

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Human Resources Committee Meeting

June 10, 2014

There was a Meeting of the Human Resources Committee held in the Municipal Council Chambers on Tuesday June 10, 2014. Present was Chair Margaret Whyte, Mayor Don Eady and Susan Humphries. Staff present was Mackie J. McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Whyte called the Meeting to Order at 1:30 p.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF:

- April 22, 2014 Regular Committee Meeting
- April 13, 2014 Special Committee Meeting, and
- May 21, 2014 Special Council meeting - for info only.

Chair Whyte asked the Members to review the Minutes which have been approved by Council.

4. BUSINESS ARISING

There was no business arising from the Meetings that were not already set out on the Meeting agenda.

5. MERIT BASED PAY SYSTEM OR ADJUSTMENT TO PAY GRID

Chair Whyte briefly reviewed the presentation by Mr. Bruce Beakley, HR Director, County of Renfrew that he made to the HR Committee on April 22 and to Council on May 21. She noted that this issue was brought forward by the CAO/Clerk when he informed the Members that his rate of pay is approximately \$12,000 below the average of the same positions in the rural municipalities in Renfrew County. That report also indicated that the Treasurer and Public Works Manager was also paid below the average of their rural peers, while other positions on our grid are paid above the average. This is a result of pay equity. The Members discussed the alternatives. Mayor Eady said that a grid change would be more cut and dried. The Merit system is just another situation for questions on merit amount awarded.

Susan Humphries asked if it was proper for the Committee Members to make a recommendation to Council. Chair Whyte agreed that she would like to see a recommendation to Council at this meeting.

Mayor Eady noted that there could be a change in Council Members this fall and how do you keep the merit system working properly when there may be new members to educate

Mayor Eady said that an appraisal system must be set up. Chair Whyte noted that we already do performance reviews. We need to establish goals and objectives.

Susan Humphries said that the cost to implement may be a concern. She asked what the cost would be. Chair Whyte said that the amounts have

not been determined and would be part of any recommendation. The Members looked at a scenario for the CAO/Clerk and for the Finance Manager. Since the merit policy would only come in effect when a Senior Manager is at the pay rate (top of grid), the Public Works Manager would not be eligible until 2016.

Following additional discussion, the following recommendation was brought forward.

Moved by Susan Humphries, Seconded by Don Eady that the Human Resources Committee recommend Council consider a merit pay based system for the Senior Manager positions to be implemented in 2014. Further, the Committee recommends that Council also develop the goals and objectives program as part of the merit based system.

Carried

6. 2014 JOB APPRAISALS

Mackie McLaren, CAO/Clerk informed the Members that he will be conducting a half year appraisal with all staff members in July. This is the first time job evaluation will be reviewed at the half year point.

Chair Whyte noted that Mayor Eady and the CAO/Clerk are to meet for his initial job appraisal with information reported to the Committee. The CAO/Clerk said that there has been an attempt to meet but a date to suit hasn't been found.

7. VACATION SCHEDULE TO DATE

The CAO/Clerk reported that he is waiting on the Public Works Staff to supply the vacation dates they have booked. Office Staff generally has applied for the dates they want.

8. ATTENDANCE CONTROL

The CAO/Clerk reported that there were no attendance issues at this time.

9. CORRESPONDENCE:

- Manulife Financial – Psychologically Health Workplace.

The CAO/Clerk passed around a copy of the Manulife presentation. He noted that he has provided a copy of staff members during the most recent staff meeting.

10. OTHER BUSINESS

Mayor Eady said that Council has referred a recommendation from the Recreation Committee to this Committee. The recommendation was to increase the Janitor's rate of pay at the Community Centre. The CAO/Clerk was requested to research if the work was part of a tender and report to the Committee.

11. NEXT MEETING DATE

The Committee agreed to meet July 4<sup>th</sup> at 9 am to review the information to be collected on the Community Centre janitorial pay increase recommendation.

12. ADJOURNMENT

Moved by Don Eady, Seconded by Susan Humphries that this meeting be adjourned at 3:05 p.m.

Carried

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CHAIR

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CAO/Clerk