINUATION OF HR POLICY REVIEW

HR Policy Review

The Committee continued with the policy review commencing with H-01.

The Finance Manager and the CAO/Clerk were directed to re-write policy H-02 and present it at the next Meeting for consideration.

The Committee continued the review of the policies. During this part of the meeting, Policies H-03 to J-04 were reviewed and changes recommended.

6. REQUEST BY A STAFF MEMBER FOR A ONE TIME PAYOUT OF UNUSED VACATION

Chair Kingsbury referred the Members to a letter from an employee that was included in the meeting package. The employee asked for a onetime special payout of two weeks' vacation that couldn't be used this year due to a Leave of Absence that was taken, and the

employee did not want to take any more time away from the work place, even though there was entitlement to do so. Additional unused vacation will be carried over to next year as is permitted in the policies.

Chair Kingsbury said that this was extenuating circumstances for the employee and he would support this one time payout. Mayor Eady agreed.

Moved by Don Eady, Seconded by Jennifer Barr

That the Human Resources Committee recommend to Council that the CAO/Clerk be paid a onetime only special payout of 2 weeks of unused vacation that cannot be used in 2011.

Carried.

7. OTHER BUSINESS

Mrs. Barr discussed changing payroll from weekly to bi-weekly.

Mrs. Barr was requested by the Committee Members to prepare a report on savings with this proposal.

Mrs. Barr also discussed payroll direct deposit. The Committee asked what do the employees feel about this proposed change.

Mrs. Barr suggested there should be no issue, but would run it by the employees.

8. NEXT MEETING

The Committee agreed that the next meeting will be Monday December 19, 2011 at 10:00 a.m.

Mrs. Barr was directed to review the remaining policies and mark out the differences between the County Policies and the Township Policies to assist in completing the review.

8. CONFIRMING RESOLUTION

Moved by Jennifer Barr, Seconded by Don Eady

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 Don Eady, Seconded by Jennifer Barr

That this Committee Meeting be adjourned at 12:15 p.m.

Carried.

Chair

CAO/Clerk