

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee Meeting

July 4, 2014

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Friday July 4, 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 9 a.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF JUNE 10, 2014 COMMITTEE MEETING

Chair Whyte asked the Members to review the minutes of the June 10th meeting which will be presented to Council at their July 8th Council Meeting.

4. BUSINESS ARISING

Mayor Eady referenced Merit Pay. He noted that Council will have to prepare the goals and procedures. He would suggest that Council use a facilitator like Bruce Beakley, County HR Director with all of Council and Susan Humphries present. Susan agreed that we need at least one meeting with a facilitator. We may be able to carry on our own after that. Chair Whyte suggested that Senior Management Staff would sit in on the meetings. Susan Humphries said that the goals are needed but more important is how the goals are measured. She added that timing of this process is a challenge.

5. REQUEST BY RECREATION COMMITTEE TO INCREASE WAGES AT COMMUNITY CENTRE

Chair Whyte noted that the purpose of this meeting was to review the information on janitorial position at the Community Centre. Staff had been requested to find out if the position was tendered. The CAO/Clerk said that the position was not part of the tender for the cleaning of the Municipal Office, Fire Hall office and Public Works Garage office. However, because she was under that contract, when the previous janitor resigned a number of years ago, she was asked to provide the service at the Community Centre.

Mayor Eady asked if she was considered a contractor or an employee. A check with Jennifer Barr, Treasurer confirmed that she is considered as a contractor as she works for other business and individuals and submits an invoice. No payroll deductions are made. The Members discussed if there was a requirement to submit the required WSIB and Insurance certificates required in our HR Policy Manual.

After further discussion, the Members requested the CAO/Clerk to review the HR Policies to determine what policies are required to be met by individual contractors who provide a service to the municipality. The CAO/Clerk was to provide this information to the Members as soon as it was gathered.

6. NEXT COMMITTEE MEETING

The Members agreed to meet on September 16, 2014 at 9:00 a.m.

7. ADJOURNMENT

Moved by Susan Humphries, Seconded by Don Eady that this Committee Meeting be adjourned at 9:49 p.m.

Carried

CHAIR

CAO/Clerk