




**Human Resources Committee Meeting
with Closed Session
Friday, June 14, 2019
9:30 am
Council Chambers**

AGENDA

1. Call to Order
2. Declarations of Conflict of Interest
3. Approval of Previous Minutes
 - a) May 10, 2019 Human Resources Committee Meeting 
4. Ministry of Labour Ergonomic Audit & Inspection
5. Lean Six Sigma & Project Management
6. Recruitment
 - a) Applicant Tracking System
 - b) Current Vacancies
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) personal matters about an identifiable individual*
- (d) labour relations or employee negotiations*

Closed Session Items

- 1) Labour Relations
 - i) IBEW
 - ii) OPSEU
 - iii) MPFFA
 - iv) Management / Non-Union
 - v) Identifiable individual(s)

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 July 12, 2019

11. Adjournment



Minutes of the Meeting of the Human Resources Committee with closed session held on Friday May 10, 2019, at 9:00 a.m. in the Municipal Office Council Chambers.

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

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

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 March 8, 2019 Human Resources Committee Meeting

The Committee reviewed the minutes of the March 8, 2019 meeting. Section 6 was identified for an administrative correction as follows:

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

Moved by: M. Ross

Resolution No. 2019-19

Seconded by: S. Strathearn

That the March 8, 2019 Human Resources Committee Meeting Minutes be adopted as amended.

CARRIED.

4. Ministry of Labour Ergonomics Administrative Audit

The Director of Human Resources/Health and Safety shared the highlights of the ergonomics administrative audit completed by the Ministry of Labour at the Town offices on May 9, 2019 and indicated the Ministry would return at a later date to complete a physical audit and follow up with a full report and recommendations.

Moved by: M. Ross Resolution No. 2019-20
Seconded by: S. Strathearn

That the verbal update on the Ministry of Labour Ergonomics Administrative Audit be received; and

That the final report be brought back to the Committee for review at a subsequent meeting.

CARRIED.

5. Lean Six Sigma & Project Management

The Director of Human Resources/Health and Safety outlined the Lean Six Sigma exercise that the Town will undertake in 2019, as identified in the Service Delivery Review (2017).

Moved by: S. Strathearn Resolution No. 2019-21
Seconded by: M. Ross

That the Lean Six Sigma and Project Management verbal update be received for information

CARRIED.

6. Staffing Levels – 2019 Budget

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

Moved by: M. Ross Resolution No. 2019-22
Seconded by: S. Strathearn

That the overview of the staffing level requests as part of the 2019 Budget be received for information; and

That a portion of this item move into closed session as it pertains to an identifiable individual.

CARRIED.

7. Closed Session

a) Motion to move into closed session

Moved by: S. Strathearn Resolution No. 2019-23
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) 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 Heritage Committee, Community Hydro Distribution Advisory Committee and the Seniors' Council. Following this the Committee directed staff to prepare the appropriate motion for consideration in Open Session.

2. Labour Relations Negotiations

The Director of Human Resources/Health and Safety provided an update on the labour relations negotiations for the IBEW and Fire Services collective agreements and responded to questions from the Committee.

3. Staffing Levels – 2019 Budget

The Committee moved a portion of the staffing level discussion to closed session as it pertained to an identifiable individual.

Moved by: M. Ross

Resolution No. 2019-24

Seconded by: S. Strathearn

That this Closed Meeting of the Human Resources Committee be adjourned at 10:40 a.m.; and

That the Committee now rise and report to open session.

CARRIED.

8. Open Session

a) Motions arising from closed session

i) Committee and Board Appointments

Moved by: S. Strathearn

Resolution No. 2019-25

Seconded by: M. Ross

That Administration be directed to prepare a closed session report to Council detailing the Human Resources Committee's recommendations respecting Committee and Board Appointments.

CARRIED.

9. Other Business

No other business was discussed.

10. Next Meeting

The next meeting of the Human Resources Committee will take place on June 14, 2019, or at the call of the Chair.

11. Adjournment

Moved by: M. Ross

Resolution No. 2019-26

Seconded by: S. Strathearn

That this meeting of the Human Resources Committee with closed session be adjourned at 10:42 a.m.

CARRIED.

Minutes approved _____ Resolution No. _____.

Chair

Recording Secretary