

THE CORPORATION OF THE TOWNSHIP OF HORTON

Special Human Resources Committee Meeting

July 27, 2015

There was a Special Meeting of the Human Resources Committee held in the Municipal Council Chambers on Monday July 27, 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 10:30 a.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. CHANGES TO FRONT LINE OFFICE STAFF

The CAO/Clerk informed the Members that the position of Administrative/Planning Assistant has become vacant and he proposes employment contracts for two individuals. He requested the Members proceed into a Closed Committee Meeting to review staffing reports on two positions and draft employment contracts.

Moved by Robert Kingsbury, Seconded by Susan Humphries that the Human Resources Committee proceeds into a Closed Meeting pursuant to Section 4 (2) (b) of By-laws 2015-11 – Procedural By-law “personal matters about an identifiable individual, including municipal employees”.

Carried

The Meeting was closed at 10:31 a.m.

Chair Johnston called the Meeting back to public session at 11:19 a.m. He reported that during the Closed Meeting the Members received 2 reports from the CAO/Clerk and reviewed 2 draft employment contracts for one employee that would be promoted and one former student employee that would fill the position that the promoted employee held. Several changes were made to the draft contracts. Following the return to public meeting, the following resolutions were considered.

Moved by Susan Humphries, Seconded by Robert Kingsbury that the Human Resources Committee recommend to Council that they enter into a 12 month employment contract with Christina Mulcahey to fill the position of Administrative/Planning Assistant for a period of 1 year.

Carried

Moved by Robert Kingsbury Seconded by Susan Humphries that the Human Resources Committee recommend to Council that they enter into a 12 month employment contract with Nichole Dubeau to fill the position of Receptionist/Clerk for a period of 1 year.

Carried

4. ROLE OF CAO/CLERK

- Report by Mayor on CAO/Clerk's appraisal he conducted.

Mayor Kingsbury reported on that he carried out the appraisal July 23, 2015. He has listed 6 goals for the CAO/Clerk to meet during the remainder of the year. Mayor Kingsbury informed the Members that during the appraisal they spoke about retirement. The CAO/Clerk will reach his 65 birthday in October 2016 and indicated that he may request permission to continue employment through until May 31, 2017 if it met the approval of the Members and Council.

- Management duties to be carried out by the CAO/Clerk.

The CAO/Clerk requested that there be a review of the management duties that fall under this position over the next few meetings. He noted that previous Councils have seen the position as a hybrid between a Clerk-Treasurer system and a CAO/Clerk system. It is not a “strong” CAO/Clerk system and a future CAO/Clerk may expect it to be that, which would cause some strain in the relationship between the Senior Manager and Council in the future.

The CAO/Clerk presented a list of the Role of Council, Head of Council, Head of Council as Chief Executive Officer, Municipal Administration, Clerk, Chief Administrative Officer and Treasurer as stated in the Municipal Act. He noted that this information was presented to Council as part of their Orientation Package last December at the start of the Council term.

Susan Humphries pointed out the differences in the role of Council and the role of staff. The Members agreed to continue this discussion during future Committee Meetings.

- Revised Terms of Employment for the Recreation Program Manager

The CAO/Clerk informed the Members that back on March 31, 2015, the Recreation Committee made the following recommendation to the Finance Committee concerning new terms of employment for the Recreation Program Manager:

that the Recreation Committee recommend to the Finance Committee that the Recreation Program Manager's hours of employment be set at 33 hours per week. This represents 7 hours x 4 days plus 5 hours that will be banked for future use towards events outside the normal 4 day work week if required.

The CAO/Clerk reported that Finance Committee met several times since March 31 but this item was not considered and the next Finance Committee Meeting is not scheduled until late September. He asked the HR Committee to redirect this recommendation to Council for their September 1, 2015 Council Meeting. The Recreation Program Manager assumes the revised hours on September 14.

Moved by Robert Kingsbury Seconded by Susan Humphries that the Human Resources Committee recommend that Council approve the changes to the Terms of Employment for the Recreation Program Manager.

Carried

5. ADJOURNMENT

Chair Johnston declared the Meeting to be Adjourned at 11:50 am.

CHAIR

CAO/CLERK