



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sharon Chambers, Chief Administrative Officer  
**DATE:** 19/01/2017  
**SUBJECT:** Human Resources and Health and Safety Program Review  
**ATTACHMENTS:** Health and Safety Program Work Plan, HR Downloads Quotation

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts the report of the CAO regarding a Human Resources and Health and Safety Program Review;

AND FURTHER THAT Council gives pre-budget approval for the purchase of HR Downloads for a cost of \$2,093, plus HST.

### **EXECUTIVE SUMMARY**

A 2017 Administration Work Plan will be presented in conjunction with the 2017 budget. The Work Plan will include a comprehensive review of the Township's Human Resources and Health and Safety Programs.

A Human Resources & Health and Safety Review Working Group consisting of the Director of Corporate Services/Clerk, Manager of Employee and Business Services/Deputy Clerk, CAO and Human Resources Co-op Student. The Manager of Employee and Business Services has developed a work plan (attached) for the Health and Safety Review. The CAO and Human Resources Student are developing a work plan for the Human Resources Program Review.

The intent will be to present a revised Human Resources Policy and Program and to complete the Health and Safety Program review by the end of the Human Resources Students eight-month placement.

The CAO is requesting approval to purchase an online Human Resources Tool that will assist with the project.

### **DISCUSSION**

The HR Working Group heard a presentation from HR Downloads about an online Human Resources tool that will assist with the development of the new HR Program. Below is a summary of features that are included in the various modules;

**Fundamentals Module:** This tool provides monthly legislation updates and unlimited access to Canada's leading library of dynamic HR documents specific to your industry, location or business.

**HR Advice Module:** Unlimited phone support to ask HR related questions. Get UNLIMITED ONE-ON-ONE PHONE support from a team of HR experts, including an expert with experience in the public sector.

**Policy Manual Wizard Module** – Intuitive software generates customized policy manuals to meet the needs of your employees, region and business.

**Job Description Generator** – Create professional, customized, and comprehensive job descriptions quickly and easily. Can select from a wide database of existing job descriptions.

The County of Huron uses this online tool.

**FINANCIAL IMPACT**

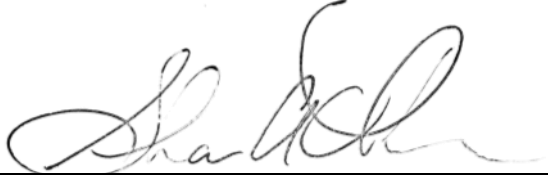
The cost of the tool is \$2,093, plus HST. This is an excellent resource that can be used to generate the new policy manuals, saving a significant amount of time and effort. This will allow the project to be completed within an aggressive timeline. The HR Advice Module will reduce consulting fees incurred by the Township.

**FUTURE CONSIDERATIONS**

N/A

**RELATIONSHIP TO STRATEGIC PLAN**

Goal #4 – Our administration is fiscally responsible and strives operational excellence.



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Sharon Chambers, CAO