

THE CORPORATION OF THE TOWNSHIP OF HORTON
Human Resources Committee Meeting
September 18, 2013

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Wednesday September 18, 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 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 JUNE 12, 2013 COMMITTEE MEETING

Chair Kingsbury reviewed the June 12, 2013 Committee Meeting Minutes with the Members.

4. BUSINESS ARISING FROM MINUTES

- Office Hours

The CAO/Clerk reported that revised Office Hours are to start after Thanksgiving when the summer hours are over and a trial period is to run for 6 weeks to the end of November. The revised hours are 8:30 to 4 pm with staff having a ½ lunch. He noted that at the recent staff meeting, some staff members were having second thoughts about only having a 30 minute lunch hour.

- Staff Awards – Fiebig contact

Mayor Eady agreed to contact Daryl Fiebig to arrange for the plaques to be prepared. He said he would also sit down with the CAO/Clerk and the Administrative Assistant to commence the staff award preparation. The CAO/Clerk is to arrange a meeting.

5. SAFETY POLICY – ACCIDENT INVESTIGATION REPORTING FORM – REQUESTED BY PUBLIC WORKS CHAIR

The CAO/Clerk informed the Committee Members that the Chair of Public Works had requested a new accident reporting form be created following a minor collision between one of the ¾ ton trucks and a boat and trailer at the boat launch this summer. The CAO/Clerk reviewed this request with Fire Department Safety officer who provided copies of a County of Renfrew reporting form which he presented to the Committee Members.

The Committee Members briefly reviewed the samples and requested that changes be made to the forms to make them relevant to Horton and present them for review at the next Committee Meeting.

6. PUBLIC WORKS SUPERINTENDENT'S JOB DESCRIPTION

Chair Kingsbury informed the Committee Members that he had requested the CAO/Clerk to maintain the Superintendent's Acting Pay when the Public Works Manager arrived to start her position. He recommended that the Acting Pay remain in effect until the review of his job description was carried out by the

Committee. The CAO/Clerk said in our policy, Acting Pay Policy ends once the person is no longer acting and the Supt.'s pay was reduced but reinstated after speaking with Chair. Chair Kingsbury requested the Member's input.

Susan Humphries asked if the Manager has assumed the duties now. The CAO/clerk said yes. Mayor Eady suggested that the Acting Pay remain in effect until after the Manager' 1st probation review which will be held in a month and a half. Ms. Humphries said the Policy only permits acting pay when the employee is acting in a higher capacity and that is over. She supports the original action of the CAO/Clerk. Chair Kingsbury said he would support keeping the Acting Pay until the 1st review is completed.

The CAO/Clerk informed the Members that a review of the Public Works Superintendent's job description should be conducted. Chair Kingsbury said he would like to see the Public Works Chair involved in this review. Mayor Eady added that the Manager and Supt should be both involved as well. Susan Humphries asked if it would be wise to start out with the Human Resources Committee and the Manager and then review the Committee's suggestions with the Public Works Committee. Mayor Eady agreed that we need a starting point to discuss with the Public Works Committee.

Janet Collins, Public Works Manager was invited into the Meeting. Chair Kingsbury asked for her input into a revised job description for the Supt. He asked her if she had some ideas for the Supt's role. Ms. Collins said she has some thoughts. She said she would carry out research, including speaking with all Public Works Department employees and office staff that the Supt. interacts with for their input as well. Susan Humphries suggested that she start gathering data over the next month. Janet Collins agreed that it was premature to give a formal response to Chair Kingsbury's question at this meeting. Mayor Eady noted that the duties of the Public Works Superintendents in each local municipality in the County would be different. Members briefly discussed a new job title for this position but no decision was made. Ms. Collins will continue her review and report at the next HR Committee Meeting to be scheduled in mid October.

7. DRAFT POLICY FOR HIRING/INTERVIEWING PART TIME STAFF AND SUMMER STUDENTS

Chair Kingsbury noted that it was been brought to his attention that we do not have an interview policy for part-time staff or summer students. The CAO/Clerk said that some of interviews have been conducted by staff, some had the full HR or Standing Committee Members involved, while other times only the Committee Chair was present and he noted that staff and Council Members need to know where the line is between staff interviewing and Committee or Council interviewing candidates.

Susan Humphries said she could see pros and cons for both. In some ways it is a better experience for a student to be interviewed by a group of people. After a brief discussion the Members requested the CAO/Clerk to research and draft a policy for consideration.

8. CORRESPONDENCE

The CAO/Clerk reviewed the following correspondence:

- Memo to Staff on use of Facebook and social media for Township business.

The CAO/Clerk reported that there was an article in a recent Clerk's magazine concerning a legal situation in Newfoundland where a private response to a ratepayer was carried out through a Facebook page which became public. He

copied this article for all staff and included a copy of our own HR policies on use of social media.

- Information of meeting with Public Works Manager and Public Works Supt.

The CAO/Clerk informed the Members that he has met with the Public Works Manager and Supt together and reviewed the new roles of the Manger and the reduced roles of the Supt. A copy of the information reviewed was presented to the Committee Members for information.

- County of Renfrew – 2013 local Salary Survey

The CAO/Clerk informed the Members that the County HR Department conducts an annual survey of the salary and wages of all municipal staff throughout the lower tier municipalities. He presented a copy of the 2013 survey and pointed out that he had averaged the pay scale for each position based on the rural municipality's salary and wages. He did not include the urban pay rates. He pointed out an anomaly which indicates that our pay rates for Managers is below the average while our lower positions are above the average. He noted that while we recently approved a new pay grid, it was only compared for pay equity purposes and was not compared with any of the lower tier municipalities in the County.

Mayor Eady said he would like to see where every employee sits on the current grid. Chair Kingsbury agreed. Then we could speak to the County HR Director.

9. OTHER BUSINESS

- Reports on Vacation/Leave, Banked Time, Sick Leave Used and Weekly O/T

The CAO/Clerk present copies of payroll reports prepared by the Finance Manager which has been requested twice per year by the Committee.

- Office Positions – Hours for Recreation Program Manager

Chair Kingsbury said he requested that this item be placed on the agenda. He said that in the decision of Council when the Recreation Program Manager's hours were increased to 35 hours per week, 20 hours were to be earmarked for Recreation and 15 hours for office administration. The Manager has two pay rates, one for Recreation and a lower rate for office admin. In most weeks, the Manager puts in far more than 20 hours for Recreation yet the pay is capped at 20 hours. He said that beginning next January the Recreation Manager should be paid for all her Recreation hours. He suggested that this was food for thought for next year's budget review.

10. NEXT MEETING DATE AND TIME

The Members agreed that the next Meeting date and time will be at the call of the Chair in mid-October.

11. ADJOURNMENT

Moved by Susan Humphries, Seconded by Don Eady that this Committee Meeting be adjourned at 3:30 p.m.

Carried

CHAIR

CAO/Clerk