

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee Meeting

May 2, 2012

There was a meeting of the Human Resources Committee held in the Municipal Council Chamber on Wednesday May 2, 2012. Present were Chair Bob Kingsbury, Mayor Don Eady and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Kingsbury called the meeting to order at 10:12 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Committee Members or staff.

3. MINUTES OF MARCH 21, 2012 MEETING

Chair Kingsbury asked the Members to review the March 21 meeting minutes. Susan Humphries pointed out two spelling mistakes.

4. BUSINESS ARISING

- No Policy found for calling tow truck when snow plough stuck.

The CAO/Clerk reported that he searched for a policy and didn't find one. The Committee Members suggested that the Public Works Committee should be given the opportunity to prepare a policy.

- Report from Infrastructure Manager on 4 – 10 hour day work week.

Susan Humphries asked if there was a report available from the Infrastructure Manager that justifies the need for the Public Works staff to have a 4 day work week in the summer months. The CAO/Clerk reported that this report has not yet been created. He suggested that the report be drafted and submitted to the Public Works Committee for review as they will meet before the summer hours start mid-May.

5. DELEGATIONS

There were no delegations that requested an appointment with the Committee.

6. EMPLOYEE CONCERNS:

- Length of time taking to address the HR review

The CAO/Clerk informed the Members that he had asked all the office staff if they had concerns they wished to be brought before the Committee. The only comment received was the length of time to address the HR review recommendations.

Chair Kingsbury reported that a 3rd meeting is required by Council to finalize their review of the report. A day meeting is being arranged to complete this discussion and finalize the draft Municipal Budget.

7. VACATION TIME BOOKED

The Members reviewed the vacation calendar and discussed the value of planning the staff vacations in this manner.

8. ATTENDANCE CONTROL

The CAO/Clerk reported that the municipal office staff is back to full complement after a month medical leave by an employee.

The Members discussed Succession Planning. They requested the CAO/Clerk draft information on what qualifications would be needed for the person to fill his position upon his retirement anticipated in 4.5 years. They also requested the same information be compiled for the Administrative Assistant and Finance Manager positions which may see retirements within the next 10 years.

9. SAFETY OFFICER'S REPORT March 28 2012 meeting

Chair Kingsbury reviewed the March 28 2012 Minutes of the Safety Coordinator's Meeting with the Safety Committee Members. He said he is waiting on the monthly safety check reports.

10. COUNTY HR DIRECTOR'S REPORT Status Update

As discussed under item 6 above, a Special Council Meeting is being arranged to complete the review.

11. OTHER BUSINESS

There was no other business discussed.

12. NEXT MEETING

The Committee Members agreed that monthly meetings were not required and agreed that the next meeting would be Wednesday July 4, 2012.

13. 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.

14. ADJOURNMENT

Moved by Don Eady, Seconded by Susan Humphries

That this Committee Meeting be adjourned at 10:56 a.m.

Carried.

Chair

CAO/Clerk

