

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Human Resources Committee

November 28, 2013

There was a Meeting of the Human Resources Committee held in the Municipal Council Chamber on Thursday November 28, 2013. Present was Chair Margaret Whyte, Mayor Don Eady and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk. Rose Curley, Administrative Assistant was present for Agenda items 4 (Service Awards) and 5. Jennifer Barr, Finance Manager was present for Agenda item 14.

1. CALL TO ORDER

Chair Whyte called the meeting to order at 2:07 p.m.

Mayor Eady welcomed Councillor Whyte as the Chair for this Committee. Chair Whyte has many years of Human Resources experience in the Health field and will be an asset to this Committee.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF SEPTEMBER 18 AND NOVEMBER 8, 2013

Chair Whyte asked the Members to review both sets of minutes.

4. BUSINESS ARISING

- Office Hours – Trail ends November 30

The CAO/Clerk reported that the 2 month trial of the new office hours, being 8:30 to 4 pm with ½ hour lunch expires on November 30. He has polled the office staff and the majority supports the change. A decision will be required by Council to permanently set the municipal office hours.

Susan Humphries asked if the permanent hours would be changed for summer hours. The CAO/Clerk said yes at this time. Mayor Eady suggested that notice of the change be posted on our website, noted in Horton Corner and posted on the front office door.

Moved by Susan Humphries, Seconded by Don Eady that the Human Resources Committee recommend to Council that they make the trial office hours permanent.

Carried.

- Accident Investigation Form

The CAO/Clerk presented two accident reporting forms supplied by the County of Renfrew. One form had been changed to reflect Horton Township and the other was a mockup. It was suggested that the changed form would be sufficient for Municipal reporting needs, but after discussion it was agreed by the Members to combine the two forms into one as there was some information on the other form that should be gathered.

The new form will be forwarded to the Chair of the Public Works and Fire Committees for input by the next Committee Meeting.

- Public Works Superintendent Staffing Report

Janet Collins was present and presented the Committee Members with a report on Acting Pay, Job Title and Job Description for the current Public Works Supt's

position. After discussion the Committee agreed that the job title and job description would remain unchanged but the Acting Pay would cease on November 30. Mayor Eady and the CAO/Clerk will discuss with the employee.

- Policy to Interview/Hire Part Time Staff and Students

The CAO/Clerk said he has not yet investigated a policy on what staff and/or Council/Committee Members should be part of an interview team to hire part time workers or summer students.

Mayor Eady said staff should have authority to hire this category of employees. All Council needs to know the cost and budget allotment. If this is a new position that does not have a budget a request to create a position must come with a short business plan. He further suggested that the Committee Chair must be made aware of the process and result if the chair requests.

Susan Humphries agreed that the Manager and CAO/Clerk should interview and select an employee for a part time position like rink attendant.

- County of Renfrew – 2013 Local Salary Survey – Effect to Horton

The CAO/Clerk referenced the results of a study of remuneration and benefits for the local municipal government positions throughout the County. This survey had been presented at the last Committee Meeting. He pointed out that the survey continues to indicate that the Senior Manager positions are paid below the rural municipality average while our lower positions are paid above the average. This situation has existed since the County started preparing the survey.

The CAO/Clerk presented a copy of the current pay grid for the municipal workers that had been requested at the last Committee Meeting. The Members discussed merit increases being a percentage amount versus an equal monetary amount each year.

Susan Humphries suggested that Step 1 would be to meet with Bruce Beakley, County HR Director at our next meeting. Mayor Eady suggested that with the retirements of two senior staff due in three years the need for the CAO position should be evaluated at that time as well. The CAO/Clerk discussed the reasons why the CAO position should be maintained. The Committee agreed to invite Mr. Beakley to the next Committee Meeting.

- Service Awards

Rose Curley, Administrative Assistant was present to review the Service Award documentation that will be presented to staff during the Volunteer Christmas Dinner December 13. A sample of the plaque was viewed by the Members. In addition, a scroll for each employee setting out their tenure with the Municipality will hung up in the employee's work place. Mayor Eady thanked Ms. Curley for putting this together.

## 5. INTEGRATED ACCESSIBILITY STANDARDS REGULATIONS POLICY

Rose Curley reviewed the draft Policy she had prepared. She noted that the Province has mandated 5 categories of accessibility improvements and this is #2. The first one was "Customer Service". Training for the Integrated Standards will be required in 2015. Employment Standards is a large part of this policy, especially in areas of recruitment and accommodation requirements. Council is required to adopt the policy. Ms. Curley said she would have a by-law prepared for the January Council Meeting. She will include the draft policy and multi-year accessibility plan with the Council Meeting package going out this weekend for the December Council Meeting so the Members would have some time to review it before they consider approving it in January.

6. EMPLOYMENT BY-LAW WITH COUNTY'S BY-LAW FOR COMPARISON

The CAO/Clerk presented a copy of the 2013 Employment By-law and informed the Members that an employment by-law is passed annually. He also handed out a copy of the County's Employment By-law. The CAO/Clerk pointed out differences between the two by-laws. The by-law will be presented for consideration after the 2014 budget has been finalized.

7. EMPLOYMENT ASSISTANT PLANS – QUOTES FROM 2 SOURCES

The CAO/Clerk informed the Committee that staff has requested a benefit assistance plan that would provide counselling for staff members. Prices were \$60 per employee per annum from Valley Employee & Family Assistance Program and \$47.40 per employee per annum from Cowan.

There was discussion of what employees would be covered – did this include part-time fire fighters who would have this coverage through their Fire Fighters coverage and Council? The Committee requested that staff research this question. The Members supported this request and recommended the Finance Manager include the cost for the Cowan coverage in draft 2014 budget.

8. APPOINT MUNICIPAL TREASURER

The CAO/Clerk recommended that Council change the title of the Finance Manager to Municipal Treasurer now that we no longer have a Treasurer. Mayor Eady requested that we seek assurance from our lawyer that we can proceed with this appointment.

9. PUBLIC WORKS EMPLOYEE – OFF 3 MONTHS TO RECOUP FROM SURGERY

The CAO/Clerk reported that a Public Works employee will be off for approximately 3 months at some point in 2014 to recover from surgery. It was suggested that the former co-op and summer student be approached to see if he can temporarily fill this vacancy. A contract setting out the work involved and that the employment has no guarantee of continued employment would be required.

10. EMPLOYEE CONCERNS

The CAO/Clerk noted that no employee has come forward with employment issues at this time.

11. VACATIONS

The CAO/Clerk reported that a number of employees have planned to take vacation days during December. He presented a calendar showing the dates employees will be off

12. ATTENDANCE CONTROL

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

13. CORRESPONDENCE

There was no correspondence to review.

14. COUNTY BENEFIT PLAN

Ms. Jennifer Barr, Finance Manager joined the meeting to inform the Committee Members that she attended a County Benefit Plan meeting earlier in

the day. The Benefit Member Group decided that the County would lead an RFP for pricing and benefits available from the market place. This will go out in mid January 2014. They will be following the County's procurement by-law.

15. NEXT MEETING DATE

The Committee agreed to meet January 22, 2014 at 10 a.m.

16. ADJOURNMENT

Moved by Susan Humphries, Seconded by Don Eady that this Committee Meeting be adjourned at 4:25 p.m.

Carried.

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CHAIR

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CAO/CLERK