

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Human Resources Committee

April 9, 2013

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Tuesday April 9<sup>th</sup>, 2013. Present were Chair Bob Kingsbury, Mayor Don Eady and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk. Also present for the Co-op Student interview was Jennifer Barr, Finance Manager and Rose Curley, Administrative Assistant.

1. CALL TO ORDER

Chair Kingsbury called the Meeting to Order at 2:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF OCTOBER 12, 2012 and MARCH 20, 2013

The Members reviewed the Committee meeting Minutes.

4. BUSINESS ARISING FROM MINUTES

October 12, 2012

Susan Humphries asked if a definition of “meeting” had been determined. The CAO/Clerk said he would have to bring this issue back for discussion. He did receive some initial feedback from other municipalities who did not have such a definition.

Mayor Eady noted that the Finance Committee is looking at the cost of increasing the life insurance benefit for staff members as a tradeoff to go to bi-weekly payroll from weekly payroll. The Finance Manager was preparing costs for the Committee’s review.

Mayor Eady said that work is being done on the issue of Council remuneration.

March 20, 2013

Mayor Eady referred to the notation of “Mayor Eady’s Plan” under item 3 on page 1. He said that the proposal could just as easily be called the CAO’s plan. Chair Kingsbury questioned this.

5. DELEGATIONS:

Co-op Student Interview

The Committee Members were joined by Jennifer Barr and Rose Curley to interview Laura Gonu, a Business Admin student at Algonquin College in Pembroke. The Township was successful in its application for a 13 week summer student enrolled in a co-op seminar this summer. Rose Curley, who drafted the funding application, reviewed the program details. Ms. Gonu has applied for the position. There were a limited number of students that qualified for this program and Ms. Gonu was the only student that applied. Following the interview the Committee Members recommended that Ms. Gonu fill the summer student position.

6. CORRESPONDENCE

Report/information – revisiting Work-Life issues in Canada

The Members reviewed an invitation to the CAO/Clerk to attend an upcoming Special County Council Meeting April 23 to hear a presentation from Dr. Linda Duxbury on a study she has compiled over 20 years on “work life balance issues”.

7. EMPLOYEE CONCERNS:

Office Staff Hours – 8:30 to 4 pm with ½ hour lunch

The CAO/Clerk reported to the Committee Members that the Office Staff Members requested a change in their work hours at the last Staff Meeting. The current office hours are 8:30 to 4:30 pm with 1 hour lunch and the proposal is to have a ½ hour lunch and end at 4 pm. A survey of surrounding municipalities indicated that 3 of the 4 are 8:30 to 4. The CAO/Clerk said he has asked staff to record the calls and activity at the counter between 4:00 and 4:30 for the next month and he will report on this activity at the next Committee Meeting.

Mayor Eady said that he wanted to see the data collected. He reminded the Members that customer service is important and suggested that they consider staggered hours 8 to 4 and 9 to 5. Susan Humphries said she will wait to see what the data reveals. Chair Kingsbury said he was concerned with the ½ hour lunch, which would not be long enough for staff to go home for lunch which has become their custom. The Committee Members agreed to wait for a report at the next meeting.

8. DRAFT BY-LAWS FOR RECOMMENDATION

2013 Employment Standards By-law

Jennifer Barr was present and reviewed the draft 2013 Employment Standards By-law. She reported that the by-law sets out the increase in life insurance benefits for staff from \$25K to \$50K effective July 1 which is the renewal date of the policy. She informed the Committee that there is a 60 day notice requirement to change the policy, so this is urgent. Mayor Eady advised that the Finance Committee has requested costing information. Ms. Barr had the data collected which is \$440 cost for 6 month premium and there would be savings of \$225 for materials if staff went to a bi-weekly payroll. However the big savings would be in staff time. She estimated \$4,000 saved in staff time per year going from weekly to bi-weekly payroll based on 3-4 hours per week in entering the payroll cards and completing the payroll run.

Mayor Eady said that with this much saving, can we approach staff to offer a tradeoff of increased life insurance for bi-weekly pay. Ms. Barr noted that the Auditor has recommended bi-weekly payroll. The CAO/Clerk noted that when the Committee approached staff last year with a bi-weekly pay proposal, staff did not support. He asked if staff would be open to this change if we assisted with “pay advances” during the first two bi-weekly pay periods until the staff members get their personal budgets accustomed to the new procedure.

Moved by Susan Humphries, Seconded by Don Eady that the Human Resources Committee support the Finance Committee’s proposal to trade off bi-weekly payroll for increased life insurance benefits with its full time staff.

Carried

The Committee Members continued their review of the draft 2013 Employment Standards By-law and supported it.

Community Emergency Management Coordinator (CEMC) by-law

Jennifer Barr recommended that there was a need to update the CEMC appointment by-law. She also reviewed the budget line for the Department. She noted that the CEMC has not been working for a salary, being paid the council members meeting allowance, it was now an opportunity to correct this method. The proposed budget was \$4,000 for CEMC and \$1,000 for Alternate CEMC.

Moved by Susan Humphries, Seconded by Don Eady that the Human Resources Committee recommend Council adopt this draft by-law.

Carried

Mayor Eady said he would report on this information to the Finance Committee at their April 12<sup>th</sup> Committee Meeting.

9. PUBLIC WORKS MANAGER

Recommend Pay Grid

The Committee Members agreed that this would be left until after the interviews and after we receive input from Bruce Beakley. The rate of pay would be based on experience of the successful candidate.

Date for First Interview

The Committee Members agreed to hold the interviews with the 4 short listed candidates on Tuesday April 30. This interview will involve the candidates providing a 20 minute presentation on why they are the best candidate for the position followed with up to 10 minutes of general questions by Committee Members. The interviews will start at 10 am.

Consider Part Time Option

Mayor Eady said he has had discussions with other Heads of Councils and they have different arrangements with yearly contract limits on certain types of positions. He would like this option explored when hiring in the future.

10. VACATION

The CAO/Clerk reported that all staff members have listed their holiday schedules for the year.

11. ATTENDANCE CONTROL

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

12. SAFETY OFFICER'S REPORT

Chair Kingsbury informed the Committee Members on a WSIB course the CAO/Clerk and he have been attending on the mornings of the 4 Thursdays in April. An updated Health and Safety Policy will be prepared following these meetings.

Chair Kingsbury stressed the need for monthly safety inspection reports.

The CAO/Clerk reported on costs for different types of steel to be used as clips to hold the slabs above the overhead garage doors at the Public Works Garage. Galvanized steel is over \$900 for the 30 feet required while aluminum is \$140 and mild steel is \$90. Chair Kingsbury suggested that the staff research the option Councillor Campbell recommended. The Committee Members agreed.

Chair Kingsbury said the next Safety Meeting is Monday April 22 at 1 pm.

Mayor Eady referred to the new WSIB rules for independent contractors. He asked if Council Members were covered. Jennifer Barr, Finance Manager came back to the meeting and advised that Council Members are not covered. Their payroll salary is removed from the rate calculation. She added that our WSIB rate is \$2.41 per \$100 of wages.

13. OTHER BUSINESS

Reclassifying Public Works Employee

The CAO/Clerk advised the Committee Members that the Public Works Superintendent made a request at the recent Public Works Committee Meeting that a Public Works employee be reclassified as he is doing much more than his job description defines. The Members discussed this request and noted that the job descriptions and pay grid are only 1 year old. Mayor Eady suggested that we ask the County for input.

14. NEXT MEETING

The Committee agreed that the next Meeting will be held June 11, 2013 at 2 pm.

15. ADJOURNMENT

Moved by Susan Humphries Seconded by Don Eady that this Committee Meeting be adjourned at 3:32 p.m.

Carried

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CHAIR

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CAO/Clerk