

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee Meeting

October 15, 2014

There was a Meeting of the Human Resources Committee held in the Municipal Council Chambers on Wednesday October 15, 2014. Present was Chair Margaret Whyte and Susan Humphries. Absent was Mayor Don Eady. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Whyte called the meeting to order at 9:10 a.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF SEPTEMBER 16, 2014 COMMITTEE MEETING

Chair Whyte reviewed the September 16th Committee Meeting Minutes. The CAO/Clerk informed the Members that at the request of Senior Staff Council has deferred the issue of salary grid to the next Council. A resolution was passed at the October 7th Council Meeting calling on the next Council to fix the grid and back date any changes to January 1, 2014 as there will not be enough time left in the term for the current Council to do so. It is understood by Senior Staff that the next Council does not have to honor this Council's request.

4. BUSINESS ARISING FROM MINUTES:

No Response from Janitor on draft Contracts

The CAO/Clerk informed the Members that he has written to the janitor for the Community Centre, Municipal Office, Public Works office and Fire Hall office to set out that the Committee would recommend that the Township reimburse her for the cost of the WSIB premium if she were to register as required by our Policies. There has been no response to this offer.

5. TEMPORARY CONTRACT POSITION – LANDFILL SITE ATTENDANT

The CAO/Clerk provided a report to the Members on the need to temporarily fill the Landfill Site Attendant position while the employee recovers from surgery. This position also involves the making the ice/rink attendant at the community centre during winter months. The report recommends the Committee advertise for a position from November 17, 2014 to March 20, 2015. The end date will be left open for the possibility that the employee could return to work sooner.

The CAO/Clerk said that after his report was drafted, he has learned from the Chair of Recreation Committee that there may be a volunteer come forward to be ice maker/rink attendant and he would know this later day when Recreation Committee meets at 4 pm.

The Committee Members agreed that staff advertise the position that is required following the Recreation Committee Meeting this afternoon.

6. ADMINISTRATIVE ASSISTANT JOB DESCRIPTION – RECLASSIFICATION

Information from County HR Department

The CAO/Clerk informed the Members that the Administrative Assistant requested an opportunity to meet with the Members to discuss her request that

her position be reclassified. The Members agreed and Rose Curley was invited to approach the Table.

Prior to discussing her own position requirements, Ms. Curley informed the Members on new proposed policy on preventing discrimination based on mental health disabilities and addictions requirements. She added that this information will have to be incorporated into our INTEGRATED ACCESSIBILITY STANDARDS REGULATION (ISAR) document. She added that training on our ISAR is required by January 1, 2015 with staff and Council/Committee Members.

Ms. Curley then discussed the new roles she carries out that would qualify her position to be reclassified as Executive Assistant. She noted that her duties have changed since the job descriptions were updated in 2011. She expressed her concerns as to why her request had taken so long to come forward – 3 years. She requested the consideration of the Executive Assistant be carried out before any changes are made to the pay grid by the current council or the next council.

During Ms. Curley's presentation to the Committee, the County HR Director called for the CAO/Clerk who took the call. When he returned to the meeting he reported that they would rate the new position at 260 points up from the rating of 240 for the Administrative Assistant position. This would trigger one grid level increase as the current duties fit the Executive Assistant job description.

Moved by Susan Humphries, Seconded by Margaret Whyte that the Human Resources Committee recommend to Council that the Administrative Assistant position be reclassified to Executive Assistant/Planning at the Pay Grid of 4E, effective January 1, 2014.

Carried

The Members noted that a new job description will need to be prepared.

7. CHIEF BUILDING OFFICIAL CONTRACT

The CAO/Clerk presented the Members with a notice from the Township of Greater Madawaska which informed the Townships of Admaston/Bromley and Horton that they are exercising the cancellation clause in our three municipality agreement effective after the required 1 year notice. This agreement was for the contribution of each municipality towards benefits and telephone costs for the shared CBO.

The CAO/Clerk noted at the last Committee Meeting that the CBO has asked for an employment contract with Horton Township. This contract is currently being drafted by the staff of both remaining municipalities. This contract will include cost sharing of benefits and phone. The draft contract will be presented to the Committee for review once it has been drafted.

8. ATTENDANCE CONTROL

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

9. CORRESPONDENCE

Borden Ladner Gervais – newsletter on entitled “Court Upholds Human Rights Tribunal of Ontario decision granting back pay and reinstating employee 8 years post-termination”.

10. OTHER BUSINESS

There was no other business discussed.

11. NEXT MEETING DATE

The Members decided that this would be the last meeting of the HR Committee for this term of Council unless there was a need by the Chair to call a special meeting.

12. ADJOURNMENT

Moved by Susan Humphries, Seconded by Margaret Whyte that this Committee Meeting be adjourned at 10:26 a.m.

Carried

CHAIR

CAO/CLERK