

THE CORPORATION OF THE TOWNSHIP OF HORTON

Human Resources Committee Meeting

April 28, 2015

There was a Meeting of the Human Resources Committee held in the Municipal Council Chambers on Tuesday April 28, 2015. Present was Chair Robert A. Johnston, Mayor Robert Kingsbury and Susan Humphries. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Johnston called the Meeting to Order at 1:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF MARCH 18, 2015

The Members reviewed the March 18, 2015 Meeting Minutes.

4. BUSINESS ARISING

The Members asked about the new Administrative/Planning Assistant. The CAO/Clerk advised that he has been in the position for two full weeks and he is satisfied with how fast he is picking up the duties. He seems to be fitting in well.

The CAO/Clerk advised the Members on another situation with a staff member. During the discussion the Members referred to the solution offered in the HR Policy H-02 – Discipline and Dismissal. The CAO/Clerk will speak to the employee's Manager and follow that policy.

5. ATTENDANCE CONTROL

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

6. CORRESPONDENCE

- Hicks Morley – newsletter re exception from Mandatory Retirement Policy For Fire Department

The CAO/Clerk reported that this newsletter reported on a court decision on a decision of the Human Rights Tribunal of Ontario between a former fire Department member and the City of Mississauga. The court upheld the City's policy of mandatory retirement of firefighters at age 60.

- Statistical Report for 2014 for Employee & Family Assistance Program

The CAO/Clerk reported that Council added an Employee & Family Assistance Program to the benefit package for employees in 2014. He pointed out that in 2014 no employee participated. The members discussed the need for this program. Susan Humphries suggested that we wait until the end of 2015 to make any recommendation of continuing with the program if the employees do not participate.

7. OTHER BUSINESS

- Staff Appraisals – still to be carried out

The CAO/Clerk informed the Members that he has prepared the draft documents for the staff appraisals but has not yet carried out individual appraisals with staff members. They will be carried out during the month of May.

8. NEXT MEETING

The Members agreed the next meeting will be held on Tuesday June 23, 2015 at 1:00 p.m.

9. ADJOURNMENT

Chair Johnston declared the Meeting to be adjourned at 2:00 p.m.

CHAIR

CAO/Clerk