

CORPORATION OF THE TOWNSHIP OF HORTON

HUMAN RESOURCES COMMITTEE

December 14, 2011

There was a meeting of the Human Resources Committee held in the Municipal Council Chambers on Wednesday December 14th 2011. Present were Chair Bob Kingsbury, Mayor Don Eady and Committee member Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Kingsbury called the meeting to order at 11:15 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was declaration of pecuniary interest declared by Committee members or staff.

3. MINUTES OF:

November 10, 2011

November 16, 2011

November 21, 2011

November 28, 2011

December 5, 2011

December 8, 2011

The Committee reviewed the Meeting minutes. Chair Kingsbury noted that the December 8th Pay Evaluation Meeting minutes have not been approved by Council.

Moved by Don Eady, Seconded by Bob Kingsbury

That the Human Resources Committee approves the December 8th Pay Evaluation Committee minutes. **Carried.**

4. BUSINESS ARISING

Mayor Eady informed the Committee that at the start of this term Councillor Kingsbury was appointed Deputy Mayor. He believes that this Committee should make a recommendation that a desk sign be ordered showing Councillor/Acting Mayor for Councillor Kingsbury.

Moved by, Susan Humphries, Seconded by Don Eady

That the Human Resources Committee recommend to Council that a desk sign be purchased showing Councillor/Acting Mayor for Bob Kingsbury. **Carried.**

Chair Kingsbury declared pecuniary interest and did not vote in this resolution.

5. DELEGATION

There were no delegations.

6. EMPLOYEE CONCERNS

The CAO/Clerk reported that there were no employee concerns raised to him.

Chair Kingsbury noted that the current practice of having a number of Committee meetings over two days may be changed. Mayor Eady said that having four meetings per day makes for a big day. Chair Kingsbury noted that Bob Lockwood had suggested to him that Planning Committee meetings be moved from Wednesday back to the Tuesday that it is difficult for him to attend on Wednesdays.

7. VACATION TIME BOOKED – DECEMBER CALENDAR

The Committee reviewed the December calendar showing vacation time and noted that several office employees had saved holidays for the Christmas season.

8. ATTENDANCE CONTROL

The CAO/Clerk reported that at the last meeting he was requested to produce an attendance control report in June and December meetings. He asked if that timing could be changed to one month later to July and January which would give a true six month picture. The Committee agreed.

The Committee discussed briefly the Public Works summer hours or four 10 hour days rather than five 8 hour days and asked if this was productive.

9. SAFETY OFFICERS REPORT

Chair Kingsbury reported that they did their follow up review of their first safety audit yesterday in the garage and everything on the list had been addressed. Chair Kingsbury noted that Barry Dodd has been appointed the Safety representative for the Public Works department. He has safety experience from his previous employment. He noted that there are still some things to look at such as the location of fire extinguishers , any first aid kit and supplies and an overhead wire between the garage and the salt shed which should have a sign pointing out the overhead wire. The next objective of the safety officer is to go through the Community Center. Mayor Eady asked Chair Kingsbury to keep the Infrastructure Committee Members updated and the Committee Chair of each property that they review.

10. WORKING ARRANGEMENTS – NOVEMBER/DECEMBER

The CAO/Clerk reviewed the current arrangements with the Administrative Assistant being off for the Month of December. Mayor Eady noted that the staff took the bull by the horns when the CAO/Clerk was away in November. Chair Kingsbury said he was impressed by the output by staff during this time period. In the event that the CAO/Clerk was ill, the office would be in good hands. Mayor Eady said we need as much cross training as possible between the positions noting that the senior staff members have 10 weeks holidays between them. He also suggested that there need to be a back up in recreation for hall rentals and etcetera. Susan Humphries suggested that this be built into the succession planning process.

11. EMPLOYEE EVALUATION COMMITTEE REPORT

The CAO/Clerk reviewed the employee evaluation report. He had met for a working lunch this week with Bruce Beakley at the County. He reviewed job appraisals and a new format that will be forth coming however the appraisals will start in January using the former process. The Committee agreed that the HR Committee should carry out the appraisal of the CAO/Clerk and report to Council. The CAO/Clerk reported that Mr. Beakley is preparing the final reports, one of which will be open and one of which will be closed. It will be delivered to the Council members for review and if they wish to speak to him a meeting will be arranged after.

12. OTHER BUSINESS

There was no other business to discuss.

13. NEXT MEETING

The Committee agreed that the next meeting would be Wednesday January 18th 2012 at 11:00 a.m. At that meeting, alternative meeting dates will be discussed for future meetings.

14. CONFIRMING RESOLUTION

Moved by Susan Humphries, 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.

15. ADJOURNMENT

Moved by Don Eady, Seconded by Susan Humphries

That this Committee Meeting be adjourned at 12:30 p.m.

Carried.

CHAIR

CAO/Clerk