

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee Minutes

January 24, 2014

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Friday January 24, 2014. Present was Chair Margaret Whyte, Mayor Don Eady and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk. Also present for agenda item 5 was Janet Collins, Public Works Manager and Rod Eady, Public Works Superintendent.

1. CALL TO ORDER

Chair Whyte called the Meeting to Order at 1:58 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Committee or Staff present.

3. MINUTES OF NOVEMBER 28, 2014 COMMITTEE MEETING

Chair Whyte asked the Members to review the Minutes of the Committee's last meeting. She acknowledged that the Service Awards ceremony held during the Volunteer Appreciation and Christmas Dinner evening went well and noted that the Staff plaques are now on the Council room wall.

4. BUSINESS ARISING

- Draft new Accident Investigation Form

The CAO/Clerk said he was requested to blend two accident reporting forms into one new form. He advised that he reviewed both forms and suggested they were for two separate purposes and proposed that they should be left as is. One form is for the person involved in an accident to complete and the second form is for an investigator. Susan Humphries suggested that items 6 and 7 from the "Accident Investigation Report" could be added at the end of the "Motor Vehicle Collision Report".

Mayor Eady suggested that to simply the reporting process was important as long as the procedure is followed.

Moved by Susan Humphries, Seconded by Don Eady that the amended Accident Reporting Form be presented to Council for approval.

Carried

- Amendment to HR Policy A-10 – Interview process for P/T & Student Positions

The CAO/Clerk presented draft wording to be added to HR Policy A-10 which directs the CAO/Clerk and Department Manager to interview for part time and student positions. Mayor Eady noted that a business plan is required by the County when a new position is created and he passed around a copy of a business plan for a new position.

Moved by Don Eady, Seconded by Susan Humphries that the Human Resources Committee recommend Council approve the amendment to HR Policy A-10 for interview procedure for a part time or student position.

Carried

5. CLOSED COMMITTEE MEETING

- Training summer student as snow plough truck operator.

Chair Whyte informed the Committee that there was a request by the Public Works Committee for Council to consider bringing in a former Co-op student and summer student to provide him with 4 weeks training on snow plough truck operation. Council considered this request at their January 7th, 2014 Council Meeting and referred the request to the Human Resources Committee. She suggested that this discussion should be held in a Closed Meeting pursuant to Section 4 (2) (b) of By-law 2014-11 (Procedural By-law) – *Personal matters about an identifiable individual including Municipal Employees*.

Moved by Susan Humphries, Seconded by Don Eady that the Committee proceed into a Closed Meeting pursuant to Section 4 (2) (b) of By-law 2014-11.
Carried

The Meeting was Closed at 2:10 p.m.

Chair Whyte called the Meeting back to Public Session at 2:58 p.m. and reported that during the Closed Meeting the Members received information from Rod Eady, Public Works Supt. and Janet Collins, Public Works Manager on Rod Eady's request that a former Co-op Student and Summer Student be provided training on operating a snow plough truck. The following resolution was presented on open session:

Moved by Susan Humphries, Seconded by Don Eady that the Human Resources Committee recommend Council advertise for a 6 week contract position as a labourer truck operator. 40 hours per week – flex hours – no overtime. Rate of pay is \$15.00 per hour with no benefits.

Carried

Mayor Eady requested that Councillor Glen Campbell, Chair of Public Works Committee be informed of the Committee's recommendation. Susan Humphries suggested that all the Public Works Committee Members be advised.

The Public Works Manager and Superintendent left the meeting.

6. COUNTY OF RENFREW – LOCAL SALARY SURVEY – AVERAGES COMPARED TO HORTON GRID

- Review Survey

The CAO/Clerk informed the Members that he had invited Bruce Beakley, HR Director, County of Renfrew to attend an earlier suggested date for this meeting and he was not available. He did not invite him to this Friday meeting. He provided the Members with Mr. Beakley's comments that any change to the grid must be done using the "point" review to ensure the grid remains consistent with Pay Equity requirements. He also explained that he brought forward this request because historically the average "rural" municipal salary for the CAO/Clerk was approximately \$9,000 more than his salary was. The salary for the Finance Manager (Treasurer) was similarly affected. He requested that this difference be corrected.

Susan Humphries suggested that Mr. Beakley should meet with the Chair and CAO/Clerk. After discussion the Committee requested that Mr. Beakley be invited to attend the next Committee Meeting.

- Review Township Grid

The CAO/Clerk presented a copy of the current Township wage/salary grid which noted where each employee was situated on the grid. Mayor Eady thanked the CAO/Clerk for this information.

- Organizational Chart

The CAO/Clerk presented a copy of the Township's Organizational Chart. Chair Whyte briefly reviewed the Chart. She noted that staff need to be informed where they are to go to if they have an issue rather than going directly to Council.

7. 2014 EMPLOYMENT BY-LAW – REVIEW DRAFT AND RECOMMEND TO COUNCIL

The CAO/Clerk presented a copy of a draft Employment By-law for 2014. This by-law is passed every year and sets out the benefits and terms of employment for staff. Chair Whyte reviewed the proposed changes, noting most of the changes were changing the year from 2013 to 2014. The CAO/Clerk pointed out that the Township's Health Care Spending Account is \$500 while the County of Renfrew's is \$850. He also pointed out that the life insurance benefit is going up to \$75,000 as of July 1 as part of the decision to increase the benefit over 3 years to the \$100,000 benefit Council Members receive. He said that the boot allowance for any employee required to wear safety footwear has been at the \$160.00 level for 5 or 6 years and several municipalities now have a \$200.00 benefit limit. He noted that employees are reimbursed for their purchase cost up to the maximum amount set out in the by-law.

After discussion the Members agreed to wait until the next meeting to make a recommendation to Council.

8. EMPLOYEE ASSISTANCE PLANS

The CAO/Clerk informed the Members that he requested Council consider this benefit for staff at the November 28th Committee Meeting and the Members were supportive of the request. They requested that it be included in the 2014 budget review.

The CAO/Clerk informed the Members that there is a need now for employees to use this benefit and requested that the Human Resources Committee recommend Council implement this benefit immediately rather than wait until the budget is passed in May or June.

Moved by Susan Humphries, Seconded by Don Eady that the Human Resource Committee recommend Council implement the Employee Assistance Plan, based on a cost of \$47.40 per employee, immediately.

Carried

9. CHANGE TITLE OF FINANCE MANAGER TO MUNICIPAL TREASURER

The Committee Members reviewed information from Ms. Noelle Caloren, Township Solicitor which informed the Members that the Township has a Municipal Act requirement to appoint a Treasurer now that the former Treasure/Deputy Clerk position is vacant.

Moved by Susan Humphries, Seconded by Don Eady that the Human Resources Committee recommend that Council change the Title of the Finance Manager to Municipal Treasurer/Tax Collector.

Carried

10. 2014 JOB APPRAISALS

- Office Staff appraisals have been completed

The CAO/Clerk presented a report to the Members on the 2014 Job Appraisals for Office Staff that he has conducted in early January as required by the HR Policies. He noted that the job appraisals with the Public Works Staff will be carried out in late January and early February.

- Date to carry out CAO/Clerk's Appraisal

The CAO/Clerk presented a copy of his appraisal form on which he had completed the responses. He noted that he asked all his employees to complete the form themselves and they sat down together and reviewed his completed form with them discussing any differences. Last year the HR Committee Members and Council Members conducted the appraisal with him, but the HR Policy only calls for the HR Committee to carry out the CAO/Clerk's appraisal.

Chair Whyte asked the Members to consider a date to conduct the appraisal. The Members noted that due to planned winter vacations for some of the Council Members, the appraisal could not take place until April. Mayor Eady commented that in the County, the Warden meets individually with the CAO/Clerk and reviews the performance prior to meeting with all the Council Members. He suggested that he meet with the CAO/Clerk one on one before the Council Members return. The Committee Members supported this suggestion.

11. CANINE CENSUS TAKER – ADVERTISE FOR RESUMES FOR SECOND PERSON

The CAO/Clerk informed the Members that our Dog Tag Seller has asked to only canvass half the Township this year and there is a need for a second person to finish the area. Council had referred the request to employ a second seller to this Committee.

Moved by Don Eady, Seconded by Susan Humphries that Council advertise for a second person to canvass an area of Horton Township to sell 2014 dog tags. The CAO/Clerk is to interview the applicants and select the person.

Carried

12. EMPLOYEE CONCERNS

The CAO/Clerk informed the Members that he has asked the Office Staff for any concerns and the Public Works Manager has asked the Public Works Staff. No concerns have been raised.

13. VACATION SCHEDULE TO DATE

The CAO/Clerk noted that we have asked the employees to complete their vacation scheduling by March 31. He said we have more than half of the office staff submit their dates as of this time. Nothing yet from the Public Works Staff.

14. ATTENDANCE CONTROL

The CAO/Clerk said there were no attendance control issues.

15. CORRESPONDENCE

The Committee Members reviewed the following correspondence.

- Municipal Employees Pension Centre Ontario (MEPCO) concerning OMERS funding issues

16. NEXT MEETING DATE AND TIME

The Members agreed that the next Committee Meeting will be held on Wednesday April 16, 2014 at 2 p.m.

17. ADJOURNMENT

Moved by Don Eady, Seconded by Susan Humphries that the Meeting be adjourned at 4:15 p.m.

Carried

CHAIR

CAO/Clerk