



The Corporation of the Town of Midland

**Human Resources Committee Meeting
with Closed Session
Friday, May 10, 2019
9:00 am
Council Chambers**

AGENDA

1. Call to Order

2. Declarations of Conflict of Interest

3. Approval of Previous Minutes

- a) March 8, 2019 Human Resources Committee Meeting



4. Ministry of Labour Ergonomics Administrative Audit

- May 9, 2019

5. Lean Six Sigma & Project Management

6. Staffing Levels – 2019 Budget



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:

(b) information about an identifiable individual

(d) labour relations or employee negotiations

Closed Session Items

- 1) Committee & Board Appointments
- 2) Labour Relations Updates
 - i) IBEW Negotiations - Update
 - ii) Fire Negotiations - Results

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. Other Business

10. Next Meeting

Friday, June 14, 2019

11. Adjournment



Minutes of the Meeting of the Human Resources Committee with closed session held on Friday March 8, 2019, at 9:00 a.m. in the Municipal Office Council Chambers.

Present: Councillor C. Cunningham, Chair
Mayor S. Strathearn
Councillor J. Main

Staff Present: Director of Human Resources/Health and Safety, L. Yourkin
Recording Secretary, A. Grenier

Regrets: Deputy Mayor M. Ross

1. Call to Order

The Chair called the meeting to order at 9:05 a.m.

2. Declarations of Conflict of Interest

There were none.

3. Adoption of Previous Minutes

a) Minutes of the February 8, 2019 Human Resources Committee Meeting;

The Committee reviewed the minutes of the February 8, 2019 meeting. It was then

Moved by: J. Main

Resolution No. 2019-12

Seconded by: S. Strathearn

That the February 8, 2019 Human Resources Committee Meeting Minutes be adopted as printed and circulated.

CARRIED.

4. Review of Terms of Reference

The CAO facilitated a discussion to review the current Terms of Reference for the new Community Hydro Distribution Advisory Committee. No changes were recommended by the Committee. It was then

Moved by: J. Main
Seconded by: S. Strathearn

Resolution No. 2019-13

That the Draft Terms of Reference for the Community Hydro Distribution Advisory Committee be recommended to Council for approval; and

That the Town commences the process for recruitment of the community representatives for the Committee.

CARRIED.

5. Closed Session

a) Motion to move into closed session 9:15

Moved by: J. Main
Seconded by: S. Strathearn

Resolution No. 2019-14

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) identifiable individuals
d) labour relations or employee negotiations

CARRIED.

Closed Session Items

1. Committee & Board Appointments

The Director of Human Resources/Health and Safety facilitated a follow up discussion regarding committee and board appointments for the Audit Committee, Culture Midland Committee and the Ad Hoc Property Standards Committee. Following this the Committee directed staff to prepare the appropriate motion for consideration in Open Session.

Staff left the meeting at 9:30 am.

2. CAO Contract

The Committee discussed confidential correspondence provided by the Ontario Municipal Leadership Institute regarding the CAO Contract. Following this the Committee directed staff to prepare the appropriate motion for consideration in Open Session.

Staff returned to the meeting at 9:50 am.

3. Labour Relations Update

The Director of Human Resources/Health and Safety provided an update on recent labour relations negotiations and arbitration and responded to questions from the Committee.

4. Staffing Levels – 2019 Budget

The Director of Human Resources/Health and Safety provided an overview of the staffing level requests for the 2019 budget process and responded to questions from the Committee.

Moved by: J. Main Resolution No. 2019-15
Seconded by: S. Strathearn

That this Closed Meeting of the Human Resources Committee be adjourned at 11:28 a.m.; and

That the Committee now rise and report to open session.

CARRIED.

6. Open Session

a) Motions arising from closed session

i) Committee and Board Appointments

Moved by: J. Main Resolution No. 2019-16
Seconded by: S. Strathearn

That Administration be directed to prepare a closed session report to Council detailing the Human Resources Committee's recommendations respecting labour relations negotiations.

CARRIED.

ii) CAO Contract

Moved by: J. Main Resolution No. 2019-17
Seconded by: S. Strathearn

That the Committee receives the correspondence from Ontario Municipal Leadership Institute regarding the CAO contract; and

That the matter be brought to Council in closed session with a recommendation from the Human Resources Committee.

CARRIED.

7. Open Session

The Committee was updated that Community Grant Program would be a Committee of Council, and the draft terms of reference would be drafted for Council's approval.

8. Adjournment

As no other business was discussed, it was

Moved by: J. Main

Resolution No. 2019-18

Seconded by: S. Strathearn

That this meeting of the Human Resources Committee with closed session be adjourned at 11:36 a.m.

CARRIED.

Minutes approved _____ Resolution No. _____.

Chair

Recording Secretary



Departmental FTE Breakdown 2016 to 2019

Department	2016	2017	2018	2019
CAO & EA	1.15	1.37	1.60	1.75
Human Resources / Health & Safety	2.00	2.00	2.35	2.35
Corporate Services	7.35	7.88	11.43	12.00
Clerks	3.35	2.78	3.50 ¹	4.00 ¹
Communications	0.00	1.00	1.00	1.00
Culture and Tourism	2.20	2.10	2.93	3.50 ⁴
IT / GIS	1.80	2.00	4.00	3.50
Engineering	21.95	20.95	20.95	23.95
Administration / Technical Support	4.33	3.83	4.03	5.03 ⁴
Water/Waste Water Treatment Ctr	17.62	17.12	16.92	18.92 ⁴
Finance (includes Billing Clerk)	8.00	8.32	9.75	9.75
Fire	34.00	34.00	34.00	34.00²
Administration / Fire	14.00	14.00	14.00	14.00
Volunteer Firefighter	20.00	20.00	20.00	20.00
Operations	58.17	57.3	57.48	57.48
Bylaw (Parking and Crossing Guard)	2.21	2.21	2.21	2.21
Custodian	1.00	1.00	1.00	1.00
Transit	3.88 ²	3.88 ²	3.88 ²	3.88 ²
Operations (<i>Maintenance, Parks, Harbour</i>)	35.58	35.71	35.89	35.89 ²
Facilities (<i>NSSRC, CSR, Bartenders</i>)	15.50	14.50	14.50	14.50
Planning and Building Services	7.35²	7.35²	7.35²	7.35²
Sub -Totals	139.97	139.17	144.91	148.63

Group	2016	2017	2018	2019
Library	12.04	12.98	13.28	13.29
Police	34.72	35.76	6.00 ³	4.27 ³
Sub-Total	46.76	48.74	19.28	17.54

Year	2016	2017	2018	2019
Grand Total	186.73	187.91	164.19	166.17

¹Partial resource for Council (Mayor's) support

² Includes shared resources with the Town of Penetanguishene

³ Midland Police Service Disbandment 8-Feb-2018

⁴"New" Positions for 2019 (Culture/Butter Tart, Asset Management, Environmental Supervisor, W/WW Operator)