

THE CORPORATION OF THE TOWNSHIP OF HORTON

HUMAN RESOURCES COMMITTEE

JULY 4, 2012

There was a Meeting of the Human Resources Committee held in the Municipal Council Chambers on Wednesday July 4, 2012. Present were Chair Bob Kingsbury, Mayor Don Eady and Committee member Susan Humphries (1:00p.m.-3:20p.m.). Staff present was Mackie McLaren CAO/Clerk.

1. CALL TO ORDER

Chair Bob Kingsbury called the Meeting to order at 1:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF MAY 2nd 2012 COMMITTEE MEETING

Chair Kingsbury asked the Committee members to review the May 2nd Committee meeting minutes which had been approved by Council.

4. BUSINESS ARISING

Report on Public Works Employee Summer Hours

The Committee members reviewed a report the Infrastructure Manager made on May 10th to the Public Works Committee on the need for four 10 hour day work week during the summer. The Committee discussed the 6:00 am start time in September and early October when it is dark that early in the morning. There was a suggestion that in September the shift changes from 6:00 am - 4:30 pm to 7:00 am to 5:30 pm.

Report on Succession Planning

The CAO/Clerk produced the report requested at the last Committee Meeting. The information was compiled by using the job descriptions that have recently been drafted. The Committee members discussed succession planning in general. Mayor Eady noted that there was a budget line in this year's budget, although it was not funded, to put money into reserves for an intern program. Chair Kingsbury discussed the County plan which contacts staff asking for expression of interest on people wishing to progress with the Municipality. Chair Kingsbury asked the members to review the plan and make recommendations. Mayor Eady asked that the Finance Manager should also review the proposal.

5. DELEGATIONS

There were no delegations that appeared before the Committee.

6. EMPLOYEE CONCERNS

Life Insurance Benefit - Memo from Finance Manager

Chair Kingsbury reviewed a memo from Jennifer Barr, Finance Manager, which expressed concerns that she has received from staff members on the fact that the employee Life Insurance Benefit is at \$25,000 where the Council Life Insurance Benefit is at \$100,000. The CAO/Clerk explained that when Council Members requested that they have benefit coverage similar to the County, the County had \$100,000 life insurance. Mayor Eady suggested that this could be a benefit considered by the Committee if the province mandates no wage increase next year. Chair Kingsbury suggested that this could be forwarded to the Finance Committee.

Moved by Don Eady, Seconded by Susan Humphries

That the Human Resources Committee forwards this report to the Finance Committee for consideration with the Committees blessing. **Carried.**

7. VACATION TIME BOOKED

The CAO/Clerk presented a meeting calendar for vacation time booked for staff members through the summer. Mayor Eady noted that we still have back up driver operators in the Public Works department if staff members are away.

8. ATTENDANCE CONTROL

The CAO/Clerk reported that there were no issues on Attendance Control.

9. SAFETY OFFICERS REPORT

Chair Kingsbury, the Safety Coordinator, reported on the June 20th Safety Coordinators meeting. This is the first meeting in three months. The Committee asked for an engineer to review the safety of the concrete slabs in the Public Works garage where one had fallen in early May. Council approved that request. Chair Kingsbury said he is not receiving his monthly inspection reports from staff. There was an audit at the Community Center and a list is being created of items needing attention noting that the Infrastructure Committee is looking at issues to be corrected.

10. OTHER BUSINESS

Memo & Attachments Re: Management Study 2006/7

The CAO/Clerk presented a series of Management Study reports that he had completed in 2006 and 2007 which led to changes in the Municipal Office and to the creation of the Municipal Infrastructure Manager position. The Committee members requested that the other Council members receive a copy of this memo and report.

Acting Pay for Public Works Superintendent (HR Policy B-10)

The CAO/Clerk reviewed HR Policy B-10, Acting Pay. The Public Works Superintendent is now the acting senior manager in the Public Works department. Chair Kingsbury suggested that we review this with Mr. Beakley who is attending later in this meeting. Mayor Eady reviewed his thoughts on gaining experience at a higher level position in an acting role without a wage increase but agreed that we should ask Mr. Beakley for input. Susan Humphries asked that by declaring the Public Works Superintendent as acting would that be a message that the Municipal Infrastructure Manager position will remain and we haven't started to review it yet. Mayor Eady noted that the Public Works Superintendent needs to know where he stands in this issue. Mrs. Humphries said she supports as long as it is clear up front that there is no expectation of appointment to the position.

Arrange Interviews for Assistant Landfill Attendant

The CAO/Clerk reported that the Waste Management Committee received two applications for the part time 6 months contract position at the landfill site. Mayor Eady updated the Committee on the pilot project that is in progress at the landfill site and noted that there is budget for the assistant attendant. Chair Kingsbury agreed that the Committee should assist in the interviews and asked for dates. After discussion, it was agreed that the HR Committee would meet with the Waste Management Committee at their meeting on July 19th 2012 at 8:30 a.m. The two applicants are to be invited at 8:30 a.m. and 8:45 a.m.

Recommend Approval of Job Descriptions included in HR Study

The CAO/Clerk presented the draft job descriptions compiled by Bruce Beakley, the County Human Resources Director as part of the Human Resources Study he carried out last fall. He asked the Committee to recommend their approval by Council. Chair Kingsbury noted the volume of information and asked the members to take it home and review it and bring back to the next meeting with suggestions if any.

Meet with Bruce Beakley at 2:30 p.m.

Bruce Beakley, Director of Human Resources at the County of Renfrew was present to provide direction and information on management of the Public Works department. Chair Kingsbury welcomed Mr. Beakley and said this is a continuation of his review of the HR Study, particularly with management in the Public Works Department. Mr. Beakley said the Township has to decide what it wants in that position. He spoke about competencies and presented a list that the County uses and suggested that 3 of these 22 competencies be selected and reviewed the process on how to do that. He also reviewed a process the County uses for recruitment. The Committee members discussed what this position could be called. Mayor Eady informed the Committee that he spoke with the Clerks of two neighboring townships concerning their management at their Public Works Departments. Mr. Beakley suggested to the HR Committee that they may want to have Council lead this discussion so that all Council members have input in the process rather than have the Committee doing it. The Committee members agreed. Chair Kingsbury asked if a special meeting can be called soon for Council members to be briefed on this process and Mr. Beakley spoke about how to start the process. Mayor Eady said yes, he can call a special meeting following the July 17th Planning Committee Meeting.

Acting Pay

Chair Kingsbury noted that the Committee discussed acting pay for the Public Works Superintendent earlier in the meeting and agreed to wait to ask Mr. Beakley. Mr. Beakley reviewed the situation and agreed that the some compensation should be offered if duties were added to the Public Works Superintendent position. Any additional duties should be added in writing cautioned Mr. Beakley. Chair Kingsbury thanked Mr. Beakley for attending the meeting.

11. NEXT MEETING

The Committee agreed to meet Wednesday September 5th 2012 at 10:00 a.m.

Chair Kingsbury noted that Council will be asked to a Special Meeting July 17th to consider the process to review management for the Public Works Department and acting pay. The CAO/Clerk was asked to get a list of all services that the Municipal Infrastructure Manager provided.

12. ADJOURNMENT

Moved by Don Eady. Seconded by Bob Kingsbury

That this Committee Meeting be adjourned at 3:47 p.m.

Carried.

Chair

CAO/Clerk