

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING - MINUTES

On Thursday June 11th, 2015 the HR & Administration Committee held a Meeting.

Present: Jane Dumas, Mayor -Chair
John Brown, Councillor
Joe Florent, Councillor
Dave Harper, Councillor
Bill Rodnick, Councillor
Richard Shalla, Councillor
Suzanne Klatt, CAO/Clerk-Treasurer
Regrets: Linda Thom, Councillor

Chair Mayor Dumas called the meeting to order at 7:03 p.m.

Additions/Amendments to the Agenda: None

Moved by: J. Florent **Seconded by: J. Brown**
“To adopt the agenda as circulated.”

Disclosure of Pecuniary Interest: None

Discussion and Review of new Job Description

- The CAO/Clerk Treasurer explained a proposal brought forward that would promote the Administrative Assistant to a different job classification reflecting the changes and additional duties as it pertains to Building, Planning and Road Departments. Options were discussed on an appropriate job title to reflect this position and this will be discussed with the employee. A resolution recommending the approval of this new job classification will be presented at the June 18, 2015 Regular Council Meeting.

Discussion and Review of wage grid and staff performance appraisals.

- A review of the wage grid which included the new job classification was done. A resolution for the employee being promoted from Administrative Assistant to this new position and their placement on the wage grid at Step 3 will be presented at the June 18, 2015 Regular Council Meeting.

Discussion on Performance Appraisal Process

Review of the format and content

- Council reviewed the format and content of the Performance Appraisal forms presently being used for the Full time/Part Time employees as well as Supervisory positions. It was decided that management would develop appraisals that would better reflect the duties and responsibilities of the respective departments with a focus on individual development, performance and growth within their job.

Review of the CAO/Clerk Treasurer Performance Appraisal.

- Council had previously reviewed the existing Appraisal Form and agreed it needed to be changed as it was not conducive to employee assessment and it needed to better reflect

the duties, responsibilities and expectations. Three(3) sample appraisals were provided to Council for their review. Council members will select evaluation criteria from these samples and choose a format that would better reflect goal setting, objectives identification and performance outcomes.

- The CAO/Clerk Treasurer discussed the use of “survey monkey” as a tool that can be used for performance appraisals. It simplifies the interview process and summarizes the results; it averages Council and the CAO responses to the same questions. There is no cost for a few surveys but a \$19.99 cost per month if a more frequent use of this survey (such as a survey on the website for the public) is anticipated. Council was also informed on the availability of supervisor appraisals through survey monkey.
- The CAO/Clerk Treasurer is directed to set up a template within survey monkey for Council to review based on their input on appropriate questions from all samples provided.

Per Diem By Law

- The CAO/Clerk briefed Council on discrepancies found between policies, resolutions and the per diem By-Law as identified by the Deputy Clerk during a review of the By-Law. The following changes will be made and brought forward for approval at the July 2 Regular Meeting. Council members will be provided with a red-lined copy of the By-Law prior to the next Regular Council Meeting of July 2, 2015.
 - Schedule “A”-addition of Fire Chiefs, Deputy Fire Chiefs and Fire Captains
 - Schedule “A” – remove “time under the auspices of such organizations as AMO, LAS and others.
 - Schedule “A”-do not need to include a half a day rate (\$125) the \$250 based on 10hr.day
 - Change Wage Grid and remove \$20/hr under FireFighter hourly rate
 - Schedule “B”-Sick leave No need to add 100km radius; this should be monitored by supervisors.
 - Schedule “B”- sick leave earned ie. 25 days should be changed to reflect resolution
 - Schedule “C”-Works Superintendent will include proposed changes to Safety Footwear to be included in Councils’ review prior to presenting it for approval at the July 2nd, Regular Council Meeting.

Moved by: B. Rodnick

Seconded by: J. Brown

“To adjourn the Human Resources and Administration meeting of June 11th, 2015 at 9:20p.m”

Mayor Jane Dumas - Chair