




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

AGENDA

1. Call to Order
2. Declarations of Conflict of Interest
3. Approval of Previous Minutes
 - a) June 14, 2019 Human Resources Committee Meeting 
4. Lean Six Sigma
5. Recruitment
6. 2019 Management & Non-Union Group Wages
7. Policy DRAFT for Adjustments to Temporary Salary Rates

8. 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

Closed Session Items

- 1) Committee & Board Appointments

- 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.

9. Open Session

- a) Motions arising from closed session

10. Other Business

11. Next Meeting

Friday September 13, 2019

12. Adjournment



Minutes of the Meeting of the Human Resources Committee with closed session held on Friday June 14, 2019, at 10:00 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 and Safety, L. Yourkin
Recording Secretary, A. Grenier

1. Call to Order

The Chair called the meeting to order at 10:00 a.m.

2. Declarations of Conflict of Interest

There were none.

3. Adoption of Previous Minutes

a) Minutes of the May 10, 2019 Human Resources Committee Meeting

Moved by: S. Strathearn

Resolution No. 2019-27

Seconded by: J. Main

That the minutes of the May 10, 2019 Human Resources Committee Meeting be adopted as printed and circulated.

CARRIED.

4. Ministry of Labour Ergonomic Audit & Inspection

The Director of Human Resources/Health and Safety provided a verbal overview of the results of the ergonomic audit and inspection conducted by the Ministry of Labour at the Town offices on May 21, 2019. The Town was issued one order about a fire extinguisher not mounted. The inspector recommended some opportunities for improvement, and also provided suggestions for training at the senior management level.

Moved by: M. Ross

Resolution No. 2019-28

Seconded by: J. Main

That the verbal update on the Ministry of Labour Ergonomic Audit and Inspection be received for information.

CARRIED.

5. Lean Six Sigma & Project Management

As a follow up to the May 10, 2019 Human Resources Committee Meeting, the Director of Human Resources/Health and Safety provided further details on the Lean Six Sigma exercise that the Town will undertake in 2019.

Moved by: M. Strathearn Resolution No. 2019-29

Seconded by: M. Ross

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

CARRIED.

6. Recruitment

a) Applicant Tracking System

The Director of Human Resources/Health and Safety provided an overview of the Applicant Tracking System program selected by the Corporation to enhance and streamline the Town's recruitment process and responded to questions from the Committee.

b) Current Vacancies

The Director of Human Resources/Health and Safety provided an overview of the current vacancies within the Town and responded to questions from the Committee.

Moved by: J. Main

Resolution No. 2019-30

Seconded by: M. Ross

That the verbal overview of the Applicant Tracking System and review of current vacancies be received for information.

CARRIED.

7. Closed Session

a) Motion to move into closed session

Moved by: M. Ross

Resolution No. 2019-31

Seconded by: S. Strathearn

**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 individual (s)

d) labour relations or employee negotiations

CARRIED.

Closed Session Items

1. Labour Relations

i - iii IBEW, ii. OPSEU, iii. MPFFA

The Director of Human Resources/Health and Safety updated the Committee on the results of the labour relations negotiations with the Town's three collective bargaining units, IBEW, OPSEU and MPFFA.

iv Management / Non-Union

The Director of Human Resources/Health and Safety facilitated a discussion of the Management/Non-Union By-law and responded to questions from the Committee. Following this the Committee directed staff to prepare the appropriate motion for consideration in Open Session.

v Transit

The Director of Human Resources/Health and Safety facilitated a discussion of the current Transit compensation and responded to questions from the Committee. Following this the Committee directed staff to prepare the appropriate motion for consideration in Open Session.

vi Identifiable Individual(s)

The Director of Human Resources/Health and Safety facilitated a discussion regarding (an) identifiable individual(s). Following this the Committee directed staff to prepare the appropriate motion for consideration in Open Session.

Moved by: S. Strathearn

Resolution No. 2019-32

Seconded by: M. Ross

That this Closed Meeting of the Human Resources Committee be adjourned at 12:30 p.m.; and

That the Committee now rise and report to open session.

CARRIED.

8. Open Session

a) Motions arising from closed session

i) Management Non-Union By-law

Moved by: M. Ross Resolution No. 2019-33

Seconded by: S. Strathearn

That Administration be directed to prepare a closed session report to Council regarding Management/Non-Union and Transit compensation, based on recommendations of the Human Resources Committee.

CARRIED.

ii) Identifiable Individual(s)

Moved by: J. Main Resolution No. 2019-34

Seconded by: M. Ross

That Administration be directed to prepare a closed session report for Council's consideration regarding (an) identifiable individual(s) based on recommendations of the Human Resources Committee.

CARRIED.

9. Other Business

No other business was discussed.

10. Next Meeting

The next meeting of the Human Resources Committee will take place on July 12, 2019, or at the call of the Chair.

The Committee agreed to continue with monthly meetings for the remainder of the 2019 calendar year.

11. Adjournment

Moved by: S. Strathearn Resolution No. 2019-35

Seconded by: J. Main

That this meeting of the Human Resources Committee with closed session held June 14, 2019 be adjourned at 12:36 p.m.

CARRIED.

Minutes approved _____ Resolution No. _____.

Chair

Recording Secretary