

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Human Resources Committee Meeting

September 29, 2015

There was a meeting of the Human Resources Committee held in the Municipal Council Chamber on Tuesday September 29, 2015. Present was Chair Robert A. Johnston, Mayor Robert Kingsbury and Susan Humphries, Public Member. 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:

- June 23, 2015 Regular Committee Meeting Minutes, and
- July 27, 2015 Special Committee Meeting Minutes.

Chair Johnston asked the Members to briefly review the previous Meeting Minutes.

4. BUSINESS ARISING

- Relocation of Managers Offices

The CAO/Clerk reported that the Recreation Program Manager's Office in the Community Centre is ready to be occupied. The Public Works Manager relocated to the Public Works Garage approximately 1 month ago.

5. DELEGATION

1:05 Jim McBain – Municipal Law enforcement Services

The CAO/Clerk presented a report on Horton's Indemnification By-law and Insurance Coverage which supports Council Members and staff if they were personally sued as a result of a municipal decision or action. He reported that our Municipal Law Enforcement Officer has requested to be added to this program. The Indemnification By-law and the Insurance Policy don't cover municipal contractors.

The Municipal Law Enforcement Officer contracts with a number of rural and urban municipalities. Jim McBain, President of Municipal Law Enforcement Services (MLES) was present and he explained that in two of the rural municipalities his company has been sued as well as personally sued for by-law enforcement files. The Municipalities were sued as well. The property owner sued against his attempts to collect a dog tag fee which is still ongoing and a zoning compliance issue, which he won in court. The plaintiff in both cases are suing for harassment, lack of proper appointment by-law and lack of being sworn in as a Peace Officer, all of which was successfully defended.

Mr. McBain explained that his company has insurance but if these types of frivolous suits continue to come forward, particularly from a rural group operating in Ontario, his company could stop defending him. He explained that his service for the Township is similar to that of the Chief Building Official who is an

employee and receives this protection. He proposed that he personally become a “part time contract” employee and his company would still remain a contractor. He provided a draft of an appointment by-law and two draft resolutions.

After discussion the Members considered the following resolution:

Moved by Robert Kingsbury, Seconded by Susan Humphries that the Human Resources Committee recommend to Council that the Township’s lawyer be requested to provide her input into the Municipal By-law Enforcement Officer’s proposed appointment By-law and draft resolutions.

AND that the Human Resources Committee seek input from the Finance Committee on the costs to appoint the Municipal Law Enforcement Officer as a part time employee.

Carried.

6. ATTENDANCE

- Report on Employee Leave – taken to date and remaining for year

The CAO/Clerk presented a report prepared by the Treasurer which shows every employee’s Banked Time, Floating Holiday, Sick Days and Vacation hours for 2015 that have been used and remain to be used.

7. CORRESPONDENCE

There was no correspondence to review.

8. OTHER BUSINESS:

- Management Review – CAO/Clerk

The CAO/Clerk presented a copy of an AMCTO newsletter entitled “Successful Staff/Council Relations: Old Lessons for New Challenges”.

This newsletter describes 10 policies, practices and principles for good Council/Staff relations. The members briefly reviewed the points. It was suggested that a copy of the newsletter be given to all Council Members.

- Assistant Landfill Attendant – pay grid increment due

The CAO/Clerk reported that a pay grid increment has been due to the Assistant Landfill Attendant and will be paid retroactively.

- Amend Group Health Benefits to extend coverage to age 70, and enter into a cost sharing agreement with Admaston/Bromley

The CAO/Clerk presented a report which set out a recommendation that Council increase the termination date for Health and Dental Benefits to age 70 up from 65. He explained that as of December 1, 2015 the Chief Building Official will drop one of the three municipalities he has been working for. He will remain working with Horton and Admaston/Bromley. Benefits were shared between the three municipalities. They must now be share by two.

The CBO will reach a major age milestone later this year and will not have health and dental benefits under our policy. Admaston/Bromley’s benefit plan terminates at retirement or age 70 whichever occurs first. It is recommended that the benefits for Horton staff be increased to 70 as well.

There will be no increased cost of premium for this change. Also the amount of Life Insurance is cut in half after age 65. The benefits will cease when the employee “retires” any time before age 70.

The CAO/Clerk presented a copy of a draft by-law which would authorize the participation in the shared benefits for the CBO with Admaston/Bromley effective December 1, 2015.

After consideration by the Members, the following resolution was presented:

Moved by Susan Humphries, Seconded by Robert Kingsbury that the Human Resources Committee recommend to Council that termination age for Extended Health Care and Dental Benefits be extended from age 65 to age 70. Further the Human Resources Committee recommends Council enact a by-law to participate in the cost sharing of Health Benefit premium costs for the shared Chief Building Official with Admaston/Bromley Township.

Carried.

9. NEXT MEETING

The Members agreed that the next Meeting would be held on Tuesday November 24, 2015 at 1 pm.

10. ADJOURNMENT

Chair Johnston declared the Meeting to be Adjourned at 2:10 pm.

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CHAIR

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CAO/Clerk