

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee Meeting

September 16, 2014

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Tuesday September 16, 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 9:00 a.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF:

- June 10, 2014 Committee Meeting
- July 4, 2014 Committee Meeting
- July 29, 2014 HR/Council Meeting

At this point in the Meeting, Jennifer Barr, Treasurer/Tax Collector dropped into the meeting and reported that she had just been appointed to a working committee on Long Term Financial Strategy, which meetings will be held periodically in Toronto. There was some discussion on cost to the budget for travel and accommodations. Mayor Eady suggested that she send a letter to the County and ask them to pick up part of the cost as the information she returns with would be discussed with the County.

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

4. BUSINESS ARISING

- Draft contracts for janitorial positions – Community Centre & Offices
- Janitor's comments on draft contracts

The CAO/Clerk informed the Committee that our HR policy requires a written contract and WSIB clearance for all contractors. While the policy covers large contractors like road and building contractors, it is a general policy that also covers small contractors like the janitorial services contract for the Community Centre. He has prepared draft agreements for the consideration of the contractor and the Committee. The contractor has provided her comments on the contract wording and asked for 60 days to consider the wording and to receive a response from her health provider on her ability to perform the work required. She also advised that she does not have WSIB coverage as she is a sole operator but does have her own accident insurance policy.

The Treasure/Tax Collector was asked to calculate what the WSIB premium might be for the janitorial services. She suggested that based on \$500 per month premiums would be approximately \$15.00. Mayor Eady asked if we could add this amount to the hourly rate of pay so the contractor is not out these funds. Susan Humphries said she was thinking of this as well. Mayor Eady suggested this arrangement could be made for similar part time positions. He noted that a speaker spoke about WSIB at a meeting at the County yesterday.

The Committee Members recommended that the CAO/Clerk contact the janitorial services provider and offer to cover the premium costs to help her become

established with WSIB. He was also directed to contact the County HR Director to see if we would have concerns with a pre-existing injury before compensation starts.

5. 2014 JOB APPRAISALS

The CAO/Clerk reported that he has now carried out ½ year appraisals with the office staff and believes it went well. Average appraisal lasted about 2 hours. He reviewed the individual staff goals left with each employee at the January appraisals. Mayor Eady encouraged all staff members to take Toastmasters courses as it builds confidence and personal development.

The Members discussed a staffing situation with the Public Works Department.

6. ADMINISTRATIVE ASSISTANT'S JOB DESCRIPTION

The CAO/Clerk informed the Members that the Administrative Assistant (AA) has from the time her job description was prepared in 2011 expressed concern that it does not properly capture the duties she provides. She has requested that she be reevaluated as an Executive Assistant/Planning Assistant. He requested a copy of the County's Executive Asst. job description and likewise McNab-Braeside's job description for their EA position. After reviewing the descriptions, he accepted that her duties are better reflected with a job description for the Executive Assistant/Planning Assistant position.

The Members directed the CAO/Clerk to have the County HR Director rate the job duties under an Executive Assistant job description for our Pay Grid.

7. SENIOR MANAGERS PAY RATES BELOW COUNTY RURAL MUNICIPAL AVERAGE

The Members continued their review of the Senior Manager request to be paid the average of their positions in the rural municipalities in the county. Mayor Eady said he believes that adding a new step "F" to the 5 step grid, which would mean dropping step "A", is fairer than suggested by staff earlier in reports. He said he is leaning to a merit increase for 2014 to resolve the situation before the end of the year. This issue would have to be dealt on a more permanent basis by the next Council. He knows that the original estimate for the merit of \$10,000, 5,000 and \$5,000 could be found in the budget. Susan Humphries said she supported merit but the challenge is to get the process established. It is late in the year to do this. Merit requires goals and procedures are required to be setup to measure against.

Chair Whyte asked if the merit amount could be based on the job appraisal for the position for 2014. Susan Humphries agreed for this year. All Council would have to decide on the % of merit each manager would receive. This needs to be supported by the Council and the public. She added that we need to establish the goals and procedures at the start of next year. Mayor Eady gave Ms. Humphries a list of accomplishments Council achieved in this Council Term.

Moved by Susan Humphries, Seconded by Don Eady that the Human Resources committee recommend to Council that they reconsider their position on changes to the salary grid for 2014 and discuss a merit increase for the Senior Management positions that are at job rate.

This recommendation is based on the lateness of the year and the financial implications to the 2014 budget for grid changes.

Carried

Committee Members discussed the need to create a newsletter on a semi-annual basis to be sent out to the ratepayers to promote the municipality.

8. CHIEF BUILDING OFFICIAL CONTRACT

The CAO/Clerk reported that the CBO currently provides inspection services for three municipalities on a part time basis. He has recently informed one of the municipalities that he will resign effective September 2015, leaving him still working for Horton and one other municipality. He has asked that he have a formal employment contract for the 4 years of the next term, at which time he sees himself retiring.

The CAO/Clerk also reported that during a procedural audit performed by our Municipal Auditors last week it was noted that taxes should be deducted from the CBO's mileage allowance as it is an allowance of \$1,000/month, therefore considered income rather than travel expenses.

The CAO/Clerk said that the CBO has not received a pay adjustment since 2008 when his pay method was changed from piece work based on number of permits, inspections, phone calls etc. each month and number of kilometers driven to a flat rate of \$2,000 salary and \$1,000 travel. This \$36,000 per year would have increased to \$42,500 if he had received 2% COLA compounded over the past 6 years. Staff suggested that the increase be made at \$45,000 to include an actual pay increase since 2008.

The CAO/Clerk noted that the Building Department is carrying a \$23,000 surplus at the end of 2013 which would be used to offset any increase, as this surplus can only be spent within the department which is provincial rules.

The Committee Members directed the CAO/Clerk to draft a contract for review by the Members at the next Meeting, and that they refer the salary wage request to Finance Committee for consideration.

9. EMPLOYEE VACATION/SICK LEAVE/OT BANK REPORT

The CAO/Clerk presented the Members with a report prepared by the Treasurer/Tax Collector which sets out each employee's used and unused vacation hours, sick leave and Overtime.

The Members discussed the need to back fill an employee who will be on leave as of November 28 for approximately 3 months. This coverage will be required for the Landfill Site and at the rink when ice is in. It was suggested that the CAO/Clerk contact the former person who filled in at the landfill site during vacations and to contact a resident to make ice that has done this for other outdoor and indoor rinks in the Valley.

10. ATTENDANCE CONTROL

The CAO/Clerk said that there are no attendance issues at this time.

11. REQUEST TO PERMIT EMPLOYEES TO DEDUCT THEIR OWN RSP PAYMENTS FROM PAYROLL.

The CAO/Clerk informed Council that several employees asked if the Township can have a RSP payroll deduction plan similar to the Canada Savings Bond payroll plan we have. This is not something that the Township would contribute to. The employees would authorize an amount to be deducted from their pay and the Treasurer would send it to their RSP company monthly.

Moved by Don Eady, Seconded by Susan Humphries that the Human Resources Committee recommend Council permit employees to a personal RSP payroll deduction plan set up through the Township's payroll system.

Carried

12. CORRESPONDENCE

There was no correspondence for the Members to review.

13. OTHER BUSINESS

There was no other business discussed by the Members.

14. NEXT MEETING

The Members agreed to meet once more in this term of office which will be on October 15, 2014 at 9 a.m.

15. ADJOURNMENT

Moved by Don Eady, Seconded by Susan Humphries that this meeting be adjourned at 11:15 a.m.

Carried

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CHAIR

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CAO/CLERK