



**Human Resources Committee Meeting  
with Closed Session  
Friday, February 8, 2019  
9:00 am  
Council Chambers**

**AGENDA**

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**1. Call to Order**

**2. Declarations of Pecuniary Interest**

**3. Approval of Previous Minutes**

- a) January 11, 2019 Human Resources Committee Meeting



**4. Review of HR Committee Terms of Reference**



**5. Recruitment Update**

**6. Workplace Violence and Harassment Incident Update**

**7. Closed Session**

- a) Motion to move into closed session

*That the Committee move into a closed session in accordance with the Municipal Act, 2001, Section 239 (2) for the purposes of considering the following subject matters:*

*(d) labour relations or employee negotiations*

- i) Closed Session Items

- a) Labour Relations – OPSEU Negotiations

- b) Motion to Rise to Open Session

*That the closed session of the Human Resources Committee be adjourned, and the Committee now rise and report to Open Session.*

**8. Open Session**

- a) Motions arising from closed session

**9. Next Meeting**

Friday, March 8, 2019

**10. Adjournment**



**Minutes of the Meeting of the Human Resources Committee with closed session held on Friday January 11, 2019, at 9:00 a.m. in the Municipal Office Council Chambers.**

**Present:** Councillor C. Cunningham, Chair  
Mayor S. Strathearn  
Deputy Mayor M. Ross  
Councillor J. Main

**Staff Present:** Chief Administrative Officer, J. Skorobohacz  
Director of Human Resources/Health & Safety, L. Yourkin  
Recording Secretary, A. Grenier  
Clerk, K. Desroches

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**1. Call to Order**

The Recording Secretary called the meeting to order at 9:03 a.m.

**2. Selection of Chair**

The Recording Secretary indicated the first order of business of the Committee was to select the Committee Chair for the 2019 year. Councillor C. Cunningham was selected and assumed the position of Chair.

**3. Declarations of Pecuniary Interest**

There were none.

**4. Adoption of Previous Minutes**

a) Minutes of the September 13, 2018 Human Resources Committee Meeting;

The Committee reviewed the minutes of the September 13, 2018. It was then

**Moved by:** S. Strathearn

Resolution No. 2019-01

**Seconded by:** M. Ross

**That the September 13, 2018 Human Resources Committee Meeting Minutes be adopted as printed and circulated.**

**CARRIED.**

**5. Closed Session**

a) Motion to move into closed session

**Moved by:** J. Main

Resolution No. 2019-02

**Seconded by:** M. Ross

**That the Committee move into closed session; and**

**Further that this portion of the meeting be closed to the public pursuant to section 239 of the *Municipal Act, 2001*, as indicated:**

**Subsection 2 b) Information about an identifiable individual; and**

**Subsection 2 d) Labour relations or employee negotiations**

**CARRIED.**

i) Closed Session Items

a) Review of Committee Member Applications

The Clerk facilitated a review of the criteria for the various committee appointments. Following review of the applications, the Committee directed staff to prepare the appropriate motion for consideration in Open Session.

b) CAO Performance Evaluation

Staff, except for the Director of HR/H&S, left the meeting at 10:45 a.m.

The Director of HR/H&S facilitated a review of the CAO's performance evaluation with the Committee.

Staff, except for the Clerk, returned to the meeting at 11:15 a.m.

c) Labour Relations Update

The Director of HR/H&S provided a labour relations status update of the various collective agreements and employment by-laws. Following this the Committee directed staff to prepare the appropriate motion for consideration in Open Session. It was then

**Moved by:** S. Strathearn

Resolution No. 2019-03

**Seconded by:** J. Main

**That this Closed Meeting of the Human Resources Committee be adjourned at 11:40 a.m.; and**

**That the Committee now rise and report to open session.**

**CARRIED.**

**6. Open Session**

a) Motions arising from closed session

i) Review of Committee Member Applications

**Moved by:** J. Main Resolution No. 2019-04  
**Seconded by:** S. Strathearn

**That the Administration be directed to prepare a closed session report to Council detailing the Human Resources Committee's recommendations respecting appointment of public members to the Town's various boards and committees.**

**CARRIED.**

ii) Labour Relations Update

**Moved by:** S. Strathearn Resolution No. 2019-05  
**Seconded by:** J. Main

**That the Administration be directed to prepare a closed session verbal report to Council detailing the Human Resources Committee's recommendations respecting the Management/Non-Union By-law.**

**CARRIED.**

**7. Meeting Schedule for 2019**

The meeting schedule for 2019 was discussed. It was determined that the Committee would meet the second Friday of every month for the first six months of the year, with a review of the schedule for the remainder of the year at the June 2019 meeting. The next meeting of the HR Committee will take place on Friday February 8, 2019.

**8. Adjournment**

As no other business was discussed, it was

**Moved by:** J. Main Resolution No. 2019-06  
**Seconded by:** S. Strathearn

**That this meeting of the Human Resources Committee with closed session be adjourned at 11:45 a.m.**

**CARRIED.**

Minutes approved \_\_\_\_\_ Resolution No. \_\_\_\_\_.

**THE CORPORATION OF THE TOWN OF MIDLAND**

**BY-LAW 2017-17**

**A By-law to establish a Human Resources Standing Committee and to amend By-law 2016-82, being a By-law to establish the Standing Committees along with their terms of reference**

**WHEREAS** Council, on November 28, 2016, passed By-law Number 2016-82, to establish Standing Committees along with their terms of reference and to confirm appointments to Advisory Committees, Local Boards and various other external committees;

**AND WHEREAS** it is deemed expedient to amend By-law Number 2016-82 to establish a Human Resources Committee which shall be a Standing Committee of Council;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MIDLAND HEREBY ENACTS AS FOLLOWS:**

1. That Schedule "A" – Terms of Reference and Categorization" of By-law Number 2016-82 is hereby amended by adding the following section

**STANDING COMMITTEES**

**"c) Human Resources Committee**

- Comprised of the Mayor and three (3) members of Council
- Chair shall be selected annually by the members of the Committee.
- A quorum shall be comprised of 50% of the members plus one.
- Meetings shall be at the call of the chair
- The Committee shall adhere to the closed session provisions of By-law Number 2010-42, as amended, the Town of Midland procedure by-law, when the discussion topics fall under the closed meeting provisions of the *Municipal Act, 2001*
- Shall be responsible for reporting and recommending a wide range of human resource policies to Council affecting:
  - Staffing changes arising from proposed alternative delivery of service proposals
  - Corporate human resource policies and occupational health and safety policies
  - Market and internal compensation reviews, implementation strategies and adjustments
  - Employee benefit and employee assistance programs (EAP's)
  - Employee and labour relations matters, including collective bargaining
  - Performance excellence and employee recognition programs

- Legislative and regulatory advice/compliance which impacts the employees, contractors and others in the corporation
- Non-union job evaluation system results
- Staffing and organizational design
- Staff training and development
- Any other items referred to the Human Resources Committee by Council “

2. **THAT** this By-law shall come into force and take effect immediately after the final passing thereof.


**BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 27<sup>TH</sup> DAY OF MARCH, 2017.**

**THE CORPORATION OF THE TOWN OF MIDLAND**



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**MAYOR – Gordon McKay**



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**ACTING CLERK – Karen Desroches**