

THE CORPORATION OF THE TOWNSHIP OF HORTON

Special Human Resources Committee Meeting

May 13, 2104

There was a Special Meeting of the Human Resources Committee held in the Municipal Council Chambers on Tuesday May 13, 2014. Present was Chair Margaret Whyte, Mayor Don Eady and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Whyte called the meeting to order at 1:58 pm.

2. DECLARATION OF PECUNIARY INTEREST

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

3. REVIEW OF DRAFT INCENTIVE PAY POLICIES AND DRAFT CONTRACT WORDING

The Members reviewed draft of the Performance Management Program (PMP) HR Policy B-01 on which the County HR Department has added sections 7 through 14 to the current HR Policy which concern Merit Pay or Incentive Pay. After discussion there was an agreement to amend Section 7 by correcting the title of the Public Works Manager, and a statement that the CAO/Clerk informs the appropriate Committee Chair of the performance appraisals before they begin.

The Members discussed “Merit Pay” or “Incentive Pay” policies. Mayor Eady expressed concern for the merit increase and how it could appear to be automatic. He asked if this new process would change this “automatic merit increase”.

The Members also reviewed the information on Goals and Competencies that are required for Merit or Incentive Pay. The Members discussed the importance of the goals that need to be established at the job appraisal time and analyzed throughout the year. Mayor Eady said there was a need for a proper reporting on the progress of the goals. Susan Humphries suggested that staff report monthly on the status of their own goals.

The Members had the following questions:

- Can Council establish goals or do they only establish the competencies.
- Does Council or HR Committee review the merit increase recommended by the Manager and CAO/Clerk.

Mayor Eady suggested that the Chair of Committees should have some input into whether a Senior Manager receives a merit or incentive pay increase, and a comment on the goals assigned and if they have been achieved.

It was understood that Bruce Beakley, Human Resources Director with the County of Renfrew will present the information of Merit/Incentive Pay and on Goals and Competencies at the Special Meeting to be held May 21, 2014 at 2 pm with all Council Members present.

4. DATE FOR NEXT REGULAR COMMITTEE MEETING

The CAO/Clerk informed the Members that 2 meeting dates were established at the last Regular Committee Meeting but that the date for the next Regular Committee meeting had not been determined. After discussion, the Members agreed to meet on Tuesday June 10 at 1:30 prior to the scheduled Planning Committee Meeting to be held at 4 pm.

5. NOTE SPECIAL COUNCIL MEETING MAY 21, 2014 AT 2 PM WITH BRUCE BEAKLEY

The CAO/Clerk reminded the Members of the Special Meeting May 21 for all Council and HR Committee members.

6. ADJOURNMENT

Moved by Don Eady Seconded by Susan Humphries that this Committee Meeting be adjourned at 3:21 p.m.

Carried

CHAIR

CAO/Clerk