

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee Meeting

June 12, 2013

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Wednesday June 12, 2013. Present was Chair Bob Kingsbury, Mayor Don Eady and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Kingsbury called the Meeting to Order at 11:00 a.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF APRIL 9 AND APRIL 30, 2013

Chair Kingsbury asked the Members to review the two meeting minutes in April.

Susan Humphries referred to # 4 on the April 9th Minutes. Is there a definition of "meeting"? The CAO/Clerk said that he has been unable to find a meeting definition in neighbouring municipal procedural by-laws. Chair Kingsbury said this is something Council will have to determine particularly when Chair's meet with staff to prepare for the meeting. Mayor Eady said he could claim for more meetings than he does. Chair Kingsbury noted that individual Council Members may claim meetings differently. Mayor Eady said that if Council went away from remuneration by the meeting, it would do away with this issue.

Susan Humphries noted a spelling mistake in item 6 of the April 30th Minutes.

4. BUSINESS ARISING

Office Hours – information on activities after 4 pm.

The CAO/Clerk presented data collected by the front office staff on the number of customers that came into the office between 4 pm and 4:30 pm April 8th to May 31, 2013. A summary included two days with three contacts, 4 days with 2 contacts, 15 days with one contact and 18 days with no contact at all. Of the days when people came to the office, many were for fire permits or to pay, both of which are available on line.

The Committee Members reviewed this data.

Moved by Susan Humphries, Seconded by Don Eady that the Human Resources Committee recommend to Council that they approve revised Office Hours of 8:30 a.m. to 4:00 p.m. with a ½ hour lunch period for a trial period of July and August 2013.

Carried

Bi-Weekly payroll vote results

The CAO/Clerk reported that the vote results from the 9 office and Public Works Department staff was 6 votes against bi-weekly payroll and 3 votes for.

5. CORRESPONDENCE

The Committee Members reviewed the following Correspondence:

- Cassel Brock (Law Firm) – test for Employee vs. Independent Contractor
The CAO/Clerk was requested to forward this letter to the County HR Director for his opinion.
- Municipal Code of Conduct for Whitewater Region Township

Mayor Eady said that all Council should be involved in discussing the need for Code of Conduct. Chair Kingsbury noted that we have some of these policies in other documents, i.e. Procedural By-law.

6. EMPLOYEE CONCERNS

RRSP paid back as of May 15 2013.

The CAO/Clerk reported that all staff members that agreed to contribute the percentage of the RRSP overpayment have completed their pay back. Two employees did not participate – one who was on leave of absence and one who retired within weeks of the staff agreement to reimburse 25%.

7. VACATION

The CAO/Clerk reported that all staff members have booked their holidays for the year.

8. ATTENDANCE CONTROL

The CAO/Clerk reported that there were no issues.

9. SAFETY OFFICER'S REPORT

Chair Kingsbury, Safety Officer informed the Committee Members that the monthly inspection/audits are now flagged at the month end by the CAO/Clerk and this seems to be working. He pointed out that results of the inspection are to be posted in the workplace.

Chair Kingsbury reported that all the clips have been installed on the concrete slabs above the large overhead garage doors at the Public Works Garage.

10. OTHER BUSINESS

Staff Awards

The CAO/Clerk informed the Committee Members that staff members are pleased with Mayor Eady's suggestion of staff awards consisting of a plaque recognizing the employee and the appreciation that is set out in the HR Policy.

Mayor Eady said he would seek the assistance of the Administrative Assistant in preparing the presentation material.

Mayor Eady also discussed a "master plaque" listing former employees as well. This will list their term of work with the Township.

The Committee Members agreed that all employees due an award will receive the plaque and award based at their last milestone (5, 10, 15, 20 years etc.) this year.

Mayor Eady noted that the cost is based on the quality of the wood in the plaque. He suggested that this be in place to present to the employees at our Appreciation Dinner held in December.

Health and Safety Policy review with Staff

The CAO/Clerk reported that he has trained the office staff on the first three sections of the Health and Safety Policy during the last Staff meeting. This will continue at future staff meetings until the policy book has been reviewed. The Public Works Supt. will review with his staff members directly.

The CAO/Clerk informed the Members that it was learned at the recent WSIB meetings in Pembroke that the Health and Safety Policy must be signed the Mayor and CAO/Clerk once every year. We are behind on this.

Moved by Don Eady, Seconded by Susan Humphries that the Health and Safety Committee recommend to Council that they proclaim the Health and Safety Policy for 2013.

Carried

Accessibility Advisory Update

The CAO/Clerk presented a copy of the County of Renfrew's Form HR-33E which is now required to be presented to all employees and completed by those who would require assistance in an emergency. This form will be adapted for Horton's use and sent to all employees.

Closed Meeting – Pursuant to Section 8 (b) (ii) of By-law 98-08 as amended –Procedural By-law.

The CAO/Clerk reported that he had two personal files that he wished to review with the Committee Members in a closed meeting.

Moved by Susan Humphries , Seconded by Don Eady that the Human Resources Committee proceed into a Closed Meeting pursuant to Section 8 (b) (ii) of By-law 98-08 as amended, Procedural by-law.

Carried

The Meeting was closed at 11:46 a.m.

Chair Kingsbury called the Meeting back to Public Session at 12:16 p.m. and reported that in the closed meeting the Members received information on a request from an employee to further review her job duties evaluation form.

The Members also heard about a request from an employee on medical leave to return to work. The Members asked a number of questions and the CAO/Clerk was directed to contact the municipality's HR Lawyer to for answers.

11. NEXT MEETING DATE AND TIME

Chair Kingsbury requested the Members leave the date and time of the call of the next meeting to the Chair. The Members agreed.

12. ADJOURNMENT

Moved by Don Eady, Seconded by Susan Humphries that this Committee Meeting be adjourned at 12:20 p.m.

Carried

CHAIR

CAO/Clerk