

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Tuesday, March 22, 2022				Report Date	Friday March 4, 2022			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/03/22/1304 – Human Resource Policies									

Subject: Performance Appraisal and Human Resource Policies

Recommendation: That Council pass Resolution No. 22/03/22/010 to approve a DISC Assessment for the Clerk-Treasurer and Resolution No. 22/03/22/011 to approve the cost-sharing Human Resource Policy program with E4M.

Background/Executive Summary:

The Clerk-Treasurer requested that a Performance Assessment be completed, as it is regularly done so on an annual basis concurrent with staff performance appraisals. It was scheduled on the February 18th agenda of Council. Council did not feel comfortable in completing a Performance Appraisal for the Clerk at the time. The municipality’s Integrity Commissioner came to a closed meeting of Council on February 25th to complete Education and Training on Performance Appraisals.

With the information received during the education and training session, it is staff’s recommendation that Council pass resolution approving a \$250 fee for a DISC assessment of the Clerk-Treasurer as recommended by the Integrity Commissioner.

In discussion with the Integrity Commissioner concerning the Performance Appraisal Policy that E4M provided to Council in training, it was noted that an email was sent out to Municipal Clerks on January 13, 2021, with an offer to take part in a cost-sharing Human Resource Policy Update through E4M. This offer provided municipalities an opportunity to have its Human Resource policies redrafted to ensure they reflect current legislation and actual/best practices of the municipality. One of the policies included in this offer is the Performance Appraisal policy. E4M is extending the offer to the municipality at a cost of \$3,500 plus HST which would provide the municipality with 38 updated Human Resource Policies. The list of the policies has been enclosed for Council’s review. It is important to note that some (10) the policies listed have already been recently updated. There is value in this offer as it takes significant staff time to complete the updates and ensure accuracy of these policies, which are ultimately not vetted through a legal team. Policy review has been excluded from this meeting in the event that the Human Resource Policy program with E4M is approved.

In discussion with the Integrity Commissioner in regards to updating policies and procedures it was noted that if a member of Council intends on drafting a by-law for Council approval, Council as a whole should first pass a resolution allowing that member of Council to do so. Therefore, Resolution No. 22/03/22/012 has been created for Council’s approval of the three by-laws previously created by a member of Council.

Financial Considerations/Budget Impact:

\$250 for the DISC assessment, which will be allocated to administrative training and education.
 \$3500 plus HST to update Human Resource Policies

Enclosures:

Human Resource Policies email from E4M

<p>Approved and Recommended by the Clerk</p> <p>Crystal Fischer, Clerk/Treasurer</p>
